

MINUTES

REDEVELOPMENT AUTHORITY OF THE CITY OF FOND DU LAC REGULAR MEETING THURSDAY, SEPTEMBER 20, 2012

City/County Government Center, Meeting Room D & E
5:30 p. m.

1. Teletzke called the meeting to order at 5:30 p.m. The meeting was held in Room D & E of the City/County Government Center, 160 S. Macy Street, Fond du Lac, Wisconsin.

2. Wegner called the roll

Present

Absent

Richard Ewald
Greg Giles
Mary Gilles
Karyn Merkel
Lee Ann Lorrigan
Doug Teletzke
Leo Udee

Wegner declared a quorum present

Staff in attendance:

Wayne Rollin, Community Development Director
Dyann Benson, Redevelopment Planner
Debbie Wegner, Community Development Specialist

Others Present:

Ryan Scheel, Boys and Girls Club Fond du Lac
Beth Puddy, New Beginnings Pregnancy Care Center
Molly Martzke, Clarity Care Louise Gudex, Fond du Lac Housing Authority
Daisy Frazier, Ebony Vision Aaron Goldstein, Habitat for Humanity
Bishop Haywood Christal Ship

3. Approval of Minutes

- A. Open and Closed Session Minutes from the Regular Meeting of August 15, 2012

Lorrigan made a motion to approve the minutes of the regular meeting of August 15, 2012. Ewald seconded the motion and the roll call vote was as follows: Ewald, aye; Giles, aye; Gilles, aye; Lorrigan, aye; Merkel, aye; Teletzke, aye; Udee, abstain. Motion Carried.

4. New Business

A. Public Hearing Related to the 2013 Annual Action Plan

(1) Review of progress on past projects – CAPER

Benson reviewed the PY 2012, PY 2011 and PY 2010 projects and the progress to date. It was suggested to make the CAPER available on the City's website.

(2) Identification of total potential funds

Benson reviewed potential funding.

(3) Eligible CDBG activities

- a. Economic Development
- b. Public Facilities
- c. Housing
- d. Public Services
- e. Projects having a particular urgency

(4) Presentation of housing and community development needs identified by staff

Benson reviewed eligible activities and needs identified by community focus groups. She indicated that the second public hearing will be held in December or January to meet the 30 day comment period required by the US Department of Housing and Urban Development (HUD) for our Annual Action Plan prior to the 45 day submittal deadline prior to the start of the 2013 program year.

(5) Identification of housing and community development needs by the public

Molly Martzke indicated that Clarity Care is a non-profit organization providing services in North East Wisconsin. They are looking to expand their services into the Fond du Lac area. They provide supportive residential home care services, of approximately 2-6 hours per day, enabling these clients to remain in their home. None of their clients qualify for Medicare or Medicaid. She inquired about availability of grant funding to support their program.

Beth Puddy stated that New Beginnings Pregnancy Care Center provides a home, free of charge, to women in crisis situations. The center assists these women in the continuation of their education, finding jobs and locating apartments. They are also taught life skills such as taking care of their babies, cooking and cleaning. In addition, the center provides diapers, formula, baby clothes and maternity clothes to the community at no cost. Ms. Puddy also thanked the Redevelopment Authority for previously providing funding for a new roof.

Ryan Scheel, Boys & Girls Club, thanked the Redevelopment Authority for their previous support. Because of the Redevelopment Authority's funding the Boys & Girls Club was able to provide services for up to 250 children a day during the week. The children are helped with their reading and math homework and 67% have shown an improvement in these skills. The older children are helped with career development and college preparation courses.

Bishop Haywood had several questions regarding notification of the Public Hearings, how organizations are chosen and the application process. Benson stated that the Public Hearing Notices are published in the Action Advertiser and sent to a List Serve via email. Any interested party from tonight's meeting may be added to this listing. Benson indicated that she will meet with prospective organizations to review requirements and provide an application at that time. The Bishop then questioned funding for historic preservation.

Benson reviewed that the Redevelopment Authority holds a yearly Public Hearing to determine community needs. The needs are then reviewed and the potential projects are presented for approval to the Redevelopment Authority at a second Public Hearing. She also stated that Public Services Projects are limited by program guidelines to 15% of the grant funding. She reviewed that the U.S. Department of Housing and Urban Development is the funding source for the Community Development Block Grant Program.

Daisy Frazier stated that Ebony Vision is a non-profit organization for African Americans. She stated that they work with the Fond du Lac Police Department for outreach into the City's distressed areas. They also work in collaboration with the UW Fond du Lac for the Juneteenth & All About Kid's events. Frazier stated that all of us as community partners need to work together to create a solution to the needs that are being identified tonight.

Udee made a motion to close the Public Hearing. Lorrigan second the motion and the roll call vote was as follows: Ewald, aye; Giles, aye; Gilles, aye; Lorrigan, aye; Merkel, aye; Teletzke, aye; Udee, aye. Motion Carried.

Teletzke closed the Public Hearing at 6:08 p.m. and announced that there would be a five minute recess before the Redevelopment Authority would commence with the meeting.

B. Approval of Financial Statements

(1) Redevelopment Authority Monthly Financial Statements – September 2012

Wegner reviewed the Monthly Financial Statement

Lorrigan made a motion to approve the RDA Monthly Financial Statement dated September 12, 2012. Gilles seconded the motion and the roll call vote was as follows: Ewald, aye; Giles, aye; Gilles, aye; Lorrigan, aye; Merkel, aye; Teletzke, aye; Udee, aye. Motion Carried.

C. Reports

(1) Project Spreadsheet

Benson reviewed the Project Spreadsheet showing the status of the projects.

(2) Review of Total Outstanding Loans – Breakdown of Number and Dollar Amount per Program.

Wegner reviewed the report.

D. Action on Assistance for the Fond du Lac Housing Authority Calumet Apartments

Benson reviewed that in 2010 the City of Fond du Lac received a CDBG-Emergency Assistance Program (EAP) Grant to assist with the renovation of the Calumet Apartments. This building is owned and managed by the Fond du Lac Housing Authority. The Redevelopment Authority donated the lot across the street for off-street parking. The parking lot is located next to the El Dorado Apartments and north of the residential units on Harrison Place. To minimize people cutting through the parking lot and damage to the landscaping, the Housing Authority would like to install a decorative fence. There are insufficient funds available in the CDBG-EAP grant to fund this improvement. Benson is recommending approval to use the remaining \$18,750 from the PY 2011 Rehabilitation Grant Program to fund this project.

Lorrigan made a motion to approve the use of PY 2011 Rehabilitation Grant Program funding in the amount of \$18,750 for the construction of the fencing around the Calumet Apartments parking lot. Merkel seconded the motion and the roll call vote was as follows: Ewald, aye; Giles, aye; Gilles, aye; Lorrigan, aye; Merkel, aye; Teletzke, aye; Udee, aye. Motion Carried.

E. Action on Increasing Funding for the Brownfields Project Located at 129 Forest Ave.

Benson reviewed that the Redevelopment Authority approved awarding the demolition and tank removal at 129 Forest Ave. to Guelig Waste Removal. Guelig has razed the building, removed the underground tanks and removed 2,150 tons of contaminated soil and 101 truckloads. The final expenditure for this portion of the project is \$156,916. This project's adjusted budget is \$135,000, which is insufficient to cover these current costs. She stated that staff is requesting to reallocate the remaining \$20,150 from Public Facilities to Brownfields for a revised budget of \$155,150.

Lorrigan made a motion to approve the reallocation of \$20,150 from Public Facilities to the Brownfields project located at 129 Forest Ave. Gilles seconded the motion and the roll call vote was as follows: Ewald, aye; Giles, aye; Gilles, aye; Lorrigan, aye; Merkel, aye; Teletzke, aye; Udee, aye. Motion Carried.

F. Resolution No. 12-30 – A Resolution Authorizing the Allocation of the PY 2012 Community Development Block Grant (CDBG) Funding From Blight Elimination to Brownfields

Benson reviewed that while the demolition, tank removal and remediation are complete, the site is still going to be a challenge for future redevelopment. One way to improve the redevelopment potential is through a Voluntary Party Liability Exemption (VPLE) through the Wisconsin Department of Natural Resources. Under the VPLE program a unit of government that conducts an environmental investigation and cleanup of a contaminated property can receive an exemption from future environmental liability. This liability exemption applies to releases of hazardous substances that occurred before the exemption is granted. This process would involve additional testing and application preparation and submittal by Alpha Terra.

Rollin stated that this is a tough redevelopment site, however he is in favor of the VPLE because it will make it easier to accomplish something positive on this parcel. Benson reviewed that staff is recommending reallocating \$30,000 from PY 2012 Blight Elimination to the Brownfield project located at 129 Forest Ave. Several commissioners indicated that they have had positive comments from the neighborhood.

Giles made a motion to approve Resolution No. 12-30. Udee seconded the motion and the roll call vote was as follows: Ewald, aye; Giles, aye; Gilles, aye; Lorrigan, aye; Merkel, aye; Teletzke, aye; Udee, aye. Motion Carried.

G. Resolution No. 12-31 – A Resolution Authorizing the Reallocation of the PY 2012 Community Development Block Grant Program (CDBG) Unused Funding From Undesignated and Salvation Army Permanent Supportive Housing to Homestead Opportunity Program

In 2011, the Redevelopment Authority approved allocating \$16,000 in CDBG funds for the Salvation Army's new Permanent Supportive Housing Program. As of September 1, 2012, the Salvation Army has a remaining balance of \$9,000, which is sufficient to carry them through to PY 2013. Staff is recommending the reallocation of their \$12,000 in PY 2012 funding to the PY 2012 Homestead Opportunity Program. Benson also reviewed that staff is recommending the reallocation of the PY 2012 Undesignated funding to the PY 2012 Homestead Opportunity Program. Benson stated that these reallocations will provide a means of efficiently using underutilized CDBG funding in a timely manner while still meeting the goals of the CDBG program.

Merkel made a motion to approve Resolution No. 12-31. Udee seconded the motion and the roll call vote was as follows: Ewald, aye; Giles, aye; Gilles, aye; Lorrigan, aye; Merkel, aye; Teletzke, aye; Udee, aye. Motion Carried.

H. Action on Reallocating Funds From PY 2011 Solutions Center Warming Shelter to PY 2011 Solutions Center Motel Vouchers

Benson reviewed that the Redevelopment Authority approved allocating \$2,500 in CDBG funds to the Solutions Center for the motel voucher program. The motel vouchers are used when the homeless shelter is at capacity or if the homeless shelter is not the appropriate place for families. She stated that the Solutions Center has expended all funds and has indicated a continued need for the motel vouchers. The Redevelopment Authority also approved allocating \$10,000 for PY 2011 and another \$5,000 for PY 2012 to extend the hours of the warming shelter. To date they have expended only \$5,000. Staff is recommending that \$2,500 be reallocated from the PY 2011 Warming Shelter to PY 2011 Motel Vouchers.

Lorrigan made a motion to approve reallocating \$2,500 from PY 2011 Warming Shelter to PY 2011 Motel Vouchers. Gilles seconded the motion and the roll call vote was as follows: Ewald, aye; Giles, aye; Gilles, aye; Lorrigan, aye; Merkel, aye; Teletzke, aye; Udee, aye. Motion Carried.

I. Adjourn into Closed Session

Ewald made a motion to adjourn into closed session. Gilles seconded the motion and the roll call vote was as follows: Ewald, aye; Giles, aye; Gilles, aye; Lorrigan, aye; Merkel, aye; Teletzke, aye; Udee, aye. Motion Carried.

J. Reconvene into Open Session Immediately Upon Conclusion of the Closed Session

Udee made a motion to reconvene into open session. Ewald seconded the motion and the roll call vote was as follows: Ewald, aye; Giles, aye; Gilles, aye; Lorrigan, aye; Merkel, aye; Teletzke, aye; Udee, aye. Motion Carried.

K. Resolution No. 12-32 – A Resolution Approving Residential Rehabilitation Loans Under the Community Development Block Grant Program and/or HOME Programs

Gilles made a motion to approve Resolution No. 12-32. Merkel seconded the motion and the roll call vote was as follows: Ewald, aye; Giles, aye; Gilles, aye; Lorrigan, aye; Merkel, aye; Teletzke, aye; Udee, aye. Motion Carried.

L. Action on Review of Housing Rehabilitation Loan Program Application

Lorrigan made a motion to move forward with this loan application and approve up to a \$5,000 grant and up to a \$5,000 loan for the roof repair. Giles seconded the motion and the roll call vote was as follows: Ewald, aye; Giles, aye; Gilles, aye; Lorrigan, aye; Merkel, aye; Teletzke, aye; Udee, aye. Motion Carried.

M. Action on Review of Acquisition of Property on East First Street for Homestead Opportunity Program

Merkel made a motion to approve the acquisition of the property located on East First Street for the Homestead Opportunity Program. Udee seconded the motion and the roll call vote was as follows: Ewald, aye; Giles, aye; Gilles, aye; Lorrigan, aye; Merkel, aye; Teletzke, aye; Udee, aye. Motion Carried.

N. Resolution No. 12-33 – A Resolution Approving an Agreement with Wells Manufacturing L.P. for 26 South Brooke Street

Benson reviewed that in August the Redevelopment Authority approved allocating \$200,000 in CDBG funds for Blight Elimination towards the proposed project at 26 S. Brooke Street which is currently owned by Wells Manufacturing. Benson indicated that the signage of this Agreement is the next step in the process. The City would then proceed with a “Friendly Condemnation”. Rollin stated that the Wisconsin Department of Natural Resources issued a No Further Remediation (NFR) letter on the property. He stressed that the key item is that the City controls the limit of liability. The attached agreement outlines the applicability of the NFR and any associated environmental liability in conjunction with complying with or changing the conditions of the NFR under different redevelopment opportunities. The City will apply for a \$375,000 Brownfield Grant from the Wisconsin Economic Development Corporation to assist with demolition.

Benson reviewed that the property still needs to be further assessed for its eligibility to the National Register of Historic Places. She stated that acquisition will not take place until Wells has completed the construction of and has moved into the new facility. The consolidation at the new facility will enable Wells to create 73 additional jobs while retaining 214 jobs. Wells anticipates the transfer of operations to take place in 2013 enabling our acquisition to take place in late 2013 or early 2014.

Giles made a motion to approve Resolution No. 12-33. Mueller seconded the motion and the roll call vote was as follows: Ewald, aye; Giles, aye; Gilles, aye; Lorrigan, aye; Merkel, aye; Teletzke, aye; Udee, aye. Motion Carried.

5. Correspondence

A. Calumet Apartments Open House – September 21, 2012

All members are invited to the Calumet Apartments Open House on Friday, September 21, 2012.

6. Other Matters as are Authorized by Law

7. Motion to Adjourn

The Authority adjourned by unanimous consent at 7:07 p.m.

Respectfully submitted,

Debbie Wegner
Community Development Specialist

**MINUTES
REGULAR MEETING
REDEVELOPMENT AUTHORITY OF THE
CITY OF FOND DU LAC**

**THURSDAY, SEPTEMBER 20, 2012
CLOSED SESSION**

Present

Absent

Richard Ewald
Gregg Giles
Mary Gilles
Lee Ann Lorrigan
Karyn Merkel
Doug Teletzke
Le Udee

The Chairman declared a quorum present.

Staff in attendance:

Wayne Rollin, Community Development Director
Dyann Benson, Redevelopment Planner
Debbie Wegner, Community Development Specialist

Others in attendance:

None

One loan being considered for approval under the CDBG and/or HOME Program was reviewed. Review of a Housing Rehabilitation Loan Application and the Acquisition of a property located on East First Street for the Homestead Opportunity Program were also discussed.

Respectfully submitted,

Debbie Wegner
Community Development