

VILLAGE OF GRAFTON

COMMUNITY DEVELOPMENT AUTHORITY MEETING MINUTES

NOVEMBER 2, 2011

The Community Development Authority (CDA) was called to order by Chair John Gassert at 6:15 p.m.

CDA members present: Jim Brunnuell, Jim Grant, Alan Kletti, Al Richards, Dan McKelvey, Roger Kirgues, and John Gassert

Staff/Officials present: Village Administrator Darrell Hofland, Director of Planning and Development Michael Rambousek, and Village Clerk Teri Dylak

MINUTES

Motion by Alan Kletti, seconded by Roger Kirgues, to approve the October 5, 2011 and the October 12, 2011 Community Development Authority meeting minutes, as presented. Approved unanimously.

PERSONS REQUESTING TO BE HEARD

None.

AMENDMENT TO THE THIRD REVISED TAX INCREMENTAL DISTRICT NO. 3 DEVELOPMENT AGREEMENT

Village Administrator Darrell Hofland informed the CDA that Mueller Hotel LLC is requesting an amendment to the Third Revised Tax Incremental District No. 3 Development Agreement. The request is due to a delay in starting the renovation project of the former Grafton Hotel building. The request is to extend the deadline for completion of various site improvements.

Administrator Hofland reviewed the current agreement completion dates. All site improvements, interior modifications and receipt of an occupy permit for 50 percent of the commercial and residential areas must be obtained by March 15, 2012. The amended agreement changes the completion date to June 15, 2012 and eliminates the commercial area notation. The developer has identified that they hope to have the work completed prior to the June 15 deadline.

The Village Board will be taking action on this matter at their meeting on Monday, November 7.

Motion by Jim Brunnuell, seconded by Jim Grant, to approve Amendment to the Third Revised Tax Incremental District No. 3 Development Agreement with Mueller Hotel LLC, changing the completion dates to June 15, 2012. Approved unanimously.

FACADE AND SIGN GRANT PROGRAM UPDATE

Administrator Hofland informed the members that the grant for Grafton Ski & Cyclery and Studelska Chiropractic have been removed from the listing due to the business relocation to new sites.

There was minimal discussion on the summary by the CDA members.

Alan Kletti commented that the grant program has worked very well and provided good funding opportunities for many businesses.

Chair Gassert questioned why The Bridge Inn grant not been paid. Administrator Hofland responded that they have not submitted for invoices for payment of the grant funds.

The impact on the budget when developers delay funding requests was briefly discussed. It was the consensus of the CDA that the grant program be revised to include a maximum time period for release of the requested grant funds.

Village Clerk Teri Dylak informed the members that Staff has received a final completion invoice for the Investment Center / Realty Executive grant request and the following review of the signs the funds will be released.

CONVENE TO CLOSED SESSION

Motion by Alan Kletti, seconded by Dan McKelvey, to convene to closed session, at 6:26 p.m., pursuant to Wisconsin Statutes 19.85(1)(e) for Real estate and competitive bargaining matters (Purchase of property, redevelopment of industrial site, Highland Ridge project amendment).
Approved unanimously by roll call vote.

A closed session of approximately 1 hour and 50 minutes was held. During the Closed Session, the CDA members received an update on the status of the possible redevelopment of a former industrial site. In addition, the members reviewed a proposed revision to the Highland Ridge project layout.

RE-CONVENE TO OPEN SESSION AND THE REGULAR ORDER OF BUSINESS

Motion by Roger Kirgues, seconded by Jim Grant, to reconvene to open session and the regular order of business, at 8:11 p.m. Approved unanimously by roll call vote.

OLD BUSINESS

None.

NEW BUSINESS

STATUS OF LEASE OF PARKING SPACES AT MUNICIPAL LOT (MILL SQUARE)

Director of Planning and Development Michael Rambousek informed the CDA that the Sean Phelan, the new owner of the Mill Square, formerly the Village Center, has talked with his tenants and it has been decided that the leased parking spaces are no longer necessary. The sign will be removed and the concrete repaired in the near future.

New Wayfinding Sign Design

Director Rambousek showed the CDA several lettering options for the new Wayfinding sign that will be placed throughout the Village. The signs are being revised to include the new Village logo and the "Quality Life. Naturally." slogan. Director Rambousek will keep the CDA updated on the final color scheme for the new signage.

ADJOURN

Motion by Jim Grant, seconded by Al Richards, to adjourn at 8:22 p.m.
Approved unanimously.