



Office of the Town Clerk

Town of Brookfield | 645 N. Janacek Road, Brookfield, WI 53045

Office: 262-796-3788 | Clerk@TownofBrookfield.com

7pm on Tuesday, May 7, 2024
Immediately prior to the Town
Board Meeting.

MEETING AGENDA
Community Development
& Redevelopment Authority (CDA).

Eric Gnant Room
TOB Municipal Building
645 N. Janacek Rd., Brookfield, WI

Item # **Topic**

1. Call to Order.
Membership (7): Chairman Ryan Stanelle, Supervisor Steve Kohlmann and resident members Richard Diercksmeier, Thomas Koplín, Don Mueller, William Neville, and Dan Zuperku.
2. Meeting Notices: Publicly noticed on May 3, 2024.
3. Adoption of the Agenda.
4. Meeting Minutes: **February 6, 2024 Meeting of the CDA.**
5. Citizen Comments. *Three minute limit.*
6. Treasury: **Review of vouchers and checks, including increment payments.**
7. Communications and Announcements.
8. Adjourn.

Posted May 3, 2024

Deanna Alexander

Deanna Alexander, MPA. Town Clerk, Town of Brookfield



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MEETING MINUTES

Tuesday, February 6, 2024
7:00pm

Joint Meeting: Town Board and the
Community Development & Redevelopment
Authority (CDA)

TOB Municipal Building
Eric Gnant Room
645 N. Janacek Rd., Brookfield, WI

Item # Topic

1. Call to Order: *(Joint Meeting)*
 - The Joint Meeting of the Town Board and the Community Development & Redevelopment Authority was called to order at 7:00pm.
 - Town Board Membership – Present: Chairman Henderson, Supervisors Steve Kohlmann, Ryan Stanelle, John Charlier, and John Schatzman (virtual). Absent: None. A quorum was met (5-0).
 - CDA Membership – Present: Chairman Ryan Stanelle, Supervisor Steve Kohlmann, and Residents Richard Diercksmeier, Thomas Koplín, Don Mueller, William Neville, and Dan Zuperku. Absent: None. A quorum was met (7-0).
2. Meeting Notices: The Clerk confirmed the meeting was publicly noticed in accordance with open meetings laws.
3. Approval of Agenda: Motion by Kohlmann to approve the agenda; seconded by Charlier. Motion prevailed by a unanimous voice vote.
4. Approval of Minutes: Motion by Stanelle to approve the minutes of the Joint Town Board – CDA meeting held on June 6, 2023; seconded by Charlier. Motion prevailed by a unanimous voice vote.
5. Citizen Comments. *Three minute limit*. The Chairman opened the floor for comments from the public. There were none.
6. Old Business. *None*.
7. New Business: **Joint Direction and First Amendment to Deposit Escrow Agreement regarding TID No. 1: Escrow Disbursement to Brookfield Corners LLC.**
 - The reason for the amendment is related to the requirement that in 2017 there was a letter of credit of \$2.5M provided to make up for any shortfall since the development agreement went into place, and it is to be reduced to \$1.666M after five years, after all occupancy permits are issued with no issues.
 - Motion by Kohlmann to Joint Direction to Escrow Agreement regarding TID No. 1: Escrow Disbursement to Brookfield Corners LLC, pending any changes deemed necessary by the Town Attorney; seconded by Charlier. Motion prevailed by a unanimous voice vote.
8. Approval of Vouchers and Checks.
 - The Administrator cited that the CDA payments go out three times per year, and there isn't always a CDA meeting for approvals, but that payments are required to be made, so prior payments have been sent. Some members asked if there can be a passive review process created for more efficient approvals of vouchers and checks. The Town Attorney advised that it is possible if a CDA resolution is created. A check listing was provided at the meeting.

- Motion by Kohlmann to approve the TID #1 schedule of payments and transfers as presented; seconded by Charlier. The motion prevailed by a voice vote.

9. Communication and Announcements:

- The Administrator shared information from Ehlers explaining where the cash flows are in the TID, what is obligated to be paid, and where things are at with paying down about \$34.7M in parking garage debt. The lease payment to the CDA includes principal and interest. At the end of 2023, the balance was \$26.5M. On the balances at the very end, there is a \$2.6M reserve account.
- In 2019, the Town used \$3M to rebuild roads, and latter portions of the projects were not completed, so there is money available to rebuild other roads in the project plan. The unrestricted cumulative shows what is left over after all TIF increment obligations are paid, in 2023 the balance was \$254K. The balance that the TIF has on hand at any given time is roughly \$1M.

10. Adjourn: Motion by Charlier to adjourn the joint portion of the meeting; seconded by Kohlmann. Motion prevailed by a unanimous voice vote. The joint meeting adjourned at 7:24pm, and was immediately followed by the opening of the second meeting (Town Board).

*Approved by a vote of the Town Board on February 20, 2024.
Pending before the CDA - May 7, 2024.*



*Deanna Alexander, MPA
Town Clerk, Town of Brookfield*