

Village of Cottage Grove
Meeting

Notice of Public

COMMUNITY DEVELOPMENT AUTHORITY

Monday, April 9, 2018
Hall

5:30 P.M.

Village

221 E Cottage

Grove Rd.

1. Call To Order
2. Determination Of Quorum And That The Agenda Was Properly Posted.
3. PUBLIC APPEARANCES- Public's Opportunity To Speak About Any Subject That Is Not A Specific Agenda Item.
4. Discuss And Consider Approval Of Minutes Of The CDA Meeting.

Documents:

[3-12-2018 CDA MINUTES.PDF](#)

5. Overview Of TID Creation Process By Greg Johnson Of Ehlers.

Documents:

[TIF CREATION OVERVIEW 2018-4-5.PDF](#)

6. Discuss And Consider Directing Staff To Revise Village TIF Guidelines.
7. Discuss And Consider May Meeting Date.
8. Comments From Committee Members
9. Future Agenda Items
10. Adjournment

This agenda has been prepared by Staff and approved by the Village President as Chair of the Plan Commission for use at the meeting as listed above. Any item on the agenda is subject to final action. Notice: Persons needing special accommodations should call 608-839-4704 at least 24 hours prior to the meeting. It is possible that members of and possibly a quorum of members of other governmental bodies may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

VILLAGE OF COTTAGE GROVE
COMMUNITY DEVELOPMENT AUTHORITY
Monday, March 12, 2018

MINUTES

1. **Call to order** – meeting was called to order by Williams at 5:33 p.m.
2. **Determination of quorum and that the agenda was properly posted** – It was confirmed that a quorum was present and the meeting was properly posted. In attendance were Mick Conrad, John Williams, John Hogan, and Mike Millage. Jim Ahearn, Mike Elder and Jerrud Rossing were absent and excused. Also in attendance were Village Administrator Matt Giese, Planning Director Erin Ruth, Village Clerk Lisa Kalata and Kyle Adams from Ruedebusch.
3. **PUBLIC APPEARANCES** – None
4. **Discuss and consider approval of minutes of the February 12, 2018 CDA meeting.**
Motion by Conrad to approve the minutes of the February 12, 2018 CDA meeting, seconded by Millage. **Motion** carried with a voice vote of 4-0-0.
5. **Discuss and consider providing direction to staff regarding the creation of one or more TIF districts on Cottage Grove Road.**
Ruth explained the staff report and highlighted the potential projects within each TIF. The cost for creation of TIF#8 and TIF#9 would be \$25,400 of which \$20,700 could be reallocated from budgeted funds for TIF#10 (Northlands projects), however this would leave \$4,650 unbudgeted. There was much discussion on the potential that the new TID's would have on Cottage Grove Road and the potential to draw businesses that match the vision of the Comprehensive Plan. **Motion** by Conrad to recommend to the Village Board moving forward with the creation of proposed TID #10 as provided in the 2018 budget, and reallocating funds in 2018 budget for an urban service area amendment, annexation, and site certification toward the creation of TID #8 and TID #9, and with the allocation of up to an additional \$5,000 toward the creation of TID #8 and TID #9, seconded by Hogan. **Motion** carried with a voice vote of 4-0-0.
6. **Discuss and consider directing staff to revise Village TIF Guidelines.**
Ruth explained the staff report and explained the current guidelines are fairly general, which was done intentionally to allow more flexibility. Ruth explained that another alternative to amending the guidelines would be to provide additional detail in individual TIF project plans to customize desired outcomes in each district. Conrad commented that his purpose was so that staff would have some structure or guidelines to follow, so they can advise the potential business whether this would be something the board would consider or not. Millage indicated that more detail would be helpful for staff and could we add examples of what projects would fit within each district? Ruth agreed that it is a balance between detail and too much detail with the potential to jeopardize development. **Motion** by Hogan to direct staff to continue to work on the guidelines for each TIF district, seconded by Millage. **Motion** carried with a voice vote of 4-0-0.
7. **Comments from committee members**
Conrad indicated that we may need to look at the impact of growth, and if growth is paying for itself.

8. Future agenda items

Investigate capital cost of growth

Impact fees

Guidelines for TIF

9. Adjournment

Motion by Hogan to adjourn at 6:52 p.m., seconded by Millage. Motion carried with a voice vote of 4-0-0.

Lisa Kalata, Clerk

Village of Cottage Grove

Approved:

These minutes represent the general subject matter discussed in this meeting but do not reflect a verbatim documentation of the subjects and conversations that took place.

Draft



Memo

To: Erin Ruth, Village Community Development Director
From: Greg Johnson, Ehlers Senior Municipal Advisor
Cc: Matt Giese, Village Administrator
Lee Boushea, Village Attorney
Date: April 5, 2018
Subject: Overview of TIF Creation Process

The Village of Cottage Gove has authorized Ehlers to proceed with the creation of Tax Incremental Finance Districts #8, #9, and #10. A detailed timeline is attached to this memo.

The first formal step in the process is the convening of the Joint Review Board (“JRB”). The JRB consists of members from all the taxing jurisdictions: Village, School District, County, and Technical College. The fifth member is a public member. The Village can recommend a public member for appointment, but the JRB formally approves the public member. Ehlers recommends the public member not be a member of the Community Development Authority or the Village Board as these bodies are also involved in the TIF creation process. Also, the public member should not have the potential to receive any direct benefit from the TID. The first meeting of the JRB is organizational in nature. The public member is appointed, a chairperson is identified, and an overview of the new TID’s is provided.

Usually the same day as the initial Joint Review Board meeting is held, a public hearing is conducted. The Public Hearing can be conducted before the Plan Commission or the CDA per statutes. Ehlers understands the CDA will fulfill that role. After the Public Hearing is conducted, the CDA will consider a resolution to recommend creation of the TID(s) to the Village Board. If favorable action is taken by the CDA, the TID’s will be considered by the Village Board. The Village Board will also consider a resolution to create the TID(s).

The last formal step in the process is the final convening of the JRB. The JRB has the final approval authority for any new TID. If the JRB votes to deny creation of the TID, the TID creation cannot occur. In considering whether to approve its Resolution creating a TID, the JRB, as required by Section 66.1105(4m)(c), Wisconsin Statutes, is to consider the following:





1. Whether the development expected in the Tax Incremental District would occur without the use of tax incremental financing;
2. Whether the economic benefits of the Tax Incremental District, as measured by increased employment, business and personal income and property value, are sufficient to compensate for the cost of the improvements;
3. Whether the benefits of the proposal outweigh the anticipated tax increments to be paid by the owners of property in the overlying taxing jurisdictions.

These findings, along with other required information specified in the TID statutes, will be outlined in a Project Plan for each TID. Ehlers will be the primary author of the project plans with input from the Village staff, engineer, and attorney. The engineer will need to provide cost estimates for any proposed public improvements, and the Village Attorney will need to provide a legal opinion that the project plan meets the requirements of state statutes. Ehlers will rely on Village staff to produce maps required and provide input on the plan language drafted by Ehlers.

The tentative dates for these meetings is as follows:

- Initial meeting of the JRB: To be determined (possibly May 16 or 17, 2018)
- Public Hearing before CDA: To be determined (possibly May 16, or May 17, 2018)
- Consideration by Village Board: Tentatively June 4, 2018
- Final JRB: To be determined, must be within 45 days of June 4, 2018

Next Steps

The following information will be gathered for inclusion in the project plan:

1. Parcel data for all parcels proposed for inclusion within each TID.
2. Project costs for any proposed infrastructure improvements.
3. Maps will be prepared
 - a. Boundary map with parcel numbers identified on the map.
 - b. Map showing existing uses and conditions (land use or zoning)
 - c. Map showing the location of proposed improvements/projects.
4. Estimates of potential increment value generated within each District.
5. An increment forecast and cash flow projection will be prepared.



VILLAGE OF COTTAGE GROVE, WI
TAX INCREMENTAL DISTRICT NO. 8, 9 & 10 CREATION
Proposed Timetable – 4/5/2018

<u>ACTION DATE</u>	<u>STEP</u>
	Village will provide Ehlers with a list of the parcel tax key #'s within the District, pertinent parcel information, the maps, list of projects and costs, etc.
	Ehlers will prepare & provide the Village with a feasibility analysis report, options, and/or draft project plan document
	Community Development Authority makes a motion to call for a public hearing (optional)
	Village Board adopts a resolution designating the CDA to perform Tax Increment District acts of the Plan Commission (optional).
April 23	Ehlers' will e-mail a Notice to Official Village Newspaper of organizational JRB meeting & public hearing. (cc: Village)
	Ehlers will mail notification letters, along with required enclosures, to overlapping taxing jurisdictions of JRB organizational meeting & public hearing, as well as the agenda - to be posted by the Village. (cc: Village & attorney) (Letters must be postmarked prior to first publication).
April	Ehlers will provide Village, overlapping taxing entities, and/or Village Attorney with [revised] draft Project Plan document, if not yet provided and/or necessary, as well as agenda language (Village to post) & resolution (Village to distribute) for first meetings, and will also request legal opinion of the plan.
May 2 or 3	First Publication of Public Hearing & JRB Meeting Notice (Week prior to second notice & at least 5 days prior to JRB meeting)
May 7	Second Publication of Public Hearing & JRB Meeting Notice. (At least 7 days prior to public hearing)
May 16 – 17 ??	Joint Review Board meets to review plan, appoint chairperson and public member and set next meeting date. (Prior to public hearing)
	Community Development Authority Public Hearing on Project Plan and approval of TID boundary. (Within 14 days of second publication)
	Community Development Authority reviews plan & approval of District Project Plan and boundaries.
May	Ehlers will provide Village & Village Attorney with revised draft Project Plan, if necessary, as well as agenda language (Village to post) & resolution (Village to distribute) for Village Board meeting.
June 4	Village Board reviews Plan & adopts resolution approving District Project Plan and boundaries. (at least 14 days after hearing)
TBD	Ehlers' will e-mail a Class 1 Notice to Official Village Newspaper of JRB meeting. (cc: Village)
TBD	Ehlers will mail notices & required attachments to JRB of the final meeting, along with the Agenda (Village to post). (cc: Village & Attorney) (Letters must be postmarked prior to publication).
TBD	Publication of JRB Meeting Notice (At least 5 days prior to meeting)
TBD	Joint Review Board consideration. (Within 45 days of notification of meeting / receipt of Community Development Authority & Village Board resolutions)
June – Oct.	Ehlers will notify the DOR within 60 days of approval that the TID creation took place. Ehlers will then gather prepare, and submit state forms & required documents to the state, once the 2018 assessed parcel values available (following the BOR) & we receive all remaining maps, legal descriptions, parcel information, documents, etc. from the Village. DOR filing deadline October 31.

CDA meets 2nd Monday's @ Village Hall @ 5:30

Village Board meets 1st & 3rd Monday's @ Village Hall @ 6:30

Official Village Newspaper is: Wisconsin State Journal & publishes daily, with a deadline of 4 days prior via legalmni@madison.com