

# **Committee of the Whole**

## *Meeting Minutes*

### **Village of Cross Plains**

2417 Brewery Road, PO Box 97

Cross Plains, WI 53528

(608) 798-3241

**Monday, May 12, 2014**

**7:00 pm**

I. Call to Order, Roll Call, and Pledge of Allegiance

President Andreoni called the regular Committee of the Whole meeting to order at 7:00 pm.

Present: Trustees Lee Sorensen, William Brosius, Doug Brunner, Judy Ketelboeter, Jay Lengfeld, Steve Schunk and President Pat Andreoni.

II. Public Comment – None.

III. Consent Agenda

A motion was made by Trustee Brunner, seconded by Trustee Sorensen, and unanimously carried by the Committee of the Whole to adopt the consent agenda as follows:

1. Approval of the regular meeting minutes of April 14, 2014.
2. Recommendation of Approval regarding License #01-2014 for the Keeping of Chickens by Andrew Harris located at 2110 East Street.
3. Adoption of Ordinance #05-2014 to codify the rezoning for the property located at 2956 Thinnes Street (duplex).

IV. Reports

**1. Village Officers**

a. *Village President*

- Provided an update on Village Administrator/Clerk-Treasurer medical absence.
- Inquired about the Village Hall basement was leaking again.

b. *Village Trustees*

- Trustee Lengfeld noted that there were 8 individuals present at the meeting.
- Trustee Schunk stated he had toured the new Milestone building as part of the Milestone Advisory Committee. There will be an open house in July.

**2. Village Departments** – Presentations of the Department Monthly Report were provided to the Committee by the following departments:

- a. Assistant Village Administrator*
- b. Public Facilities*
- c. Parks, Recreation, and Conservancy*
- d. Police Department*

V. Committee Discussion

**1. Presentation from Johnson and Block regarding the 2013 Audit** – Brett Hofmeister from Johnson and Block presented the draft audit results, answered questions from the Committee and provided recommendations to continue to improve the Village’s accounting practices.

**2. Discussion regarding the establishment of seasonal office hours for the Village Hall** – Following discussion the Committee indicated they would prefer the Village Hall to remain open on Friday afternoons, and that staff could look at a rotating schedule on Friday afternoons during seasonal hours.

**3. Discussion regarding an agreement with Dane County regarding the design and reconstruction of the County Highway P Bridge in the Village of Cross Plains** – Following discussion, a motion was made by Trustee Brunner, seconded by Trustee Lengfeld, and unanimously carried by the Committee of the Whole to recommend consideration to the Village Board to enter into an agreement with Dane County regarding the design and reconstruction of the County Highway P Bridge.

**4. Presentation by Planning Adelpia LLC regarding their Tax Increment Financing (TIF) Application #2014-02** – Tom Pientka of Planning Adelpia LLC provided information and answered questions regarding the Tax Incremental Financing Application #2014-02.

**5. Public comment regarding TIF Application #2014-02 for Planning Adelpia LLC** –

1. Sue Schuetz of 2223 Mill Street spoke requesting clarification on the project.
2. Michael Schutz of 2711 Woodside Drive spoke in favor of the project and in providing tax increment financing for the project.

VI. Closed Session

**1. A motion was made by Trustee Ketelboeter, seconded by Trustee Sorensen, for the Committee of the Whole to meet in Closed Session at 8:28 pm pursuant to 19.85(1)(e) of Wisconsin Statutes to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically to discuss the Tax Increment Financing (TIF) Application #2014-02 from Planning Adelpia LLC** – A roll call vote is required. Yes – Andreoni, Sorensen, Brunner, Ketelboeter, Lengfeld, Schunk, and Brosius. No – None. Motion carried unanimously 7 – 0.

**2. Reconvene into open session** – A motion was made by Trustee Ketelboeter, seconded by Trustee Schunk, and unanimously carried by the Committee of the Whole to return to Open Session at 9:33 pm.

**3. Discussion and action regarding the Tax Increment Financing (TIF) Application #2014-02 from Planning Adelpia LLC** – The Committee of the Whole indicated they were supportive of providing up-front financing to Planning Adelpia LLC regarding their Tax Increment Financing Application #2014-02 with the following conditions:

- 1) The amount financed would not exceed the max request in the application, or more than 20% of any revised project cost;
- 2) Planning Adelpia LLC increase their equity invested from 13.5% to 15% of the project cost;
- 3) Additional information is requested regarding the “Financing fees” project cost of \$186,000;
- 4) Any grants secured over \$60,000 will count to off set the Village’s contribution;
- 5) The Village needs to verify it’s lending terms and financing rates for any contribution to the project;
- 6) The project needs to cash flow by 2033; and
- 7) The Village and applicant creating, approving, and signing a developer’s agreement.

VII. Adjournment

A motion was made by Trustee Ketelboeter, seconded by Trustee Sorensen, and unanimously carried by the Committee of the Whole to adjourn at 9:35 pm.

Pursuant to law, written notice of this meeting was given to the public and posted on the public bulletin boards in accordance with Open Meetings Law.

Respectfully submitted,

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Tom Malone  
Assistant Village Administrator