

**CITY OF TWO RIVERS CITY COUNCIL
PERSONNEL AND FINANCE COMMITTEE
Thursday, February 17, 2022
6:00 PM
3rd Floor City Council Chamber – City Hall**

Call to Order

The meeting was called to order by Committee Chairman Bittner at 6:00 PM

Roll Call

Committee Members present were Mark Bittner, Jeff Dahlke, and Adam Wachowski. Members of City Staff present were Gregory Buckley, City Manager; Elizabeth Runge, Community Development Director; and David Buss, Finance Director. Also present were Tim Schuelke, Ed Fisher, and Allyson Brunette representing the 3000 Forest Avenue LLC group (developer).

Staffing Updates

City Manager Buckley shared a written report from City Clerk/Human Resources Director Jackson. Highlights of that report are the new hires for two Part Time Police Officers, a new Electrician/Electrical Inspector, and Water Utility Director; as well as current recruitment for additional Police Officers, a Senior Center Supervisor, a Parks & Recreation Director, and a Certified Water Operator.

Preliminary 2021 Year-end Operating Results

Finance Director Buss reported that the General Fund should end 2021 with an approximately \$190,000 surplus for the year. All the major utility funds had successful financial years. The audit report should reflect an improved financial standing.

Discuss TIF Assistance to 3000 Forest Avenue Development

City Manager Buckley, Community Development Director Runge, and the committee welcomed representatives from 3000 Forest Avenue LLC. The developer presented the plans for the site, answering questions of the committee and discussing the impact of the project on the community. City Manager Buckley and Community Development Director Runge reviewed the Baird Cash Flow Proforma, some history of the project, and the TIF Assistance request and counter offers. The committee also discussed wetland areas and plans for a recreation area/community center/pavilion area and trail system. No action was taken at this time.

Closed Session

At 7:05, motion was made by Wachowski, seconded by Dahlke, to enter closed session. The representative of 3000 Forest Avenue LLC left the meeting at this time. Roll call vote. Motion carried unanimously.

Reconvene in Open Session

At 7:54pm, a motion was made by Bittner, seconded by Wachowski, to reconvene in open session. Motion carried.

Motion was made by Wachowski, seconded by Bittner to recommend approval of the TIF Assistance to 3000 Forest Avenue LLC (developer) consistent with the Developer's Counter-Offer (\$650,00 up-front grant, \$650,000 pay-as-you-go grant, with interest rate of 2 percent applied to the City's obligation) as with the following amendments:

1. The City's commitment to any payments under the pay-go TIF grant would end as of 2043, as projected in the Baird pro forma, whether the Developer has been fully reimbursed or not.

2. The “Net Revenue after DS (Debt Service)” percent in the Baird Cash Flow Proforma would be changed from 90% to 100%.
3. The up-front TIF grant of \$650,000 would be deposited in an escrow account with Developer’s bank and released to Developer on the following non-sequential list:
 - a. \$200,000 upon completion of land purchase, approval of building plans and completion of building #1 foundation
 - b. \$125,000 upon final completion of building #1
 - c. \$125,000 upon completion of building #2 foundation
 - d. \$200,000 upon final completion of building #2
4. Committee encourages the Developer to consider an outdoor common area for apartment residents.

Roll call vote. Motion carried unanimously.

Adjournment

Motion was made by Wachowski, seconded by Dahlke, to adjourn the meeting at 8:05pm. Motion carried.

Respectfully Submitted,

David Buss, Finance Director