

**MINUTES ARE NOT OFFICIAL UNTIL NEXT SUBSEQUENT MEETING**

**Village of New Glarus  
Community Development Authority (CDA)  
New Glarus Village Hall  
319 2<sup>nd</sup> Street  
July 24, 2017 – Minutes - DRAFT**

The meeting was called to order at 6:35 p.m. by Chair Greg Thoemke. Members Present: Greg Thoemke, Lori Rodefeld, Carol Hassemer, and Mark Janowiak. Also present: Village Administrator Bryan Gadow.

Announcement: All cell phones shall remain off during the meeting.

Agenda: Motion by Mark Janowiak to approve the agenda, second by Carol Hassemer. Motion carried.

Approval of Minutes from 6/26/17: Motion by Carol Hassemer to approve the 6/26/17 minutes, second by Mark Janowiak. Motion carried.

Discussion/Recommendation on TIF Assistance Package for Cow & Quince Project – 407 2<sup>nd</sup> Street: Administrator Gadow provided a recap of the discuss from the June 26<sup>th</sup> meeting, indicating that the members were generally supportive of a package that included a ½ Revolving Loan Fund (RLF), ½ TIF assistance, with the TIF being used for publically visible façade improvements on the building. The total request from Cow & Quince was \$15,000, with \$7,000 for façade improvements, and \$8,000 for HVAC and other building repairs. Administrator Gadow noted that Lori Stein of Cow & Quince was putting together the required financial information for review with the RLF application, and it would be reviewed at a future CDA meeting.

Administrator Gadow noted that the members also discussed the potential of setting aside a portion of RLF funds for façade improvement grants, and referenced provided information on the façade improvement grant programs of Platteville, Milton, and Oregon. Chair Thoemke expressed caution with the grants portion of the RLF, as it would over time decrease the program funding. Mark Janowiak indicated that he was comfortable with a certain small percentage of funds used for façade improvement grants. Lori Rodefeld stated that the grants would have to be vetted and the Village could cap the grant funds awarded. Administrator Gadow stated he would contact other communities to research how they addressed on-going funding of the grant program. Carol Hassemer asked Administrator Gadow to inquire on the number of applications they receive and how many are approved.

Update/General Discussion on Business Retention and Expansion Program: Administrator Gadow provided an overview of the BRE program, and asked for an update of BRE visits by Committee members. To date, fifteen (15) visits have been completed. The Committee updated the BRE Visit schedule to include participation by new CDA members Lori Rodefeld and Carol Hessmer, and Administrator Gadow. The consensus of the Committee was to continue working to complete the 42 visits as schedules allow.

Update on Amendments to TID #3 and #4: Administrator Gadow provided an update on the Village Board's approval of the recommended TID amendments, and the forthcoming Joint Review Board meeting on July 26, 2017.

Update on WEDA Economic Development 101: Administrator Gadow provided an update on the proposed training, and asked the CDA to select a date. The members agreed on Monday, September 25<sup>th</sup> at 5:30pm.

Economic Development Update: Administrator Gadow provided an update on the closure of the Brennan's Market facility and Monroe Clinic sale.

Adjournment: Motion by Mark Janowiak to adjourn the meeting, second by Carol Hassemer. Motion carried. The meeting adjourned at 7:19 p.m.

Minutes taken by Bryan Gadow, Village Administrator

**Village of New Glarus  
Community Development Authority (CDA)  
New Glarus Village Hall  
319 2<sup>nd</sup> Street  
June 26, 2017 – Minutes - DRAFT**

The meeting was called to order at 6:32 p.m. by Chair Greg Thoemke. Members Present: Greg Thoemke, Dave Wytttenbach, Keith Peterson, Anthony Edge, Carol Hassemer, and Mark Janowiak. Also present: Village Administrator Bryan Gadow and Lori Stein of Cow & Quince.

Announcement: All cell phones shall remain off during the meeting.

Agenda: Motion by Mark Janowiak to approve the agenda, second by Anthony Edge. Motion carried.

Approval of Minutes from 5/30/17: Motion by Dave Wytttenbach to approve the 5/30/17 minutes, second by Keith Peterson. Motion carried.

Discussion/Recommendation on TIF Assistance Package for Cow & Quince Project – 407 2<sup>nd</sup> Street: Lori Stein of Cow & Quince restaurant, appeared before the Committee to discuss a request for TIF assistance for the rehabilitation of the 1935 building at 407 2<sup>nd</sup> Street. Ms. Stein indicated that she would like to replace the green aluminum with copper original to the historic character of the building, complete tuck pointing on the masonry, update the HVAC system and do a mural in the rear of the building/patio space. She indicated that the proposed cost of the work was approximately \$15,000. Greg Thoemke asked what the timeframe of the project was. Ms. Stein indicated that they are scaling as they go along, depending on cash flow. She indicated that their rear patio work is almost complete.

Dave Wytttenbach noted that the Village also operates a Revolving Loan Fund (RLF) program for these type of façade improvements, and that TIF is typically used to increase the taxable value of a property. He indicated that he was supportive of some type of ½ RLF, ½ TIF package, where the TIF expenditures would be related to improvements seen by the public (i.e. façade rehabilitation). Anthony Edge concurred with this type of funding packaging rather than primarily utilizing TIF resources. Greg Thoemke stated his main priority was to improve the 2<sup>nd</sup> Street facing façade. Mark Janowiak and Dave Wytttenbach asked if the Village's RLF program could be amended to allow the RLF program to provide a direct grant for façade improvements, in addition to loans. Administrator Gadow stated that he would review scenarios with the Village's TIF consultant (MSA Professional Services).

The consensus of the Committee was to work with the Village's TIF consultant to review the result to determine if an appropriate funding package could be considered by the Village. Administrator Gadow stated that he would review with the Village's TIF consultant and provide additional items for discussion at a future meeting.

Update/General Discussion on Business Retention and Expansion Program: Administrator Gadow provided an overview of the BRE program, and asked for an update of BRE visits by Committee members. To date, thirteen (13) visits have been completed. The Committee updated the BRE Visit schedule to include participation by new CDA members Lori Rodefled and Carol Hessmer, and Administrator Gadow. The consensus of the Committee was to continue working to complete the 42 visits as schedules allow.

Discussion on potential parking project in the downtown:

Greg Thoemke stated he received comments from an area resident on downtown parking challenges, and he asked Administrator Gadow to review if and how much parking could be located on the property that is for sale at northwest corner of Hwy 69 and 6<sup>th</sup> St. Dave Wytttenbach stated that he was not thrilled with

that location for a parking lot, due to its access challenges. Anthony Edge asked if the DNR and DOT would require approval, and what impact there would be for bike traffic. Keith Peterson suggested that instead, a closure of a portion of Railroad St and 5<sup>th</sup> St be studied for parking and a festival grounds. Mark Janowiak asked Staff to determine what the asking price of the lot is presently.

Economic Development Update: Keith Peterson reported that the Post Office parcel was for sale, but would likely continue to be rented to the Post Office.

Adjournment: Motion by Mark Janowiak to adjourn the meeting, second by Anthony Edge. Motion carried. The meeting adjourned at 7:24 p.m.

Minutes taken by Bryan Gadow, Village Administrator

**Village of New Glarus  
Community Development Authority (CDA)  
New Glarus Village Hall  
319 2<sup>nd</sup> Street  
May 30, 2017 – Minutes - DRAFT**

The meeting was called to order at 6:30 p.m. by Chair Greg Thoemke. Members Present: Greg Thoemke, Dave Wytttenbach, Keith Peterson, Anthony Edge, Lori Rodefled, and Mark Janowiak. Also present: Village Administrator Bryan Gadow.

Announcement: All cell phones shall remain off during the meeting.

Agenda: Motion by Mark Janowiak to approve the agenda, second by Dave Wytttenbach. Motion carried.

Approval of Minutes from 3/27/17: Motion by Dave Wytttenbach to approve the 3/27/17 minutes, second by Anthony Edge. Motion carried.

Update/General Discussion on Business Retention and Expansion Program: Administrator Gadow provided an overview of the BRE program, and asked for an update of BRE visits by Committee members. To date, nine (9) visits have been completed. The Committee discussed revising the BRE Visit schedule to include participation by new CDA members Lori Rodefled and Carol Hessmer, and Administrator Gadow. The consensus of the Committee was to continue working to complete the 42 visits as schedules allow.

Update/General Discussion on Amendments to TID Districts #3 and #4: Administrator Gadow provided an overview of the proposed two (2) amendments to the TID Districts and the three (3) motions that are required from the CDA to move the Amendments on to the Joint Review Board and Plan Commission. The three motions that required CDA action include:

1. Recommendation to add the forty (40) additional parcels highlighted on the TID#4 Boundary Amendment Map prepared by MSA Professional Services.
2. Recommendation to add the following potential project cost items to the TID#4 Project Plan:
  - a) Lighting on the existing trail and Backtown proposed trail
  - b) Sugar River Trail crossing enhancements (e.g. Rectangular Rapid Flash Beacons at 6<sup>th</sup> St and STH 69)
  - c) Dog Park facilities (fencing etc., within the District boundaries)
3. Recommendation to develop an Allocation Agreement that would allow for a full transfer of excess increment (approximately \$1.1 million) from TID District #3 to TID District #4, with the understanding that the Village Board could reduce the transfer amount in the future.

Motion by Keith Peterson to recommend that the appropriate committees move forward on all three motions listed above, second by Dave Wytttenbach. Motion carried.

Update/Recommendation on WEDA Economic Development 101 Program: Administrator Gadow provided a review of a potential economic development training program offered by the Wisconsin

Economic Development Association (WEDA). He noted that the course, entitled “Economic Development 101 for Local Leaders” is recommended for local policymakers such as the CDA, Village Board, and Plan Commission. Administrator Gadow stated that the course price is approximately \$1000 and can be tailored to community needs. He noted that WPPI could be a potential financial partner. The Committee members expressed their general support for pursuing the matter further. Greg Thoenke asked if the past participants in the Village’s Connect Communities Kickoff event from October 2016 could be invited as well. Dave Wytenbach suggested holding the event at a local establishment rather than Village Hall. Motion by Mark Janowiak to move ahead with researching the program further, second by Keith Peterson. Motion carried.

Update on Floodplain and Wetland Analysis on 2<sup>nd</sup> Business Park: Administrator Gadow provided an overview of the wetland delineation and hydrology work that has been completed on the Voegeli Farm property. He indicated that the base floodplain elevation of 852 ft would require the installation of an average of two (2) ft of fill for the building pads in order to bring them out of the floodplain. Administrator Gadow indicated that this might be a significant financial cost for the project. He indicated that he had some additional questions that needed to be answered by the WI DNR to determine if the site would remain viable for a business park. He indicated he would provide an update to the CDA members as information becomes available.

Economic Development Update: Administrator Gadow provided an update on tourism research with the Chamber and UW-Extension, a recent hotel inquiry, and the status of renovations of the Citizens Bank building.

Adjournment: Motion by Dave Wytenbach to adjourn the meeting, second by Mark Janowiak. Motion carried. The meeting adjourned at 7:25 p.m.

Minutes taken by Bryan Gadow, Village Administrator

**Village of New Glarus  
Community Development Authority (CDA)  
New Glarus Village Hall  
319 2<sup>nd</sup> Street  
April 24, 2017  
NO MEETING**

**Village of New Glarus  
Community Development Authority (CDA)  
New Glarus Village Hall  
319 2<sup>nd</sup> Street  
March 27, 2017 – Minutes - DRAFT**

The meeting was called to order at 6:31 p.m. by Chair Greg Thoenke. Members Present: Greg Thoenke, Dave Wytenbach, Mike Johnson, and Mark Janowiak. Also present: Village Administrator Bryan Gadow and Andrew Bremer of MSA Professional Services.

Announcement: All cell phones shall remain off during the meeting.

Agenda: Motion by Mike Johnson to approve the agenda, second by Mark Janowiak. Motion carried.

Approval of Minutes from 2/27/17: Motion by Dave Wytenbach to approve the 2/27/17 minutes, second by Keith Peterson. Motion carried.

Update/General Discussion/Recommendation on Business Retention and Expansion Project: Administrator Gadow provided a recap of work completed to date and the Committee sign up list for BRE visits. He noted that members can begin to contact these businesses to set up a visit, and would assist as

needed. Dave Wytttenbach asked if the visits could be done via phone call. Administrator Gadow indicated that they could be done via phone, although in person was preferred.

Update/General Discussion: Amendments on TID Districts:

Andrew Bremer provided a recap of the February 27<sup>th</sup> CDA discussion on the amendments. He noted that adding eleven (11) additional properties to TID #4 would increase the value \$7 to \$8 million. Mr. Bremer discussed adjusting the value of the parking lot north of the Chalet Landhaus back onto the hotel parcel, as it seemed overvalued. Dave Wytttenbach stated that the District valuation issue could be resolved by removing the gas station parcel or parking lot parcel from the District.

Andrew Bremer reviewed a schedule for completing the TID Amendments, including CDA final review of amended project plan (tentative May), Joint Review Board review of amended project plan (tentative May), and final Village Board review and approval of the amended TID#4 project plan (tentative June). Mr. Bremer then described the proposed revisions to the project plan, including potential project funded items: adding trail lighting and intersection improvements along Hwy 69 (from Landhaus to Downtown – North); shifting project milestones and dates included in the original TID#4 plan; potential 1<sup>st</sup> Street and 5<sup>th</sup> Ave Street improvements; colored concrete crosswalks; decorative lighting in Backtown (as part of a redevelopment project); and improvements related to a Dog Park (fencing, lighting, land acquisition). Administrator Gadow stated that he would contact the Village Assessor to discuss the Landhaus parking lot valuation correction, and once resolved would bring the item back for CDA review at a future meeting, tentatively April 26<sup>th</sup>.

Recommendation on Historic Tax Credit Limit in State Budget: Administrator Gadow discussed the potential \$10 million cap on historic tax credits and the criteria for job creation, and the impact this would have on New Glarus rehabilitation projects. He reviewed the draft letter to Senator Erpenbach and Representative Pope. Motion by Mike Johnson to approve the draft letter and authorize Staff to send to the local legislators, second by Dave Wytttenbach. Motion carried.

New Glarus Economic Development Update: Administrator Gadow discussed construction updates on the Casey’s project, New Glarus Brewery’s hospitality suite addition at the Hilltop facility, Hawk’s Mill Winery opening, and the Citizen’s Bank rehabilitation project.

Adjourn: Motion by Mike Johnson to adjourn, second by Lexie Harris. Motion carried at 7:15 p.m.

Bryan Gadow, Village Administrator

**Village of New Glarus  
Community Development Authority (CDA)  
New Glarus Village Hall  
319 2<sup>nd</sup> Street  
February 27, 2017 – Minutes - DRAFT**

The meeting was called to order at 6:31 p.m. by Chair Greg Thoemke. Members Present: Greg Thoemke, Anthony Edge, Dave Wytttenbach, Mike Johnson, and Mark Janowiak. Also present: Village Administrator Bryan Gadow and Andrew Bremer of MSA Professional Services.

Announcement: All cell phones shall remain off during the meeting.

Agenda: Motion by Mike Johnson to approve the agenda, second by Mark Janowiak. Motion carried.

Approval of Minutes from 1/29/17: Motion by Dave Wytttenbach to approve the 1/29/17 minutes, second by Anthony Edge. Motion carried.

Update/General Discussion/Recommendation on Business Retention and Expansion Project:

Administrator Gadow provided a recap of work completed to date and the Committee sign up list for BRE visits. He noted that members can begin to contact these businesses to set up a visit, and would assist as needed.

Update/General Discussion: Amendments on TID Districts:

Administrator Gadow reviewed the Village Board action on the two proposed amendments to the TID Districts. Andrew Bremer reviewed the map of TID #4. Chair Thoemke asked why parks and other non-taxed parcels were included. Andrew Bremer indicated that at least 50% of the district would need to be either for conservation or redevelopment, and park type properties are considered conservation. The Committee asked what TID funds could be utilized for. Andrew Bremer stated that TID funds cannot be used for public structures, but could be used for infrastructure to support those structures.

The Committee discussed which additional downtown parcels should be added to TID #4. Chair Thoemke stated that portion of 2<sup>nd</sup> St (between 4<sup>th</sup> Ave and 5<sup>th</sup> Ave) that is not already in, should be included. Andrew Bremer mentioned that the Village can use TID funds on properties ½ mile from the TID District boundaries, but the TID cannot benefit from the increase in value from those properties. Dave Wyttbach stated that Brenda's and the Swiss Lane property should be considered for inclusion. Chair Thoemke stated he was concerned about intention of capturing additional value from existing properties that are already doing redevelopment. Dave Wyttbach stated the Village could use the increased TID increment to assist with the creation of a Riverwalk and other amenities in the Backtown area. The Committee then discussed their level of desire to include additional properties with the majority of the Committee leaning towards adding additional properties.

The Committee discussed a potential future TID district along the highway corridor that could include properties at the Hwy 69 and 6<sup>th</sup> Ave intersection. The Committee discussed adding the following additional parcels to the TID #4:

- 2<sup>nd</sup> Street Corridor
- 17 6<sup>th</sup> Ave and 18 7<sup>th</sup> Ave
- 619 Hwy 69
- Parcel 0628.0000
- Parcel 0627.1000
- 200 5<sup>th</sup> Ave
- 119 5<sup>th</sup> Ave
- 109 5<sup>th</sup> Ave

Andrew Bremer stated that the Village Board and Joint Review Board would need to approve this before September 30, 2017 to include for next year's assessments. He noted that the CDA will review and reconfirm any additions before starting the process with the Joint Review Board.

The Committee discussed the potential amendment to TID #3 for the allocation agreement to transfer excess TID increment from TID #3 to TID #4. Mike Johnson stated that he was in favor of transferring most of the TID increment to TID #4 to allow it to assist with other redevelopment projects. Dave Wyttbach made a motion to draft the Allocation Agreement to allow for a full transfer of increment for flexibility, with the understanding that the Village Board could reduce the transfer amount in the future. Second by Mike Johnson. Motion carried.

General Discussion on Historic Tax Credit Limit in State Budget: Administrator Gadow discussed the potential \$10 million cap on historic tax credits and the criteria for job creation, and the impact this would have on New Glarus rehabilitation projects. He asked the Committee if they were in favor of him drafting letters to their local representatives recommending against these changes. Motion by Mike Johnson to direct Staff to direct the letters on the proposed Historic Tax Credit limits, second by Dave Wyttbach. Motion carried.

New Glarus Economic Development Update: Administrator Gadow discussed construction updates on the Casey's project. Mike Johnson discussed the County's grant writing on rural broadband access.

Adjourn: Motion by Dave Wyttbach to adjourn, second by Mark Janowiak. Motion carried at 7:49 p.m.

Bryan Gadow, Village Administrator

**Village of New Glarus  
Community Development Authority (CDA)  
New Glarus Village Hall  
319 2<sup>nd</sup> Street  
January 29, 2017 – Minutes - DRAFT**

The meeting was called to order at 6:31 p.m. by Chair Greg Thoenke. Members Present: Greg Thoenke, Anthony Edge, Keith Peterson, Dave Wyttbach, Lexie Harris, and Mark Janowiak. Also present: Village Administrator Bryan Gadow.

Announcement: All cell phones shall remain off during the meeting.

Agenda: Motion by Mark Janowiak to approve the agenda, second by Dave Wyttbach. Motion carried.

Approval of Minutes from 12/19/16: Motion by Dave Wyttbach to approve the 12/19/16 minutes, second by Anthony Edge. Motion carried.

Update/General Discussion/Recommendation on Business Retention and Expansion Project: Administrator Gadow provided a recap of work completed to date, with 42 pre-survey letters sent to various local businesses to inform them of the project. He asked members to provide him with a list of businesses that they have contacts with, so that he can create a schedule of BRE visits for the coming months.

Update/General Discussion: Amendments on TID Districts: Administrator Gadow reviewed the Village Board action on the two proposed amendments to the TID Districts. He noted that the Village Board approved setting up the allocation agreement between TIDs #3 and #4, and would make a decision on any transfer amount at a later date. He also noted that the Board was uncomfortable adding in all 48 remaining downtown properties to TID#4, but instead wanted the CDA to recommend a targeted list of properties to add into the District. Greg Thoenke noted that many of the properties not currently in the District were already built up, so there would be little value in adding them into the district. Dave Wyttbach asked about the cost of adding properties in at a later stage (after this initial amendment discussed). The Committee discussed whether the former Swiss Lanes Bowling property could be added in and if it would be economically advantageous to do so. Greg Thoenke stated he was concerned with stretching the boundaries of the district too far and the potential pushback from other taxing jurisdictions. Administrator Gadow stated he would research the questions raised by the Committee with the Village's consultant and bring the item back for further consideration at the February meeting.

Update/Discussion: Lumberyard Project Development Agreement: Administrator Gadow stated the development agreement for TIF assistance for the Lumberyard property would be before the Village Board for review on February 7<sup>th</sup>. The proposed assistance would begin in 2019, after project construction completion in 2018. Payments would be approximately \$6,477 annually until the full amount of \$45,000 was reached in 2025.

General Discussion on Follow Up to Connect Communities Kickoff Event: Administrator Gadow discussed the potential of a March follow up meeting with the October kickoff attendees to take the initial community feedback and craft a more structured economic development strategic plan.

New Glarus Economic Development Update: Administrator Gadow discussed updates on Senate Bill 1, which if adopted, would raise the total assessed value percentage for TIF Districts from 12% to 15%. The

Committee discussed updates on the Flannery's property, the Milkhouse housing project, and the sale of the RV park.

Adjourn: Motion by Anthony Edge to adjourn, second by Dave Wytttenbach. Motion carried at 7:17 p.m.

Bryan Gadow, Administrator

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