

MINUTES ARE NOT OFFICIAL UNTIL NEXT SUBSEQUENT MEETING

**Village of New Glarus
Community Development Authority (CDA)
New Glarus Village Hall
319 2nd Street
November 22, 2010
Minutes**

The meeting was called to order at 6:30 p.m. by Chair Dave Wytttenbach. Members Present: Kris Baumgartner, Roger Truttman, Dave Wytttenbach, and Henry Janisch. Absent: Dan Mulder, Kris Gmur and Beth Alderman. Also present: Village Trustee Kevin Budsberg, Village President Jim Salter and Village Administrator Nicholas Owen.

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

Agenda: Motion by Henry Janisch to approve the agenda, second by Roger Truttman. Motion carried.

Approval of Minutes from 10/25/10: Motion by Henry Janisch to approve the minutes of 10/25/10, second by Kris Baumgartner. Motion carried.

Update/Consideration: County Wide Market Analysis: Green County Tourism has applied for a similar grant through the State Department of Tourism. GCDS Staff is looking into participating in this effort to not duplicate expenses for similar initiatives. CDA expressed their concern for the Village's interests being lost in the expanded market analysis and that the analysis would still be covering information relevant to the Backtown.

Consideration: Proposals for TIF Plan: The Committee reviewed a proposal from Vierbicher Associates for preparation of a TIF plan and a timeline for creation of the TIF, including attending a series of meetings for \$12,100. All costs would become reimbursable by the TIF district if approved. Motion by Roger Truttman, to recommend approval of the contract with Vierbicher Associates for the preparation of a Project Plan for TIF 4, second by Henry Janisch. Motion carried.

Update: Downtown Parking Study: Administrator Owen informed the committee that a parking study would range in price from \$10,000 to \$15,000 or even potentially \$20,000 depending on the tasks desired by the firm. Kris Baumgartner indicated that Monroe recently conducted a study in their downtown and determined changing from parallel to angle parking would not add spots. Administrator Owen indicated he would contact Monroe to discuss their results and look at street measurements in the Downtown to determine if this is feasible.

Update/Discussion: Alternate Public Works Facility: The first property owner identified is not interested; the representatives will contact other owners about interest.

New Glarus Economic Development Update: Administrator Owen informed the Committee that the 5th Avenue Shops have been listed with a realtor and Botanica Properties will be going to Plan Commission for a variance on off street parking and loading requirements.

Adjourn: Motion was made by Henry Janisch to adjourn, second by Roger Truttman. Motion carried.
Time: 7:15 p.m.

Nicholas Owen, Administrator

**Village of New Glarus
Community Development Authority (CDA)
New Glarus Village Hall
319 2nd Street**

October 25, 2010
Minutes

The meeting was called to order at 6:30 p.m. by Chair Dave Wytttenbach. Members Present: Kris Baumgartner, Roger Truttman, Dan Mulder, Dave Wytttenbach and Henry Janisch. Absent: Kris Gmur and Beth Alderman. Also present: Darrel Weber and Village Administrator Nicholas Owen.

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

Agenda: Motion by Dan Mulder to approve the agenda, second by Henry Janisch. Motion carried.

Approval of Minutes from 9/27/10: Motion by Dan Mulder to approve the minutes of 9/27/10, second by Kris Baumgartner. Motion carried.

Update/Consideration: County Wide Market Analysis: Administrator Owen informed the committee that GCDC received a proposal from Cynthia Jaggi for a county wide market analysis, with specific sections designated to each municipality interested in participating. Cost has not yet been determined, but it is likely that the Village/CDA will need to contribute some amount; the most likely funding source for this would be TIF 2. The planning process will include 2 visioning sessions, it will be important to have a strong presence from New Glarus at these sessions to make sure our ideas are included. Once approved the process should take 45 – 60 days.

Discussion: TIF 4: Backtown/Downtown: The committee reviewed handouts on creating a new TIF for the Backtown areas. Administrator Owen noted that this is a conservative estimate and numbers would have to be finalized. He added that while the district would cash flow in the end there are negative fund balances in the early years of the TIF. Dave Wytttenbach added that we reviewed the option of finishing the Backtown TIF projects with the remaining 10 years of TIF 2 but felt it was more responsible to the taxpayers to retire TIF 2 earlier to provide tax relief. The next step in the creation of the TIF is to engage a consultant to work out the details of the TIF plan. The Committee discussed the pros and cons of starting now and consensus was that starting sooner than later is a better approach. Motion by Dan Mulder to recommend proceeding with development of a project Plan for TIF 4, second by Kris Baumgartner. Motion carried.

Review/Discussion: Downtown Parking Ratios: The committee reviewed the handouts regarding parking in the downtown area. Per the ratios taken from the Institute for Transportation Engineers there is a shortage of spots. Baring any changes in the TIF situation in the Village it is unfeasible for the Village to develop a parking lot near downtown. The committee discussed some potential inconsistencies with the numbers in the study and the limitation of handicapped spots but felt it offered a good starting point. Dan Mulder noted that even if we reduce the estimated number by 50% we are still short spots and expressed his concern for existing businesses retaining their customer base. Committee discussed ways to maximize existing parking at minimal cost. Motion by Dan Mulder to recommend seeking proposals for a traffic flow and parking analysis, second by Henry Janisch. Motion carried.

Update/Discussion: Alternate Public Works Facility: Village and Town representatives are planning to follow up with the landowners to determine where they are with their decision making process.

New Glarus Economic Development Update: Administrator Owen reported that Botanica Properties has received a certificate of appropriateness for their renovation of the former Citizen's Bank building located at 130 5th Avenue. The next step is site plan review by the Plan Commission on Thursday night.

Adjourn: Motion was made by Dan Mulder to adjourn, second by Kris Baumgartner. Motion carried.
Time: 7:22 p.m.

Nicholas Owen, Administrator

**Community Development Authority (CDA)
New Glarus Village Hall
319 2nd Street
September 27, 2010
Minutes**

The meeting was called to order at 6:00 p.m. by Chair Dave Wyttenbach. Members Present: Kris Baumgartner, Kris Gmur, Roger Truttmann, Dan Mulder, Beth Alderman Dave Wyttenbach and Henry Janisch at 6:45. Also present: Village Administrator Nicholas Owen.

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

Agenda: Motion by Dan Mulder to approve the agenda, second by Kris Gmur. Motion carried.

Approval of Minutes from 8/23/10: Motion by Beth Alderman to approve the minutes of 8/23/10, second by Kris Baumgartner. Motion carried.

Update/Consideration: Market Analysis: Administrator Owen reported that a number of Green County municipalities were looking at performing similar studies so to provide consistency and obtain a more broadly usable data Green County Development Corporation is currently looking into having a market analysis conducted for each interested municipality with a county wide focus. Owen will report back with a timeline at the next CDA meeting. Motion by Dan Mulder to table, second by Beth Alderman. Motion carried.

Discussion: TIF 4: Backtown/Downtown: Administrator Owen stated that the Village may have the opportunity to close down TIF 2 in the next 5 years and provide tax relief to Village taxpayers. If this happens it is likely a new TIF would be needed to finish the work needed for redevelopment of the Backtown area. In addition, there are concerns with the appearance of the downtown area on 2nd Street and also issues with lack of parking in this same area. The committee reviewed estimates of what the Village could expect for expenses and revenue if a new TIF is created to finish the Backtown redevelopment and improve the 2nd Street area of downtown. Committee discussed the next steps for creating the TIF and recommended articles in the paper explaining that TIF's are working and TIF 2 closing would provide tax relief.

Discussion: Downtown Parking: The committee discussed the need for additional parking near downtown. Administrator Owen stated he doesn't see the Village paying for construction of a parking lot unless it is part of a TIF. The Committee discussed a few potential areas for small parking lots that may be minimal cost to construct. Committee directed Administrator Owen to conduct a brief study of the number of parking spots downtown and the average number of daily customers in the area, potentially using fire code occupancy limits.

Update/Discussion: Alternate Public Works Facility: Representatives from the Town and Village have met with landowners to discuss interest. The landowners are discussing the proposal and will get back in contact with the Village and Town regarding the potential purchase. Staff will be meeting with a consultant to review space needs for the future combined Village/Town/County Public Works/utility facility.

Adjourn: Motion was made by Dan Mulder to adjourn, second by Beth Alderman. Motion carried.
Time: 7:20 p.m.

Nicholas Owen, Administrator

**New Glarus Village Hall
319 2nd Street
August 23, 2010
Minutes**

The meeting was called to order at 6:00 p.m. by Chair Dave Wyttenbach. Members Present: Kris Baumgartner, Kris Gmur, Roger Truttmann, Dan Mulder, Henry Janisch and Dave Wyttenbach. Absent: Beth Alderman. Also present: Greg Engen, Trustee Darrel Weber, Anna Schramke (GCDC), and Village Administrator Nicholas Owen.

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

Agenda: Motion by Roger Truttmann to approve the agenda, second by Kris Baumgartner. Motion carried.

Approval of Minutes from 7/26/10: Motion by Kris Baumgartner to approve the minutes of 7/26/10, second by Henry Janisch. Motion carried.

Review/Recommendation of Presentations on Backtown Redevelopment: Committee briefly discussed presentations. Consensus of the committee was to send a letter to all presenters letting them know that we are not ready to make a decision yet and thank them for their time. Letter will also state that we are looking for a firm that can take the development from start to finish, has a vision for the Backtown they can communicate to New Glarus, has access to capital, expertise on governmental grants.

Consideration of Market Analysis: Anna Schramke, GCDC, provided handouts on UW Extension Center for Community and Economic Development's Market Analysis procedure and a demographic profile for New Glarus. The committee briefly discussed comprehensive plans and the Backtown plan and other needs for the community such as the need for parking in Downtown. The next step in the process is to have a joint meeting with the Chamber of Commerce and a representative from UW Extension to discuss goals for the Backtown area and Village and set up focus groups to get more input. Schramke will provide an outline on the process for the next meeting.

Update/Discussion: Alternate Public Works Facility: The Village/Town Negotiation committee have reviewed and prioritized sites. Members from each community will meet with identified landowners to discuss interest.

Adjourn: Motion was made by Dan Mulder to adjourn, second by Kris Baumgartner. Motion carried. Time: 7:28 p.m.

Nicholas Owen, Administrator

**Village of New Glarus
Community Development Authority (CDA)
New Glarus Village Hall
319 2nd Street
June 15, 2010
Minutes**

The meeting was called to order at 6:50 p.m. by Chair Dave Wytttenbach. Members Present: Dan Mulder, Henry Janisch, Roger Truttmann, Beth Alderman and Dave Wytttenbach. Absent: Kris Baumgartner and Kris Gmur. Also present: Dawn Gunderson (Ehlers), Ron Foster, Village Trustees Greg Thoemke, Darrel Weber and Kevin Budsberg, Village President Jim Salter, Village Clerk/Treasurer Lynne Erb, and Village Administrator Nicholas Owen.

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

Agenda: Motion by Henry Janisch to approve the agenda, second by Beth Alderman. Motion carried.

Consideration Resolution CDA 10-02 Authorizing the Borrowing of \$1,520,000 and the Issuance and Sale of Community Development Refunding Revenue Bonds, Series 2010: Dawn Gunderson with Ehlers and Associates presented the Committee with the sale documents for the Community Development Authority refinancing of \$1,520,000. This will refinance the \$1,950,000 Interim Community Development Authority Revenue Bonds taken out in 2007. The rates received were favorable, at a true interest rate of 3.9% for 15 years. Motion by Dan Mulder to approve CDA Resolution 10-02, second by Beth Alderman. Roll Call: Roger Truttmann, aye; Beth Alderman, aye; Dan Mulder, aye; Dave Wytttenbach, aye; Henry Janisch, aye. Motion carried.

Adjourn: Motion was made by Dan Mulder to adjourn, second by Beth Alderman. Motion carried. Time: 7:05 p.m.

Nicholas Owen, Administrator

**Village of New Glarus
Community Development Authority (CDA)
New Glarus Village Hall
319 2nd Street
May 24, 2010
Minutes**

The meeting was called to order at 6:30 p.m. by Chair Dave Wytttenbach. Members Present: Dan Mulder, Kris Baumgartner, Kris Gmur and Dave Wytttenbach. Absent: Henry Janisch, Roger Truttmann and Beth Alderman. Also present: Trustee Greg Thoemke, Pat Rank (Strand Associates) Anna Schramke (GCDC), and Village Administrator Nicholas Owen.

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

Agenda: Motion by Dan Mulder to approve the agenda, second by Kris Baumgartner. Motion carried.

Approval of Minutes from 3/22/10 and 4/26/10: Motion by Kris Baumgartner to approve the minutes of 3/22/10 and 4/26/10, second by Dan Mulder. Motion carried.

Announcement: Chair Wytttenbach announced that Committee will Convene into Closed Session called under State Stat. 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds or conducting other specified public business,

whenever competitive bargaining reasons require closed sessions: [Backtown Developer/Consultant Interviews]

Convene into Closed Session: Motion by Kris Gmur to convene into closed session, second by Dan Mulder. Roll call: Mulder, aye; Baumgartner, aye; Gmur, aye; Wyttenbach; aye. Motion carried. Time: 7:10 p.m. Those present at closed session include those present above and Bill Nebel, Deb Ersland, Greg Smithback, Cynthia Jaggi, Ken Maly, Dave Glusick and Al Backmann.

Convene into Open Session: Motion by Kris Gmur to convene into open session, second by Dan Mulder. Roll call: Mulder, aye; Baumgartner, aye; Gmur, aye; Wyttenbach; aye. Motion carried. Time: 8:05 p.m. Those present at open session are those above and Randy Kruse and Jim Schwoerer.

Results of Closed Session: Continue interviews with interested parties.

Update on Refinancing for TID #3 Lease Revenue Bonds: The Committee reviewed financial information provided regarding TIF's #2 and #3 as well as information regarding the refinance of the Lease Revenue Bond for TID #3. The debt was initially issued as short-term note until the brewery's long term taxable value was known. With the current interest rates near all time lows our advisors with Ehler's are advising now is a good time to proceed with the refinancing. The committee briefly discussed the terms and estimated rate for the bonds.

Consideration of CDA Resolution 10-01 providing for the Sale of \$1,520,000 Community Development Authority Lease Revenue Bonds: This resolution formally authorizes our financial advisors to proceed with the steps necessary to refinance the Lease Revenue Bonds. Motion by Kris Gmur, second by Dan Mulder to approve Resolution 10-01. Motion carried.

Update on Future Public Works/Utility Garage Site: Administrator Owen updated the group that he has spoken with the land owner and verified that he is willing to sell up to 18 acres and that the price per acre has not changed. Administrator Owen will contact the owner to discuss Village's price per acre and willingness to pay for an appraisal.

Village Economic Development Update: Two New Glarus Businesses will be celebrating their 100th Anniversary's Polka Fest weekend, Dave Mosher and Associates and the New Bakery. Dave Mosher will be having a celebration under the Polka Fest Tent on Thursday evening June 10th and the Bakery will have a celebration the following evening June 11th. Administrator Owen added that the owners of the former "Citizens Bank" building will be at Plan Commission this week for consolidation of the building and parking lot site.

Adjourn: Motion was made by Kris Gmur to adjourn, second by Kris Baumgartner. Motion carried. Time: 8:27 p.m.

Nicholas Owen, Administrator

**Village of New Glarus
Community Development Authority (CDA)
New Glarus Village Hall
319 2nd Street
April 26, 2010**

Minutes

The meeting was called to order at 6:30 p.m. by Chair Dave Wytttenbach. Members Present: Henry Janisch, Dan Mulder, Roger Truttman, Beth Alderman, Kris Baumgartner and Dave Wytttenbach. Absent: Kris Gmur. Also present: Village Administrator Nicholas Owen.

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

Agenda: Motion by Henry Janisch to approve the agenda, 2nd by Dan Mulder. Motion carried.

Approval of Minutes from 3/22/10: Motion by Dave Wytttenbach to table approval of the minutes until next meeting so they can be included in the packet, second by Henry Janisch. Motion carried.

Discussion: Backtown Development: Administrator Owen stated that he feels the next step in the redevelopment process would be bringing in the interested parties to present to the Committee what they can offer to the Village and what they need to do the development. The preliminary questions interested parties have expressed center around; community demand, financing, housing market and schedule of events for Village approval/start of the project. The committee discussed the various options on which groups to interview. Consensus of the committee was to have Administrator Owen send a letter inviting all firms that expressed interest in working on the Backtown project to our May CDA meeting to give a 15 minute presentation. The Committee requested that the letter asking to use the concept plan for the Backtown area to develop their concept for the area, the process to bring the concept to the development stage and how they can assist us in the process.

Discussion: Schwoerer Property Soil Survey Results: We have received the results from the soil borings on the Schwoerer property. The deepest soil borings did not encounter significant rock issues at the maximum depth of 15 feet. The more shallow borings encountered hard rock at 6 – 7 feet. Rock at that depth is manageable and could be worked with. A more significant problem that has come up is the potential willingness to sell enough land to make the project feasible. Administrator Owen will follow up with the landowner on the amount of land they are willing to sell and discuss price range.

Adjourn: Motion was made by Beth Alderman to adjourn, second by Henry Janisch. Motion carried.
Time: 7:27 p.m.

Nicholas Owen, Administrator

**Village of New Glarus
Community Development Authority (CDA)
New Glarus Village Hall
319 2nd Street
March 22, 2010
Minutes**

The meeting was called to order at 6:30 p.m. by Chair Dave Wytttenbach. Members Present: Henry Janisch, Dan Mulder, Roger Truttman, Beth Alderman, Kris Gmur and Dave Wytttenbach. Absent: Kris Baumgartner. Also present: Cynthia Jaggi (Economic and Business Development Solutions) Village Administrator Nicholas Owen.

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

Agenda: Motion by Dan Mulder to approve the agenda, 2nd by Henry Janisch. Motion carried.

Approval of Minutes from 2/22/10: Motion by Beth Alderman to approve the minutes, second by Dan Mulder. Motion carried.

Discussion: Backtown Development Meetings: Administrator Owen informed the group that he has meet with 3 groups that have expressed interest in participating in development of Backtown, is meeting with one more tomorrow and has exchanged phone calls with two additional groups. The meetings have gone well and they have given some insight into what we will need for the development. Administrator Owen stated that he has permission to conduct soil samples on the proposed site and will work on scheduling them. Beth Alderman recommended the contacting the other interested property owners in Backtown to discuss conducting a joint floodplain study of the area. Cynthia Jaggi of Economic and Business Development Solutions provided a brief description of services her group provides, including; finding funding sources, help with business development and recruitment, feasibility studies and preconstruction and construction management services.

Update: Stock Yards Property: Administrator Owen reported that the Stock Yards have been purchase with a closing set for June 1st.

Adjourn: Motion was made by Beth Alderman to adjourn, second by Kris Gmur. Motion carried. Time: 7:05 p.m.

Nicholas Owen, Administrator

**Village of New Glarus
Community Development Authority (CDA)
New Glarus Village Hall
319 2nd Street
February 22, 2010
Minutes**

The meeting was called to order at 6:30 p.m. by Chair Dave Wyttenbach. Members Present: Henry Janisch, Dan Mulder, Kris Baumgartner, Roger Truttman, Beth Alderman, Kris Gmur and Dave Wyttenbach. Also present: Village Administrator Nicholas Owen.

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

Agenda: Motion by Roger Truttman to approve the agenda, 2nd by Henry Janisch. Motion carried.

Approval of Minutes from 1/25/10: Motion by Kris Baumgartner to approve the minutes, second by Dan Mulder. Motion carried.

Announcement: Chair Wyttenbach announced that the Committee will Convene into Closed Session called under State Stat. 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds or conducting other specified public business, whenever competitive bargaining reasons require closed sessions: [Stock Yards]

Assignment of Follow Up calls for Backtown Development: The mailing of the letters was delayed due to issues with printing of the post cards. Letters will go out this week. The committee reviewed copies of the letter and demographic information.

Update: Alternate Public Works/Utility Garage Site: Committee discussed the Schwoerer property and the opportunity to construct a facility in a new industrial park at the south end of town. Administrator Owen will research both issues and report back to the Committee at the April meeting.

Convene into Closed Session: Motion by Roger Truttman, second by Kris Gmur to convene into closed session. Roll call: Truttman – aye; Gmur – aye; Baumgartner – aye; Mulder – aye; Aldermen – aye; Janisch – aye; Wyttenbach – aye. Motion carried. Time: 6:40 p.m.

Convene into Open Session: Motion by Roger Truttmann, second by Beth Aldermen to convene into open session. Roll call: Truttmann – aye; Gmur – aye; Baumgartner – aye; Mulder – aye; Aldermen – aye; Janisch – aye; Wytttenbach – aye. Motion carried. Time: 7:17 p.m.

Results of Closed Session: Committee discussed that the opportunity to purchase the stock yard property was available. No action was taken.

Adjourn: Motion was made by Henry Janisch to adjourn, second by Kris Gmur. Motion carried. Time: 7:18 p.m.

Nicholas Owen, Administrator

**Village of New Glarus
Community Development Authority (CDA)
New Glarus Village Hall
319 2nd Street
January 25, 2010
Minutes**

The meeting was called to order at 6:30 p.m. by Chair Dave Wytttenbach. Members Present: Henry Janisch, Dan Mulder, Kris Baumgartner, Roger Truttmann and Dave Wytttenbach. Absent: Beth Alderman and Kris Gmur. Also present: Anna Schramke and Village Administrator Nicholas Owen.

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

Agenda: Motion by Roger Truttmann to approve the agenda, 2nd by Kris Baumgartner. Motion carried.

Approval of Minutes from 11/23/09: Motion by Henry Janisch to approve the minutes, second by Dan Mulder. Motion carried.

Consideration of Backtown Development Letter, Demographic Profile and Mailing List: Due to busy schedule moving of the GCDC office to the Green County Courthouse the letters were not mailed out as originally schedule. Staff felt instead of rushing to get them out it was better to wait to make sure all the information was put together well. After discussion consensus of the committee was to send out a revised letter and a response card with postage paid allowing the developers to let us know if they are interested and want someone to contact them or if they would like more information. Committee also discussed including an incentive of a Chamber of Commerce gift card for those that respond with interest in the project. The Committee will forward any additional contacts that should receive the letter tomorrow and Anna Schramke and Administrator Owen will work to get the letters out by the end of the week. Next month the committee will be assigned companies to follow up with.

Update: Alternate Public Works/Utility Garage Site: Waiting for weather to improve to conduct soil borings. The Town of New Glarus will be reviewing a study on the Old Town Hall site on 2nd Street at their February 9th meeting. One option of this plan include relocation of the existing Town Hall garage to make room for a new library at that location, which could help drive the need for a new location. Administrator Owen will contact Schwoerer to schedule soil borings.

Adjourn: Motion was made by Dan Mulder to adjourn, second by Kris Baumgartner. Motion carried. Time: 7:37 p.m.

Nicholas Owen, Administrator

MINUTES ARE NOT OFFICIAL UNTIL NEXT SUBSEQUENT MEETING