

Community Development Authority Meeting  
May 24, 2011  
Minutes Approved June 28, 2011

**Minutes**  
**Community Development Authority Meeting**  
**May 24, 2011**

The meeting of the Community Development Authority for the City of Monona was called to order by Chair Robb B. Kahl at 7:00 p.m.

Present: Chair Robb B. Kahl, Aldm. Jim Busse, Mr. Andrew Homburg, Mr. George Lightbourn, Mr. Jason Scott, Mr. John Surdyk, and Aldm. Jeff Wiswell

Also Present: Mayor Bob Miller, City Administrator Pat Marsh, Planning and Community Development Coordinator Paul Kachelmeier, and CDA consultant Gary Becker from Vierbicher Associates.

**MINUTES**

A motion was made by Aldm. Busse, seconded by Mr. Lightbourn, for approval of the minutes of April 26, 2011.

The motion carried.

**APPEARANCES**

There were no appearances and the appearance section was declared closed.

**OLD BUSINESS**

There was no Old Business

**NEW BUSINESS**

**6.A. Discussion of Tax Incremental Financing Districts.**

Gary Becker the CDA's consultant from Vierbicher Associates gave a report on City of Monona Tax Incremental Financing Districts. He said that Tax Increment District (TID) No. 2 which is a donor district to TID No. 4 needs to be amended to continue to be a donor district to TID No. 4. He also said that the CDA can consider amending TID No. 4 along Monona Drive to allow it to fund the City's Housing Improvement Program within ½ mile of the TID boundary, although it would not fund all of the City.

City Administrator Pat Marsh asked does it have to be money generated from the TID, or can it be form a donor district, and Mr. Becker said it can be form a donor district.

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Chair Kahl asked is there the ability to use TID No. 4 1/2 mile boundary to fund the Housing Improvement Program in this area, and use another City funding program to fund the homes in the rest of the City.

Mr. Becker said that the TID could fund the CDA, and the CDA could fund the Housing Improvement Program outside of the TID No. 4 boundary.

Mr. Lightbourn asked if there were any results yet from the first round of the program?

City Administrator Pat Marsh said that the projects are just getting started, and in 3 to 6 months we should have some projects done.

Chair Kahl said that we also should have funding available for purchasing commercial properties for redevelopment.

Aldm. Wiswell arrived.

Mr. Becker said that TID No. 5 in the area of Owen Road will be struggling and the CDA could also share revenue from TID No. 2 to TID No. 5.

Chair Kahl said that this will need approval of the Joint Review Board too.

Mr. Homburg said that TID No. 2 has been successful, but our focus has mainly been on commercial development, and now we'd like to do more in the residential areas.

Mr. Lightbourn asked how do we put a program and package together so that all of the housing stock in the City is eligible?

Chair Kahl said that City staff and our consultant Gary Becker should map out how we do this for the Housing Improvement Program, and to also fund commercial redevelopment.

Mr. Becker said that we can start on this process by asking the City Council to approve the CDA starting the process to amend the TIF districts as we have discussed, and then develop a budget for it and the language for the TIF amendments. At the next CDA meeting we can discuss the budget and the details of the program, including amending TID No. 2 to continue as a donor district to TID no. 4, and also to become a donor district to TID No. 5. He said the expenses for Vierbicher to work on amending the TIF Districts are TIF eligible expenses.

Mr. Homburg added that the CDA could also discuss creating a CDA logo like other communities have done to help market and promote the CDA's programs.

A motion was made by Aldm. Busse, seconded by Mr. Surdyk to start the amendment process for TID No. 2 to continue as a donor district to TID No. 4, and to become a donor district to TID No. 5, and to investigate other opportunities and come up with a budget.

The motion carried.

## **MISCELLANEOUS BUSINESS**

### **7.A. Status of Demolition of City Owned Buildings in the North Part of Monona Drive.**

City Administrator Pat Marsh gave an update on the status of the demolition of the two City-owned buildings in the north part of Monona Drive, and said that Robinson Brothers received the contract for the demolition of the two CDA owned buildings.

### **7.B. Review of UW Health and Meriter Clinic Inspection Reports.**

City Administrator Pat Marsh gave a report on the inspection reports from Mike Huffman for the construction of the new UW Health Clinic and new Meriter Clinic.

The CDA discussed the inspections, and also if the funds provided through the TIF Districts had been spent and used by the developers in the development projects according to the Developers Agreements for each project.

Chair Kahl asked if City staff could talk to Mike Huffman about this, and to our City Attorney and ask for this confirmation.

City Administrator Pat Marsh said that he anticipates that prior to writing any checks for TIF payments they will review the invoices submitted for the development projects. He said we can have information for the next meeting on how we will proceed.

### **7.C. Staff Report Regarding Status of Commercial/Residential Projects and Proposals**

Planning and Community Development Coordinator Paul Kachelmeier gave an update on the status of commercial projects in the City, and said that the plans for Menard's 34,700 square foot addition to their retail store were approved by the Plan Commission at the meeting 5/9/11, and Menards is planning to start construction the second week in June.

### **7.C. Next Regular CDA Meeting**

The next CDA meeting is scheduled for Tuesday June 28, 2011 at 7:00 p.m. The CDA discussed that the next two CDA meetings will start at 7:00 p.m., and the August meeting and meetings after that will start at 6:30 p.m.

## **ADJOURNMENT**

A motion was made by Aldm. Wiswell, seconded by Mr. Surdyk to adjourn.

The motion carried.

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8:30 p.m.

A handwritten signature in cursive script that reads "Paul Kachelmer". The signature is written in black ink and is positioned to the right of the time "8:30 p.m.".

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