

MINUTES ARE NOT OFFICIAL UNTIL APPROVED AT SUBSEQUENT MEETING

**Village of New Glarus
Community Development Authority (CDA)
New Glarus Village Hall
319 2nd Street
October 29, 2018 – Minutes**

The meeting was called to order at 6:36 p.m. by Chair Greg Thoenke. Members Present: Greg Thoenke, Lori Rodefelf, Dave Wytttenbach, Peg Kruse, and Anthony Edge. Also present: Village Administrator Bryan Gadow.

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

Agenda: Motion by Dave Wytttenbach to approve the agenda, second by Anthony Edge. Motion carried.

Approval of Minutes from 8/27/18: Motion by Lori Rodefelf to approve the 8/27/18 minutes, second by Dave Wytttenbach. Motion carried.

Update/Discussion on Business Retention and Expansion Program: The Committee reviewed the revised marketing flyer for the Village's public assistance programs. Members present selected from the remaining fifteen (15) businesses that had not yet participated in a Business Retention and Expansion (BRE) visit to provide hand-delivered letters of invitation to participate in a BRE visit.

Economic Development Update: Administrator Gadow provided an update on the Tax Increment Finance (TIF) Handbook project. The Committee also discussed the status of the Citizens Bank rehabilitation project, the relocation of the Vault shop to the former Glanderladen building, and the potential for a façade improvement project at the Albion Armory space.

Adjournment: There being no further business, the meeting stood adjourned at 7:10 p.m.

Minutes taken by Bryan Gadow, Village Administrator

**Village of New Glarus
Community Development Authority (CDA)
New Glarus Village Hall
319 2nd Street
August 27, 2018 – Minutes**

The meeting was called to order at 6:43 p.m. by Chair Greg Thoenke. Members Present: Greg Thoenke, Lori Rodefelf, Dave Wytttenbach, Peg Kruse, and Mark Janowiak. Also present: Village Administrator Bryan Gadow, Randy Dreger, and Sherry Dreger.

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

Agenda: Motion by Peg Kruse to approve the agenda, second by Dave Wytttenbach. Motion carried.

Approval of Minutes from 6/25/18: Motion by Lori Rodefelf to approve the 6/25/18 minutes, second by Mark Janowiak. Motion carried.

Discussion/Recommendation on Amendment to Fest Haus Development Agreement (106 3rd Ave): Administrator Gadow provided an overview of the request, noting that Mr. Dreger has completed the construction of the Fest Haus event center ahead of schedule, and is requesting Village consideration of paying the full amount (\$45,000) of the TIF assistance as one payment. Mr. Dreger described the over \$200,000 in improvements that he has made to the building. Administrator Gadow noted that an amendment to the existing development agreement would be needed, as the property will not be reassessed until January 2019 to determine if the property meets minimum assessment value incorporated

in the development agreement. Dave Wytttenbach suggested an option that the Village pay eighty percent (80%; \$36,000) of the TIF assistance payment, and withhold the remaining twenty percent (20%; \$9,000) until the property is reassessed in January 2019. He noted that the Village can then determine if the minimum assessed value is reached, and whether or not the remaining balance should be released. Mr. Dreger stated he was comfortable with that arrangement. Greg Thoemke asked if TID#4 had a sufficient balance to pay the 80% payment. Administrator Gadow stated that he was check, but that if it didn't, it could be transferred from TID#3, per the Village's previous approvals. Motion by Dave Wytttenbach to recommend Village Board approval of an amendment to the Fest Haus development agreement to allow payment of 80% of the TIF assistance payment, reserving the remaining 20% balance until the property is reassessed in January 2019 and it is determined that it meets the required minimum assessed value. Second by Greg Thoemke. Motion carried. The Committee members expressed the thanks and support to Mr. and Ms. Dreger for their efforts on the high quality design of the project improvements.

Update/General Discussion on Business Retention and Expansion Program: The Committee reviewed the revised letter to downtown businesses that have not yet participated in a business visit, and offer comments. They asked Administrator Gadow to develop an insert highlight the recent projects that have been supported by the façade improvement grant, revolving loan fund, and TIF assistance programs.

Update on Small Community Forum: Administrator Gadow provided a recap of the Small Community Forum event that occurred in New Glarus on August 22nd. Peg Kruse, Dave Wytttenbach, and Greg Thoemke described their lessons learned from the event.

Economic Development Update: Administrator Gadow provided an update on the proposed workforce affordable housing project proposed for south of the Valle Tell neighborhood on Elmer Road. The Committee also discussed the status of the Citizens Bank rehabilitation project, and the full leasing of the Flannery's building.

Adjournment: There being no further business, the meeting stood adjourned at 7:15 p.m.

Minutes taken by Bryan Gadow, Village Administrator

**Village of New Glarus
Community Development Authority (CDA)
New Glarus Village Hall
319 2nd Street
June 25, 2018 – Minutes**

The meeting was called to order at 6:32 p.m. by Chair Greg Thoemke. Members Present: Greg Thoemke, Lori Rodefelf, Carol Hassemer, Anthony Edge, Dave Wytttenbach, and Mark Janowiak. Also present: Dave Mosher, Katherine May, and Village Administrator Bryan Gadow.

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

Agenda: Motion by Antony Edge to approve the agenda, second by Peg Kruse. Motion carried.

Approval of Minutes from 4/30/18: Motion by Carol Hassemer to approve the 4/30/18 minutes, second by Anthony Edge. Motion carried.

Discussion on Façade Improvement Grant Application for 513 1st Street: Dave Mosher of Mosher Associated provided an overview of his proposed façade renovation project and his façade improvement grant request of five thousand dollars (\$5,000.00). Katherine May, project architect, provided detail on the architectural design elements for the building, including new front door, window boxes, new shutters, and relocation of the cow statute to above the entry door. Carol Hassemer stated that she liked the proposal and that there is a need for this type of project which incorporates Swiss style into downtown architecture. Greg Thoemke stated he hoped it creates additional momentum for other projects. Motion by

Carol Hassemer, second by Mark Janowiak, to recommend approval of the \$5,000.00 façade improvement grant request.

Discussion/Recommendation on Façade Improvement Grant Application for 506 1st Street: Administrator Gadow noted that this item would be continued to allow for additional information from the applicant.

Update/General Discussion on Business Retention and Expansion Program: The Committee reviewed the draft of a letter to downtown businesses that have not yet participated in a business visit, and offer comments. The Committee members volunteered to hand deliver the letter to the business owners.

Economic Development Update: Administrator Gadow provided an update on the Village's selection to host a "Small Community Forum" on August 22nd; the Fest Haus project; parking challenges in the downtown area; and possibilities for additional handicap parking stalls.

Adjournment: Motion by Anthony Edge to adjourn the meeting, second by Carol Hassemer. Motion carried. The meeting adjourned at 7:10 p.m.

Minutes taken by Bryan Gadow, Village Administrator

**Village of New Glarus
Community Development Authority (CDA)
New Glarus Village Hall
319 2nd Street
April 30, 2018 – Minutes**

The meeting was called to order at 6:31 p.m. by Chair Greg Thoemke. Members Present: Greg Thoemke, Lori Rodefelf, Carol Hassemer, Anthony Edge, Dave Wytttenbach, 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 3/26/18: Motion by Anthony Edge to approve the 3/26/18 minutes, second by Dave Wytttenbach. Motion carried.

Discussion on Façade Improvement Grant Application for 511 1st Street: Administrator Gadow provided an update on a potential Façade Improvement Grant program application for Mosher & Associates at 511 1st Street. He noted that a formal application has not yet received, but that he understands it would be for Swiss-themed improvements to the exterior façade of the building. Administrator Gadow noted that Mr. Mosher is working with an architect to develop a plan set, and will appear before the Swiss Design Committee in May for review and approval of the plan set. The members stated that the potential project would be a good utilization of the façade improvement grant program.

Update/General Discussion on Business Retention and Expansion Program: Administrator Gadow provided an update on BRE visits by Committee members. The Committee members updated the visit schedule. Greg Thoemke suggested that Staff draft a follow-up letter offer one additional opportunity to meet with a CDA member, and failing that a reminder that the CDA and Village Staff are available to ask at a more convenient time.

Economic Development Update: Administrator Gadow provided an update the New Glarus Brewing Company freezer project at the former Brennan's building; the Village's selection to host a "Small Community Forum" on August 22nd; a potential new industrial use for a building in the Backtown area; an update on the Library building project; and the Valle Tell Phase II potential project. Greg Thoemke provided an update on the Fest Haus project, noting that Mr. Randy Draeger is intending to open in July.

The Committee also discussed the new photo studio and fitness center to be located adjacent to Village Hall, and the potential “pop-up” retail space at the former Citizen’s Bank building.

Adjournment: Motion by Anthony Edge to adjourn the meeting, second by Carol Hassemmer. Motion carried. The meeting adjourned at 7:13 p.m.

Minutes taken by Bryan Gadow, Village Administrator

**Village of New Glarus
Community Development Authority (CDA)
New Glarus Village Hall
319 2nd Street
March 26, 2018 – Minutes**

The meeting was called to order at 6:31 p.m. by Chair Greg Thoenke. Members Present: Greg Thoenke, Lori Rodefled, Anthony Edge, 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 Lori Rodefled. Motion carried.

Approval of Minutes from 1/29/18: Motion by Anthony Edge to approve the 1/29/18 minutes, second by Mark Janowiak. Motion carried.

Discussion/Recommendation on Façade Improvement Grant Application for 506 1st Street (S’Wisco Taphaus): Administrator Gadow updated that group that he had a discussion with one of the new owners of S’Wisco Taphaus about the potential for a façade improvement grant to install a new awning above the front entrance. He indicated that the owners had received one bid for the work, and was working on getting another bid. Anthony Edge asked for confirmation that the Village’s contribution to a façade improvement grant was not to exceed fifty percent (50%) of the total project cost, with an applicant fifty percent (50%) financial match. Administrator Gadow concurred, noting maximum awards could not exceed \$5000.00 per property. Greg Thoenke indicated that he supported moving the request forward in the interim, while the 2nd bid was gathered. He made a motion that the CDA tentatively recommend approval of a Façade Improvement Grant of five hundred dollars (\$500.00), and if the bids for the total project came back higher than \$1000.00, then the owners could pursue one of two options: 1) bring back the request to the CDA for further discussion; or 2) S’Wisco Taphaus could accept the \$500.00 grant from the Village and pay any difference in cost without further CDA consideration. Lori Rodefled seconded the motion. Motion carried.

Update/General Discussion on Business Retention and Expansion Program: Administrator Gadow provided an update on BRE visits by Committee members. The Committee members updated the visit schedule.

General Discussion on Tax Increment Finance (TIF) Policy/Handbook: Administrator Gadow provided an overview of the draft TIF Handbook noting the definition of certain terms and conditions under which projects are eligible for TIF. He noted that he has conducted colleagues for feedback on lessons learned with use of a TIF handbook. The CDA members indicated the draft was on the right direction, and that it would be tentatively scheduled for Village Board review at a future meeting.

Economic Development Update: Administrator Gadow provided an update the New Glarus Brewing Company expansion projects; the receipt of a state grant for the 2nd St Historic District National Register Nomination; and the UniverCity program (with UW-Madison students coming to Green County to assist with projects). Greg Thoenke provided an update on the Lumberyard project and the winery at Hwy 39. The Committee also discussed the new photo studio and fitness center to be located adjacent to Village Hall, and the potential “pop-up” retail space at the former Citizen’s Bank building.

Adjournment: Motion by Anthony Edge to adjourn the meeting, second by Lori Rodefeld. Motion carried. The meeting adjourned at 7:16 p.m.

Minutes taken by Bryan Gadow, Village Administrator

**Village of New Glarus
Community Development Authority (CDA)
New Glarus Village Hall
319 2nd Street
January 29, 2018 – Minutes - DRAFT**

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

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

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

Approval of Minutes from 11/27/17: Motion by Dave Wytttenbach to approve the 11/27/17 minutes, second by Anthony Edge. Motion carried.

Update/General Discussion on Business Retention and Expansion Program: Administrator Gadow provided an update on BRE visits by Committee members. The Committee members updated the visit schedule.

General Discussion on Tax Increment Finance (TIF) Policy/Handbook: Administrator Gadow provided an overview of the TIF Handbook project, noting that it would provide clear directions from the CDA/Village Board on how the Village will or will not utilize TIF prior to a developer submitting a request. Dave Wytttenbach noted his desire to assist commercial manufacturing versus commercial retail, in the context of the “but for” test. Mark Janowiak asked Staff to research any mistakes to avoid that other communities have experienced. Anthony Edge noted that Paul Jadin (Madison Area Regional Partnership) discussed a few situations like that in the October 2017 Economic Development 101 session. Lori Rodefeld asked about the Green County Development Corporation/Monroe project that has not yet moved forward. Mark Janowiak asked if there were set market or population thresholds for certain business types to locate within a community. Administrator Gadow stated he would research that question and provide a draft of the TIF handbook for CDA review at a future meeting.

Economic Development Update: Administrator Gadow provided an update on the February 27th Façade Improvement Workshop, the potential for New Glarus to host a Small Communities Forum in Summer 2018, his upcoming lobbying effort for the State Historic Tax Credit program, and improving communication and coordination among the CDA and Historic Preservation Committee (HPC) on projects of mutual interest. The Committee also discussed available parcels for rent, the potential for additional fitness space, and an update on the Flannery’s project.

Adjournment: Motion by Mark Janowiak to adjourn the meeting, second by Anthony Edge. Motion carried. The meeting adjourned at 7:06 p.m.

Minutes taken by Bryan Gadow, Village Administrator

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