

**NOTE: Minutes are not approved until approved by the CDA.**

**JOINT MEETING  
HOUSING AUTHORITY  
AND  
NEW BERLIN COMMUNITY DEVELOPMENT AUTHORITY  
MINUTES  
JUNE 5, 2003**

The Joint Community Development Authority and Housing Authority Meeting of June 5, 2003 was called to order by Mayor Wysocki at 7:30 A.M.

In attendance from the Community Development Authority were Mayor Wysocki, Robert Dude, John Fillar, Doug Barnes, Danielle Cast, David Haines – Planning Services Manager, Nikki Jones – Associate Planner, Olofu Agbaji – Associate Planner, Mike Holzinger – Director of Finance and Administration, and Mark Blum – City Attorney. Alderman Augustine was excused. Alderman Harenda arrived later in the meeting.

In attendance from the Housing Authority were Jim Hinkle, Greg Barker, Greg Kessler - Director of the Department of Community Development. Also present was David Cappon – Executive Director of the Waukesha County Housing Authority.

Motion by Mr. Dude to approve the May 1, 2003 Community Development Authority Minutes. Seconded by Mr. Fillar. Motion carried unanimously.

Motion by Jim Hinkle to approve the February 19, 2003 Housing Authority Meeting Minutes. Seconded by Mr. Kessler. Motion carried unanimously.

Community Development Authority Secretary's Report –

Mr. Kessler stated as part of the creation of the CDA under State law, the Housing Authority will need to cease operation. All of the powers of the Housing Authority would transfer to the CDA. This is the meeting where we will do the transition of powers.

5. Report / Special Presentation from Waukesha County Housing Authority (CDA-03-14)

Mr. Kessler introduced Mr. Cappon from the Waukesha County Housing Authority.

Motion by Mr. Hinkle to adjourn the June 5, 2003 Housing Authority Meeting. Seconded by Mr. Barker. Motion carried unanimously.

Mr. Cappon explained the relationship between the City of New Berlin Housing Authority and the County of Waukesha since 1987. Mr. Cappon explained the Voucher Program to the CDA, and indicated there are 87 households in the voucher program in the City of New Berlin. Sixty nine households out of the 87 are elderly or disabled, and 18 households are families. Mr. Cappon explained how the Housing Authority was budgeted and how HUD is involved. The Waukesha County Housing Authority does a lot of special needs housing. Other than the senior housing in New Berlin, we have not located anything in New Berlin up to date because most of the social services offices are located in the City of Waukesha, so they tend to like to have their special needs or disabled clients living in the City of Waukesha.

Mr. Cappon discussed all the partnership programs they have and what types of services they provide. The big need in Waukesha County is for people who are above assisted housing

programs, but cannot afford the rental market or the home ownership market. There are not enough modest first-time affordable home buyers in New Berlin or there are not enough modest apartments. This might be something to think about in future planning. Sometimes you have to think about wages and provide appropriate housing for people making those wages. Mr. Cappon talked about one of the factors in the Smart Growth Plan with regard to addressing affordable housing. He addressed the term "affordable housing", and that it is defined differently in different communities. New Berlin has done well with affordable housing. It would be important to look at what the wages are when a community is looking to growth in the future. There should be some affordable housing for citizens working in that community to be able to afford to live there. You do not serve the low-income people by locating them away from the job market.

Mr. Cappon stated one of the ways the City can use the bonding program is when working with a developer. When a developer wants either multi-family development or higher densities, staff should work with them to use some affordable set asides.

Mr. Cappon will present signature cards to the Secretary and Chairman of the Housing Authority to make payments to the CDA, since they will be taking over the Housing Authority.

Mr. Dude stated there are outstanding Housing Authority bonds that he would like summarized. Mr. Cappon responded the trustee of the bonds could give a summation of the status. Mr. Kessler stated the Housing Authority will not be in operation, but will still be informed and will act on the outstanding issues relating to what has been bonded for projects.

Mr. Cappon stated the bond documents were executed by the Housing Authority, by resolution. The creation of the CDA required the Housing Authority be terminated. In order to minimize confusion, the Housing Authority would still continue to exist, but would meet and take action on items relating to its outstanding financial obligations. By statute, all other activities of the Housing Authority will be assumed by the CDA.

6. Finance and Occupancy Reports (CDA-03-14)

Motion by Mayor Wysocki to accept the Finance and Occupancy Reports as submitted.  
Seconded by Mr. Barnes. Motion carried unanimously.

7. Apple Glen Certificate of Compliance (CDA-03-14)

Motion by Mayor Wysocki to approve the Reports relative to the Apple Glen Certificate Of Compliance. Seconded by Mr. Fil1ar. Motion carried unanimously.

8. Communications (Misc.)

The Committee acknowledged receipt of the Communications.

OLD BUSINESS

9. New Berlin Industrial Park Modernization Plan Update (CDA-03-09)  
a. Monument Sign RFP's

Mr. Kessler stated we are in the process of developing the Request for Proposals of the design and construction of the monument signs. Ms. Jones presented a power point presentation of videos of Calhoun and Rogers, Calhoun and Lincoln, Cleveland and Calhoun, Moorland and Cleveland, Lincoln and Moorland, and Moorland and Rogers with regard to placement of the signs. The Commission will have to think about which two intersections the signage should be located at within the Industrial Park this year. Ms. Jones also showed videos of some monument signs, landscaping, and also the existing Industrial Park sign.

Ms. Jones gave a presentation of several other community's industrial park signs, landscaping, and retaining walls. Examples of external lighting were also shown. Sign conformity issues will

be addressed when we get to the request for proposal stage, but the quality standards of the Westridge Park signs will be incorporated.

Discussion followed on the industrial parks other than the Westridge Park regarding renaming all three parks with one name. Mr. Fillar asked if there was something legally that distinguishes these parks from each other. Mayor Wysocki stated there are legal agreements. The City Attorney stated there are provisions in the Declaration of Restrictions for the vacant land in the parks that say if the land is sold to a particular company, and they do not develop it, the City has a right of first refusal.

b. Capital Project Updates

Mr. Schildt stated the Calhoun Rd. Improvement Program was submitted for an STP Urban Grant through the Wisconsin DOT which was for \$9.7 million for doing work south on Greenfield Ave. to south of Cleveland Ave. to widen to four lanes including street lighting and special amenities. We will be looking for input from the CDA as to what type of concepts we will be using within the business parks as to whether the specialty lighting should also follow down Calhoun Rd. as a gateway to the industrial area. We will not find out until late fall as to whether the grant is accepted. If the grant is awarded, there maybe some funds available so the sign process can start as early as July of 2004.

Mr. Schildt stated the County will also do improvements on Moorland Rd., so there may be a way to incorporate some of the design concepts there. Mr. Kessler stated the discussion was from Cleveland north to Greenfield Ave. there would be six lanes, and everything south of Cleveland Ave. would just be resurfaced. Mayor Wysocki responded the Council would not be in favor of going to six lanes on Moorland Rd. The traffic issues could be better solved with better intersection controls and timings.

Mr. Schildt stated there has been another project in the works for several years that the County is working on. The project is to connect all the intersections along Moorland Rd. from Greenfield Ave. down to Grange so there is a coordinated pattern for the traffic to move a lot smoother.

Mr. Schildt stated once the CDA decides on the style and how the signs will look, there is a consultant that is interested in the Calhoun Rd. project and the Industrial Revitalization Project. This company has people that specialize in industrial park development.

NEW BUSINESS

9. New Berlin Industrial Park Resolution (from Council). (CDA-03-13)

Motion by Mr. Fillar that the Community Development Authority accept Resolution No. 0321 and follow through with its requirements. Seconded by Mr. Barnes. Motion carried unanimously.

10. Persons wishing to be heard.

No one addressed the Commission.

The next CDA Meeting is scheduled for August 7, 2003.

11. Motion by Mr. Dude to adjourn the Community Development Authority Meeting at 8:55 A.M. Seconded by Ms. Cast. Motion carried unanimously.