

## VILLAGE OF GRAFTON

### COMMUNITY DEVELOPMENT AUTHORITY MEETING MINUTES

JANUARY 4, 2012

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, Roger Kirgues, Dan McKelvey, Al Richards, and John Gassert

CDA member absent: Alan Kletti

Staff/Officials present: Village Administrator Darrell Hofland and Village Clerk Teri Dylak

#### MINUTES

Motion by Jim Grant, seconded by Al Richards, to approve the December 7, 2011 Community Development Authority meeting minutes, as presented. Approved unanimously.

#### PERSONS REQUESTING TO BE HEARD

None.

#### REQUEST FOR INCLUSION OF BUSINESS NAME ON WAYFINDING SIGNAGE BY JOHN WIRTH OF DIGITAL EDGE COPY CENTER, 1316 12<sup>TH</sup> AVENUE

Administrator Hofland identified that Digital Edge Copy Center owner John Wirth was unable to attend the meeting and asked that the CDA table discussion on this matter to the next meeting.

Motion by Jim Grant, seconded by Jim Brunnuell, to table this agenda item to the February 1, CDA meeting. Approved unanimously.

#### REVIEW AND CONSIDERATION OF DOWNTOWN BUSINESS DEVELOPMENT LOAN PROGRAM

Administrator Hofland stated that, as part of First Bank Financial Centre's entrance into the Grafton business community, they are offering to provide \$250,000 in initial funding for a Downtown Business Development Loan Program (DBDLP). The purpose of the DBDLP is to provide low interest loans for community projects that meet the mission of the Downtown Master or Redevelopment Plans. Administrator Hofland and Planning and Development Director Rambosek met with the President of First Bank Financial Centre and they are excited to extend this program to Grafton. A similar program is in place in Oconomowoc and Hartland.

The CDA members briefly discussed the proposed DBDLP. The loans will range from not less than \$10,000 or more than \$25,000, depending on fund availability.

Administrator Hofland stated that the Village's role in the program is limited. Director of Planning and Development Mike Rambousek will be the initial contact for the loan program and will work with the applicants to ensure that all of the paperwork is correctly submitted and that the proposed project meets the objectives of the Downtown Master Plan and/or Redevelopment Plan. The loan package will then be forwarded to First Bank Financial Centre for review and underwriting analysis. It is anticipated that once the Village receives all of the paperwork, it will only take 7 business days for a decision to be made on the loan request.

Several CDA members expressed concern with the current language of the DBDLP stating that there appears to be some liability on the CDA regarding the loans.

Administrator Hofland stated that the main task of the Village is to ensure that the goals of the program have been met by the applicant. He identified that he is looking for two CDA members to assist Director Rambousek in that review. It is not the Village's responsibility to review the financial viability of the applicant. All financial-related responsibilities will be completed by First Bank Financial Centre. Members Gassert and Brunnuell identified that they would be interested in working on the review team.

Eligible and ineligible loan activities were briefly discussed. In addition, several sections of the proposed DBDLP were reviewed. The CDA members requested that all sections of the program document be further reviewed by Staff and changes made as necessary to clarify the position of the Village and the CDA, as well as to eliminate any liability on the part of the CDA members.

It was the consensus of the CDA members that they were in favor of the proposed program. This item will be placed on the February 1, 2012 CDA meeting for final review and a possible recommendation to the Village Board for action.

#### **CONVENE TO CLOSED SESSION**

Motion by Jim Grant, seconded by Jim Brunnuell, to convene to closed session, at 6:33 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 and developers agreement revisions) Approved unanimously by roll call vote.

A closed session of approximately 20 minutes was held. During the closed session, the CDA discussed negotiation strategies relating to development agreements for a former industrial site on the Village's north side and Highland Ridge as well as the potential purchase of downtown property for municipal purposes.

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

Motion by Jim Grant, seconded by Roger Kirgues, to reconvene to open session and the regular order of business, at 6:52 p.m. Approved unanimously by roll call vote.

**OLD BUSINESS**

None.

**NEW BUSINESS**

None.

**ADJOURN**

Motion by Roger Kirgues, seconded by Jim Grant, to adjourn the CDA meeting at 6:53 p.m. Approved unanimously.