

CITY OF MENASHA
Winnebago County Joint Review Board
Council Chambers, City Hall – 140 Main Street
June 16, 2015
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order at 2:05 PM by Mayor Merkes.

B. ROLL CALL/EXCUSED ABSENCES

MEMBERS PRESENT: Brian Adesso, Mark Harris, Amy Van Straten, Scott Francis, and Mayor Merkes.

MEMBERS EXCUSED: None.

OTHERS PRESENT: CDD Keil, ASD Steeno, AP Englebert, CDC Heim, Todd Taves representing Ehlers, Todd Herman representing Printed Products, and John Hogerty, via telephone, representing Menasha Downtown Development, LLC.

C. MINUTES TO APPROVE

1. **Minutes of the September 6, 2012 Joint Review Board Meeting**

Motion by Mark Harris, seconded by Amy Van Straten to approve the September 6, 2012 Joint Review Board meeting minutes as presented.

The motion carried.

D. PUBLIC COMMENT ON ANY ITEM OF CONCERN ON THIS AGENDA

1. No one spoke.

E. ACTION ITEMS

1. **Consideration and Appointment of the Joint Review Board's Public Member**

CDD Keil introduced Mr. Scott Francis as a candidate for the public member of the Joint Review Board and shared Mr. Francis' background.

2. **Election of Chairperson**

Mayor Merkes called nominations for the office of Chairperson. Mark Harris nominated Mayor Merkes. There were no other nominations. Motion by Mark Harris, seconded by Brian Adesso to close the nominations and cast a unanimous ballot for Mayor Merkes for Chairperson. The motion carried 5-0.

3. **Set Next Meeting Date**

The next meeting of the Joint Review Board will be Thursday, July 16, 2015 at 3:00 PM.

F. DISCUSSION ITEMS

1. **Discuss Responsibilities of the Joint Review Board**

Todd Taves with Ehlers, Inc. explained the responsibility of the Joint Review Board is to review the records after the Plan Commission and Common Council have taken action. Mr. Taves indicated that the board must decide if the following would occur prior to making the final approval or denial of the TID.

1. Would the expected development occur without the use of TIF?
2. Will the developments economic benefits be sufficient to cover TIF expenses?
3. Do the benefits outweigh the financial responsibilities?

2. **Review and Discuss Tax Incremental District #13 Project Plan and Boundary**

CDD Keil provided an overview of the overall project which included developer information,

signed leases with tenants to fill entire building, total square footage of the office tower, walkway between the office tower and parking structure and developer asking City to finance the parking structure. If the TIF out performs, extra increment would be used to invest in the neighborhood within ½ mile of the project boundary with the following: housing program, façade improvement program and infrastructure. The economic growth within the City in Winnebago County is limited. This project would be a reinvestment into that growth.

Mr. Taves provided an overview of the project plan and boundary of the proposed Tax Increment District 13 (TID #13). Within that overview Mr. Taves focused on the boundary map and financial aspects of the plan. The Board discussed the following:

- The “pay as you go” approach in which the developer needs to raise the funds to invest in the project.
- Maintenance incentives; potential to close the TID early with a positive balance
- Pending legislation that could remove Personal Properties and Computer Rates
- For most of the life of the TID the City retains 5%, developer receives 95% of TIF increment to pay off debts; effectively the majority of the risk is on the developer

3. **Review and Discuss Amendment to Tax Increment District #5 Project Plan**

Mr. Taves reviewed the proposed amendment to the TID #5 project plan. He indicated that this would be a one-time transfer of \$750,000 from the district. The district must demonstrate it can pay its own costs and generate enough to support the fund transfer. With the projected numbers, TID #5 could retire all debts and close one year earlier than life of the TIF.

CDD Keil explained that the land acquisition and surface parking needs to replace the displaced 120 stalls that are guaranteed to per a previous development agreement with McClone. In discussing options for replacing these parking stalls, McClone is not insisting that these stalls be replaced immediately but a plan be worked on and agreed to by both parties. Source funding outside TIF #13 to address the parking needs and looking to receive payment at the end of TIF #13 if excess funds are available.

Mr. Hogerty did inform the board that the amendment would be necessary to help the financing of the parking structure. Absent the transfer from TID #5, the parking structure would not be feasible; therefore the office tower would not be feasible.

G. ADJOURNMENT

Motion by Amy Van Straten, seconded by Brian Adesso to adjourn at 2:45 p.m.

The motion carried.

Minutes respectfully submitted by CDC Kristi Heim.