

CITY OF ELROY
PUBLIC NOTICE

COMMUNITY DEVELOPMENT AUTHORITY MEETING

THE COMMUNITY DEVELOPMENT AUTHORITY OF THE CITY OF ELROY WILL HOLD THEIR REGULAR MEETING ON **MONDAY, JULY 11, 2016, AT 12:00 P.M.** IN THE COUNCIL CHAMBERS OF CITY HALL LOCATED AT 225 MAIN STREET.

AGENDA

This meeting will follow Robert's Rules of Order, which provides common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language.

- 1) Call to Order at 12:00 pm
- 2) Roll Call
- 3) Discussion and possible action on Minutes from June 22, 2016 Meeting
- 4) Public Comment (5 minute limit, no action to be taken, items not on agenda)
- 5) Discuss Child Care Center
- 6) Update and Discuss Main Street Façade Improvement Program
 - (a) Review any applications that may come in
 - (b) Update on projects in the works – Warner's
- 7) Discussion and possible action on proposed multi-family housing project and sale of City owned land
- 8) Discussion and possible action on City Hall remodeling / new options
- 9) Update on residential and commercial activity
- 10) Agenda items for next meeting and next meeting date and time
- 11) Adjourn

Mark Steward, City Administrator
CDA Executive Director / Secretary

Notification of this meeting has been posted in accordance with Wisconsin's Open Meeting Laws. The Common Council may take action on any item on the agenda. It is possible that members or a quorum of members from other governing 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. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through sign language interpreters or other auxiliary aids. For additional information or to request this service, contact Mark Steward City Administrator/Clerk/Treasurer (462-2400) or by writing to City Hall, 225 Main Street.

Community Development Authority Minutes

June 22, 2016

UnApproved

Call to order at 12:05 by Garvin

Roll Call – In attendance, Weiss, Hart, Garvin, Lindemann; excused Steward, Brown and Stott. Also in attendance Bill Jefferson, Kari Benish and Danielle Dufoe of Children's Cottage.

Public Comment – none

Minutes – did not take action on past minutes

Child Care Center Discussion – our entire meeting was focused on the potential for a new Child Care Center in Elroy. Kari and Danielle updated us on the plans for the child care center including moving to a new building in Elroy and starting a 501 (c) 3 non-profit organization to oversee the operation. Kari provided the following information about their operation:

- Currently licensed for 36 children, 11 of which are on State assisted programs. She would like to be licensed for 50 children in the future.
- Kari would like to move to a new location within 12 months, so that when she renews her license in August of 2017 she is established in the new location.
- Kari currently has 8-10 full/part-time employees.
- Kari would like to own the building and be close to the school. The school provides meals during the summer to Child Cottage and Brown Bus provides transportation for the kids.
- Kari would like the child care center to expand in the future to be able to offer after-school activities for older kids.
- The building must provide a minimum of 35 SF/child (Kari uses 50 SF/child to account for unusable space); outside play areas must provide 75 SF/child. This equates to about 2500 SF of inside space and about 4000 SF of outside play area.
- Building must provide a confined area for kids under 2 years old with changing areas, bathrooms, etc.
- Building must provide 1 bathroom for 15 kids.
- Building must meet ingress/egress reqs (36" doorways) and have handicap ramps.
- Building must have adequate air handling equipment.
- Building must have basic cooking/kitchen facilities.
- Kari would prefer to own the building or at a minimum have a 5-10 year lease, which probably rules out having it in a church.
- If the new building were in a residential area it would require a Conditional Use Permit, but not rezoning.

Kari indicated that she would like to own the building but would operate as a non-profit organization with a Board of Directors to provide input and oversight. The advantage of the non-profit would include access to grants and food programs and involvement of the Directors. Kari provided contact information for two nearby non-profit child centers (Leap of Faith in New Lisbon, Director Jennifer Hensel- 562-6563, Board Member Larry Willer; MACCS in Mauston, Director Tiffany Howell 847-6644, Board Member Brittany Ruland, 547-5707.)

We discussed buildings available in Elroy and identified a number of commercial and residential homes that might work for the child center.

After our discussion we agreed to the following actions:

- Kari and Danielle will prepare a business plan complete with an operating budget to include leasing property, rent to own, or purchase of a building. They will also check on residential properties available around the school.
- Mark Steward will get back to Kari on approximate utility costs (water, sewer, electric) for a new facility based on 50 kids and 10 staff.
- Bill Jefferson will check on the old nursing home property across from the school
- Jim Garvin will check on the availability of the 3 Bears commercial property. Jim will also contact the New Lisbon and Mauston child centers to obtain more information on non-profit organizations.

We will try to meet in the next 2-4 weeks to continue the discussion on the Child Care Center.

Adjourned meeting at 1:05.

Mark Steward
Executive Director – Secretary/Treasurer of CDA
City Administrator

markstewardelroy@hotmail.com

From: Jon Warner <jon.warner@crystalguardianconsulting.com>
Sent: Wednesday, June 22, 2016 10:08 AM
To: Mark Steward
Cc: Mom
Subject: Re: Elroy CDA

Mark,

I appreciate the application and we will plan on using it, if and when the time comes. We are currently in discussions with our attorney regarding options at this time. We had met with Royal bank and there is very little chance of additional funds due to the major depreciation of Elroy properties. We have to determine the length of time for the investment and potential return of 10 years is worth of losses are of value or for a minimal profit, if any.

If we continue with repairs, we are planning on starting mid-July. We will be required to self-fund the project which means over time. We do have some funds but again we must determine if it is worth the expenditure? There is a major economic depression in Elroy that we have no control over and it is affecting our profitability and exit strategies.

On Wed, Jun 15, 2016 at 2:59 PM, Mark Steward <mseloy@comantenna.com> wrote:

Jon

The Elroy CDA is meeting on Wednesday June 22 at noon at City Hall to discuss another business, but they are open to your application for a façade grant, if you can get it in by then. If you cannot get it in to us by then can you provide me with a report on your timeline for repairs and sale of the building?

Thanks. Keep me posted.

Mark

Mark Steward, AICP

City Administrator

City of Elroy

225 Main Street

Elroy, WI 53929

[608-462-2400](tel:608-462-2400)

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Thank you in advance for your time and consideration.

Jon Warner

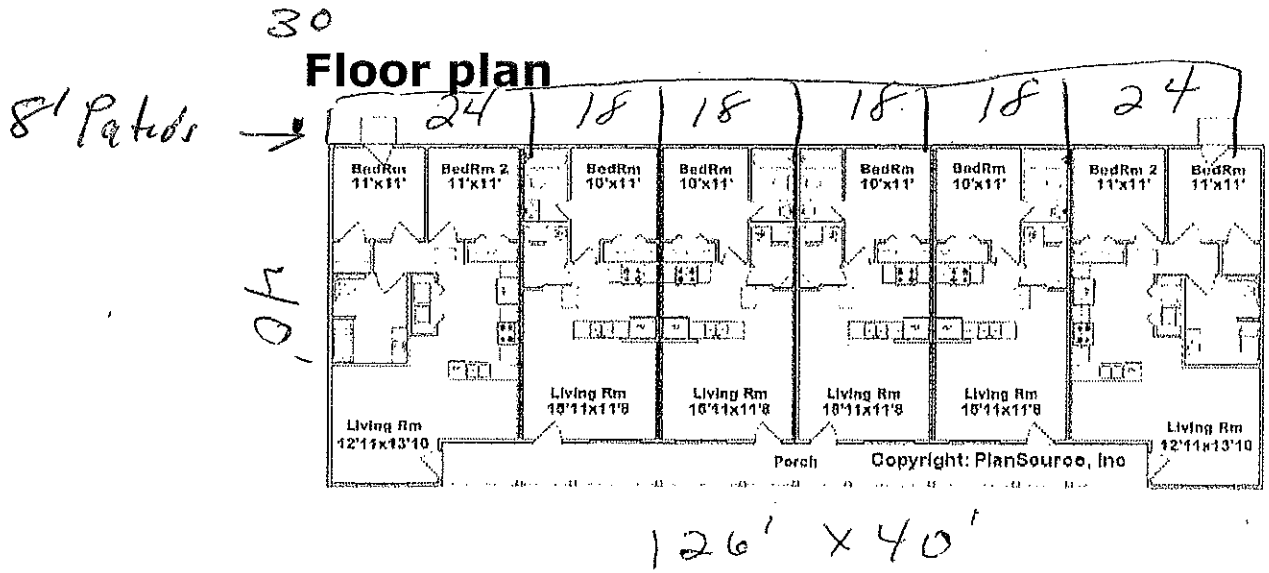
Principal Consulting Manager

Crystal Guardian Consulting, LLC

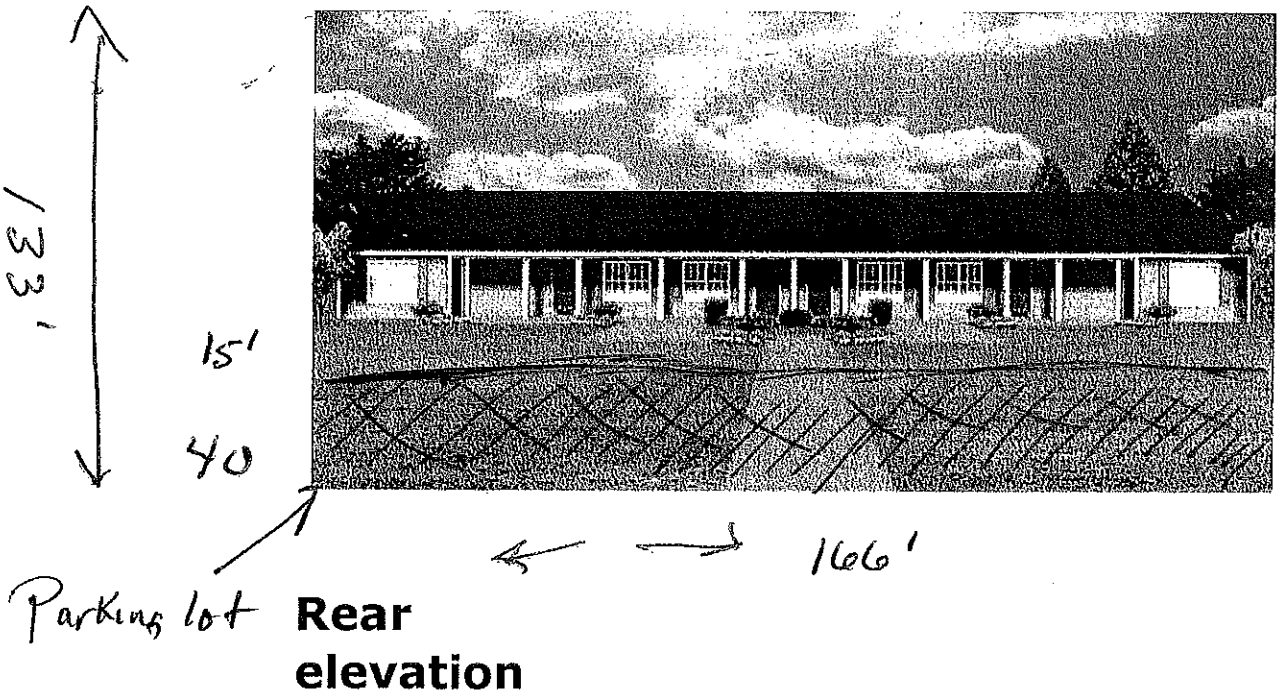
**"Success is the sum of small efforts,
repeated day in and day out."**

~ Robert Collier ~

Modify this plan



Exterior view



133' x 126' (20ft rear end)
 40' 166'

\$600,000 + LAND ...

Include Parking lot etc
 Tree's Landscaping

OPTIONS TO PAY FOR CITY HALL (NEW or REMODEL)

CDBG-PF

- Can use CDBG-PF for making City Hall ADA accessible
- Grant and loan program

USDA – Rural Development

- Low Interest Loans
- Grants
- Combination of both
- Loan guarantee program
- Economic Impact Initiative Grants

CDA

- CDA builds new and includes police, community center and residential (possibly senior living)
- CDA borrows money (not GO debt for the city)
- City pays rent and use of community center charges fees and residential units pay rent to generate revenue to pay off CDA loan
- Find a benefactor to assist

TID 3

- Donor money from TID 4 and 5
- Future TID revenue since it is distressed – longer life

City borrows money

- General obligation debt

Utilities

- Electric, Sewer and Water pay a portion of the costs associated with space used by Carole, Amy and Mark and storage

City Hall Repair Needs

Priorities:

- Mechanical - \$ 35,000
- Restrooms - \$ 20,000 – (lower down to just plumbing?)
- Windows & Façade - \$ 20,000
- Electrical/all wiring - \$ 20,000
- Lighting and controls - \$ 10,000
- New Ceilings - \$ 10,000
- Carpet and Painting - \$ 20,000
- TOTAL: \$135,000 (Budget \$150,000)

60-40 split – City General/Utilities

THE CITY COUNCIL IS CONSIDERING OPTIONS TO REMODEL OR BUILD A NEW CITY HALL/POLICE STATION. WE NEED TO MAKE A DECISION IN 2016 AS TO THE DIRECTION THAT WE WANT TO PROCEED. KEY ISSUES THAT WE WOULD LIKE TO OBTAIN INPUT FROM THE PUBLIC INCLUDE THE FOLLOWING:

- SHOULD WE CONSIDER REMODELING THE BUILDING THAT WE HAVE, OR CONSIDER A NEW BUILDING WITH ADDITIONAL FUNCTIONS.
- SHOULD WE CONSIDER ONLY OPTIONS THAT KEEPS CITY HALL/POLICE ON MAIN STREET.
- COSTS FOR ANY PROJECT WILL GENERALLY BE SPLIT BETWEEN CITY GENERAL (IMPACT ON TAXES) AND UTILITIES (IMPACT ON UTILITY BILLS).

CITY HALL/POLICE STATION REMODEL OPTIONS – July 2016

Option 1 – Existing building First Floor Minimal Renovations (per Architects Report) – \$280,000 – 320,000.

Option 2 – Existing building First Floor Complete Renovation (per Architects Report) – \$500,000 – 550,000.

Option 3 – Move Police to 2nd floor and maintain City Hall on 1st floor. This option deemed unfeasible due to increased cost and accessibility issues (access off of Alley and need for an elevator).

Option 4 – Use 2nd floor for Commercial or Residential. This option deemed unfeasible.

Option 5 – Make only necessary improvements to 1st floor of City Hall/Police; \$140,000 - \$200,000.

NEW BUILDING OPTIONS

Option 6 – Build a new City Hall/Police Station (3500 SF) at Commons or at Franklin and Main Street -- \$900,000 - \$1,000,000.

Option 7 – Build a new Police Station (1200 SF) at the Commons --- \$250,000.

Option 8 – Build a new City Hall/Police Station (3500 SF) plus Commercial space (3500 sf) plus 2nd floor Senior Housing (6000 SF) --- \$2,500,000 - \$3,500,000.

Option 9 – Build a new City Hall/Police Station (3500 SF) plus Community Center (8000 SF) --- \$2,000,000 - \$3,000,000.

Option 10 – Build a new City Hall/Police Station plus Fire Station.

Option 11 – Acquire an existing building away from Main Street and convert into a police station/City Hall.