

**COMMUNITY DEVELOPMENT AUTHORITY MEETING MINUTES**

**Thursday, October 12, 2017**

**6:30pm**

**VILLAGE OF WHITEFISH BAY - Public Library  
5420 North Marlborough Drive**

**I. Call to Order and Roll Call**

Chairperson Krueger called the meeting to order at 6:30pm.

Present: Trustee Jay Miller, President Julie Siegel, Jim Roemer, Brian Vanevenhoven, Mike Dwyer and Ray Krueger.

Also Present: Village Manager Paul Boening, Assistant Manager Tim Blakeslee and Stephanie Hacker from Graef.

**II. General Business**

**1. Approval of Minutes from the meeting held on September 26, 2017.**

Brian Vanevenhoven moved, seconded by Jim Roemer to approve the minutes of the September 26<sup>th</sup> meeting. Motion Carried, 6-0.

**2. Update on TID Finances.**

Mike Harrigan from Ehlers presented status reports on TID 1 and TID 2 and responded to questions from CDA members throughout the presentation.

**3. Continued Review and Discussion regarding Incentive Grant Application for proposed building addition at 417 East Silver Spring Drive. (Applicant - Lexor, LLC)**

Village Manager Paul Boening summarized the history of the grant request and activity to date. He noted that Tom Dixon had submitted revised financial details on behalf of Lexor, LLC. Graef Representative Stephanie Hacker commented further on the itemized capital list and proceeded to highlight information from Graef's review memo.

Discussion followed regarding leverage ratio, project specifics, TID balance, TID increment and program goals.

**4. Review and Discussion regarding Incentive Grant Application for second floor interior renovations at 629 East Silver Spring Drive. (Applicant - K & S Investments)**

Graef Representative Stephanie Hacker summarized the request and highlighted key details from Graef's review memo.

Discussion followed regarding project specifics, leasable area, prospective tenants, elevator access and financing.

Terry Stuhlmacher of K & S Investments stated that the grant program had served to incentivize the building owners to move forward with the proposed project. The applicants also noted that the second floor space had been unoccupied for the past 9-10 years.

Discussion followed pertaining to rental rates and public/private leverage ratio. Ms. Hacker noted that the applicants had based their grant request on the lowest obtained bid.

5. **The CDA may convene into Closed Session pursuant to Wisconsin State Statute §19.85(1)(e) deliberating or negotiating the purchase of public property, investing of public funds, conducting other specified business whenever competitive and/or bargaining reasons require a closed session - specifically regarding the Incentive Grant Applications referenced in Items 2 and 3 above.**  
**The CDA will return to open session upon completion of the closed session.**

Brian Vanevenhoven moved, seconded by Jim Roemer to move into Closed Session. Motion Carried by Roll Call Vote, 6-0. Closed Session began at 8:22pm.

Mike Dwyer moved, seconded by Brian Vanevenhoven to return to Open Session. Motion Carried by Roll Call Vote, 6-0. Open Session resumed at 9:15pm.

6. **Review and Recommendation to Village Board regarding Incentive Grant Application for proposed building addition at 417 East Silver Spring Drive. (Applicant - Lexor, LLC)**

Mike Dwyer moved, seconded by Jay Miller to recommend that the Village Board approve a maximum grant of \$200,000 to Lexor, LLC subject to:

1. Grant of \$200,000 maximum based on the application assumptions, including a project cost of \$750,000.
2. \$500,000 tax increment guarantee over 12 years, measured annually.
3. \$100,000 clawback in the event the business ceases operation for any reason or the building is sold to a third party.
4. Negotiation of a mutually acceptable written agreement setting forth the terms and conditions of the grant.

Motion Carried, 6-0.

President Siegel left the meeting at 9:17pm.

7. **Review and Recommendation to Village Board regarding Incentive Grant Application for second floor interior renovations at 629 East Silver Spring Drive. (Applicant - K & S Investments)**

Chairman Ray Krueger informed Mr. Tom Stuhlmacher that based upon discussion that took place in Closed Session, deadlock among CDA members would prevent action from occurring at the current meeting. Therefore, the request would be placed on the next CDA agenda for further review.

**8. Review and Recommendation to Village Board regarding Incentive Grant Application for second floor interior renovations at 629 East Silver Spring Drive. (Applicant - K & S Investments)**

Village Manager Paul Boening summarized the budget process related to TID 1 and TID 2 and highlighted the proposed budget numbers that had been distributed to CDA members. Discussion followed.

Jim Roemer moved, seconded by Mike Dwyer to recommend that the Village Board approve the TID 1 and TID 2 budgets as proposed. Motion Carried, 5-0.

**9. Set date/time for next meeting.**

Village Manager Paul Boening will communicate directly with CDA members to schedule the next meeting.

At this point in the meeting, Mr. Tom Stuhlmacher indicated that he was disappointed in the lack of CDA action on the K & S grant application. The CDA members provided additional feedback to Mr. Stuhlmacher and reiterated that action would not have been possible at the meeting due to a deadlocked CDA.

**III. Adjourn**

Mike Dwyer moved, seconded by Jim Roemer to adjourn the meeting at 9:25pm. Motion Carried, 5-0.

Paul Boening  
Village Manager