

**VILLAGE OF FONTANA ON GENEVA LAKE
WALWORTH COUNTY, WISCONSIN**
(Official Minutes)

MONTHLY MEETING of the COMMUNITY DEVELOPMENT AUTHORITY
Wednesday, June 20, 2012

CDA Chairman Bob Chanson called the meeting of the CDA to order at 5:31 pm in the Village Hall, 175 Valley View Drive, Fontana, Wisconsin.

CDA members present: Chairman Chanson, Trustee Cindy Wilson, Jay Hicks, Jeff Fisk, Vice Chairman Skip Bliss (arrived at 5:42 pm)

CDA members absent: Gail Hibbard, President Arvid Petersen

Also present: Administrator/Treasurer Kelly Hayden, Rob Ireland, Library Director Nancy Krei, Village Clerk Dennis Martin, Sherry Ostrowski, Director of Public Works Craig Workman

Visitors Heard

None

Approval of Minutes for March 7, 2012

Trustee Wilson/Commissioner Hicks 2nd made a MOTION to approve the minutes as submitted, and the MOTION carried without negative vote.

Approval of Current Payables

Hayden stated that the CDA received an annual invoice totaling \$513 from Associated Trust Company for one the bonds.

Commissioner Hicks/Trustee Wilson 2nd made a MOTION to approve payment of the invoice, and the MOTION carried without negative vote.

Finance Report – Administrator/Treasurer Hayden

Update/Review – Full Accounting Statement & TIF Revenue Increment Worksheet

Hayden distributed the updated full accounting statement which includes the year-to-date expenses. Hayden stated that the Cliffs of Fontana development in the TID has sold both of its model homes and another person reportedly is going to purchase a vacant lot for the construction of a residence. Hayden stated that one or two more model homes also will be constructed this year.

Annual TID Certification and Report

Hayden stated that copies of the annual reports were included with the meeting packets. Chanson stated that he just wanted to confirm that the TID currently has no available excess funds to allocate.

Future Increment Plans for TID

Hayden stated that the CDA Board needs to regroup and focus on possible increment generating ideas, other than the homes that are selling at the Cliffs of Fontana development. Hayden stated that the Fontana Jeweler building addition and the remodeling proposal for 104 and 106 W. Main Street will generate some additional increment. Hayden stated that in particular the CDA should come up with ideas for the 138 Fontana Boulevard and Duck Pond development sites.

TID #1 Projects – Public Works Director Workman

TIF Project Maintenance Activity Report

Workman stated that the updated report was included in the meeting packets. No new items were requested.

General Business

Alternative Ideas for 138 Fontana Boulevard RFP

Wilson stated that she has had inquiries on the 138 Fontana Boulevard, but no proposals have been submitted for the RFPs issued by the CDA. Wilson stated that all the opinions she has received have

indicated an anchor tenant is needed for the site to initiate a development project. Wilson stated that maybe the CDA should attempt to figure out a good fit for the site and approach a business owner to relocate or expand their business. Wilson stated that maybe there are some local property owners who would be willing to invest in the site, but no matter what strategy is pursued, the CDA needs to get more aggressive. Chanson stated that if the site is not sold, the CDA could lease or rent the lower level of the existing building. Hayden stated that the CDA may want to consider leasing the site to a commercial developer. Fisk stated that if a growing business were given incentive to relocate, the business may be able to expand into an anchor business for the entire site. Hicks stated that an attractive sign should be created and erected at the site to solicit potential developers or tenants. Hicks stated that the sign could state that the site is available for rent or lease or for commercial development. Workman stated that the DPW crew could erect the sign in an attractive landscaped area on the lot. Chanson stated that staff should work with Hicks on designing a sign.

Trustee Wilson/Commissioner Hicks 2nd made a MOTION to direct staff and Jay Hicks to design and install a sign to market the two lots at 138 Fontana Boulevard as discussed, and the MOTION carried without negative vote.

Wisconsin DOT Highway 67 Construction Contract Payment Request

Hayden stated that the Village was recently informed by Wisconsin DOT SE Region State Program Engineer Thomas Longtin that the final payment the Village owes the state for the Highway 67 reconstruction project completed in 2006 is not \$37,247 as the DOT has reported to the Village since 2006; however, because of an error by a DOT employee in entering the total cap figure for matching funds from the state, the Village actually owes \$110,881 for the final payment. Hayden stated that when Longtin first contacted the village a couple months ago, the final payment invoice was increased from \$37,247 to about \$250,000. Hayden stated that after she contacted Longtin, he adjusted the final payment invoice to \$110,881. Longtin increased the \$1.5 million DOT cap by 3 percent for inflation from \$1.5 million to \$1,639,091. Hayden stated that she explained to Longtin that because of the change by the Wisconsin DOR in calculating increment, the Fontana TID has no available funds other than the \$37,247 the DOT has been reporting for years as the approximate final payment to closeout the State/Municipal Agreement for a Highway Improvement Project that was approved and executed about 10 years ago on February 3, 2003. Hayden stated that the CDA could consider making the \$37,247 payment as the funds have been budgeted for several years, and notifying the DOT that the balance will not be paid for several years until the funds become available. Chanson stated that before the Village does anything with the invoice, the previously approved and paid invoices for the project should be reviewed to make sure the DOT hasn't made any other errors it wants the Village to fund. Chanson stated that the Village has no way of knowing if the current invoice is correct. Bliss stated that the engineers who were contracted for the project should be consulted to determine if the invoices previously paid were correct and abided with the terms of the original contract. Fisk stated that the CDA should just pay the \$37,247 that has been previously reported as the final amount due, and let the DOT fund its employee error. Chanson stated that no payment should be made at this time, and the Village staff should send a letter to the DOT that states the CDA will pay only the previously submitted contact closeout figure of \$37,247 as shown in the Village records from the DOT, and when the DOT provides a statement that the contract will be closed out with a final payment of \$37,247 from the Village, the payment should then be made.

Commissioner Hicks/Commissioner Bliss 2nd made a MOTION to direct staff to write a letter to the Wisconsin Department of Transportation that states according to the Village of Fontana records received from the Wisconsin DOT that the Village of Fontana owes \$37,247 for the final payment on the Highway 67 reconstruction project, and that the final payment on the contract will not be paid by the Village until the DOT signs off that \$37,247 is the final payment. The MOTION carried without negative vote.

Business Committee Report

Hayden stated that the Local Business Committee was established by the Village Board to assist business owners and the new committee has already held two meetings with good attendance.

Building Proposal for 106 W. Main Street – Cost Estimate Exceeds \$10,000 TID Threshold

Hayden stated that since the property is located within the TID, the CDA has to make an initial

recommendation on the building proposal because the project is estimated to exceed \$10,000 in total cost. Hayden stated that as well as the CDA review, the proposal will have to be considered by the Plan Commission as a Building, Site and Operational Plan application, and approved by the Village Board. Sherry Ostrowski stated that she owns the two existing structures on the lot at 106 and 104 W. Main Street, and the proposal is to remodel the building at 106 W. Main Street and relocate an existing stairway. Ostrowski stated that the building, which is located across the street from the BP gas station, used to be the site of Frontier Flowers. Ostrowski stated that the plan is to remodel the building and relocate the stairs leading to the upper level residential unit, and create a separate entrance for the lower unit, which could be the site of a business tenant. Ostrowski stated that the proposal includes the addition of an outdoor deck and a car port on the 104 W. Main Street building. Commissioner Hicks/Commissioner Fisk 2nd made a MOTION to authorize the proposed \$35,000 building plan at 104 and 106 W. Main Street as presented, and the MOTION carried without negative vote.

Confirm Quorum & Dates for Upcoming Meetings

Following discussion, Chanson stated that the next meeting should be scheduled for Wednesday, August 1, 2012 if necessary.

Adjournment

Commissioner Bliss/Commissioner Fisk 2nd made a MOTION to adjourn the CDA meeting at 6:07 pm, and the MOTION carried without negative vote.

Minutes prepared by: Dennis L. Martin, village clerk

Note: These minutes are subject to further editing. Once approved by the CDA, the official minutes will be kept on file at the Village Hall.

APPROVED: 8/8/12