

MINUTES

REDEVELOPMENT AUTHORITY OF THE CITY OF FOND DU LAC REGULAR MEETING TUESDAY, OCTOBER 15, 2013

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
Mary Gilles
Karyn Merkel
Anne Pierce
Doug Teletzke
Leo Udee

Greg Giles (excused)

Wegner declared a quorum present

Staff in attendance:

Dyann Benson, Redevelopment Planner
Debbie Wegner, Community Development Specialist

Others Present:

Tom Klancnik, Whyte, Hirschboeck, Dudek S.C.	Michael Bonertz, ADVOCAP, Inc.
Mike Scalise, Robert W. Baird & Co.	Kathy Doyle, ADVOCAP, Inc.
Rick Schmidt, Schmidt Capital Investments, LLC	Diane Wojcik, ARC- Fond du Lac
Mary Kummerow-Johnson, Clarity Care	Tanisha Alvarado

Others Present: 1

3. Approval of Minutes

- A. Open and Closed Session Minutes from the Regular Meeting of September 18, 2013

Merkel made a motion to approve the minutes of the regular meeting of September 18, 2013; seconded by Ewald. Motion carried.

4. New Business

A. Public Hearing Related to the 2014 Annual Action Plan

(1) Review of progress on past projects – CAPER

Benson reviewed the PY2013, PY2012 and PY2011 projects and the progress to date.

(2) Identification of total potential funds

Benson reviewed potential funds.

(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 the eligible activities and needs identified by community focus groups. She indicated that City staff will continue to collect information on community needs for the next 30 days. She stated that to meet US Department of Housing & Urban Development (HUD) submittal guidelines the second Public Hearing will be held in January for the review and approval of the PY2014 Annual Action Plan. She also reviewed that Public Service projects are limited by program guidelines to 15% of grant funding.

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

Diane Wojcik, ARC of Fond du Lac, indicated that there is a need for housing units for clients with developmental disability issues. She stated that they now have a waiting list for these types of units. She inquired about availability of grant funding to assist with housing rehabilitation. Benson stated a meeting with staff could be scheduled for further discussion.

Tanisha Alvarado indicated that she feels there is a need for more handicapped accessibility throughout the City. She stated that many businesses have handicapped parking, however they have no or limited handicapped accessibility within the building. She also inquired about the need to establish more youth programs within the City. Benson reviewed that youth programs are supported by community partners. Alvarado also stated that Fond du Lac is a growing minority community with the need for more minority owned businesses.

Teletzke closed the Public Hearing at 5:57 p.m.

B. Resolution No. 13-27 – A Resolution Preliminarily Determining Project Site to be Blighted and Providing for a Public Hearing with Respect to the Blight Determination for Property Located at 100 West Larsen Drive (Schmidt Capital Investments, LLC Project)

Benson reviewed that Resolution 13-27 and 13-28 will be discussed together as they relate to the same project.

Benson reviewed that under State Statute, Redevelopment Authorities have the ability to issue revenue bonds to assist with certain activities. Schmidt Capital Investments, LLC is requesting assistance from the Redevelopment Authority (RDA) and the City of Fond du Lac to issue tax exempt redevelopment revenue bonds to assist with the purchase and rehabilitation of a blighted property at 100 W. Larsen Dr. She reviewed that the bonds will not be a debt against the RDA or require the RDA to incur any cost.

Tom Klancnik, Whyte, Hirschboeck, Dudek, SC, stated that the revenue bonds will be exempt from both State and Federal taxes. He also indicated that the final resolutions for both the blight determination and bond issuance will be considered at the November RDA Public Hearing.

Rick Schmidt, Schmidt Capital Investments, LLC, indicated that the property has been vacant for over 10 years and was left in severe disrepair. He also indicated that with their expansion, 40-50 jobs will be created.

Udee made a motion to approve Resolution No. 13-27; seconded by Merkel.
Motion carried.

C. Resolution No. 13-28 – A Resolution Regarding Redevelopment Revenue Bond Financing for Schmidt Capital Investments, LLC.

Udee made a motion to approve Resolution No. 13-28; seconded by Pierce.
Motion carried.

D. Approval of Financial Statements

- (1) Redevelopment Authority Monthly Financial Statement – September 2013
- (2) Redevelopment Authority Quarterly Financial Statements – September 2013

Wegner reviewed the monthly and quarterly financial statements.

- (3) Fond du Lac County Economic Development Corporation Quarterly Report dated September 30, 2013

Benson reviewed the Fond du Lac County Economic Development Corporation Quarterly Report dated September 30, 2013.

Ewald made a motion to approve the monthly and quarterly financial statements and the Fond du Lac County Economic Development Corporation Quarterly report dated September 30, 2013 as presented; seconded by Gilles. Motion carried.

E. Resolution No. 13-29 – A Resolution Authorizing the Submittal of a Grant Application for the Wisconsin Employment Transportation Assistance Program (WETAP) Through the Wisconsin Department of Transportation

Benson reviewed that the Wisconsin Employment Transportation Assistance Program (WETAP) provides loans to income eligible families or individuals to obtain an affordable and dependable vehicle to get to and from work. The Department of Transportation has changed the 2014 application process now requiring a Public Agency complete the application. ADVOCAP, Inc. has requested the RDA to act as the applying agency. She reviewed that the RDA would act as a pass through with ADVOCAP, Inc. administering the Program as it has done in the past. Benson stated that the RDA and ADVOCAP, Inc. would enter into a Subrecipient Agreement to ensure all Program requirements are met.

Kathy Doyle reviewed the Program serves a four County area with the majority of the loans between Fond du Lac and Winnebago Counties. She reviewed that there is an extensive prequalification process which allows them to determine which transportation option best suits each individual's need.

Ewald made a motion to approve Resolution No. 13-29; seconded by Gilles. Motion carried.

F. Discussion Regarding Citizen Participation

Benson reviewed that in 2010 the RDA adopted a revised Citizen Participation Plan that met the basic intent of the Community Development Block Grant (CDBG) program. She stated that there are additional policies and requirements that the City must meet that should be included in the Plan. Benson indicated that staff will be presenting a revised Plan in the next several months.

G. Adjourn into Closed Session

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

H. 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; Gilles, aye; Merkel, aye; Pierce, aye; Teletzke, aye; Udee, aye. Motion carried.

I. Resolution No. 13-30 – 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. 13-30; seconded by Merkel.
Motion carried.

J. Action on Review of Loan Application Which Does Not Meet Housing Rehabilitation Loan Program Guidelines

It was the consensus of the RDA to continue processing this loan application with the stipulation that the homeowners attend credit counseling.

K. Action on Potential Lease of Property Located at 24 N. Butler Street

It was the consensus of the RDA to allow staff to lease the property.

L. Discussion Regarding the November Public Hearing – Tuesday, November 19, 2013 at 5:30 p.m.

Benson reviewed that the November RDA meeting will be a Public Hearing to be held on Tuesday, November 19th at 5:30 p.m.

6. Correspondence - None

7. Other Matters as are Authorized by Law

8. Motion to Adjourn

The Authority adjourned by unanimous consent at 7:00 p.m.

Respectfully submitted,

Debbie Wegner
Community Development Specialist

MINUTES

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

**TUESDAY, OCTOBER 15, 2013
CLOSED SESSION**

Present

Richard Ewald
Mary Gilles
Karen Merkel
Anne Pierce
Doug Teletzke
Leo Udee

Absent

Gregg Giles (excused)

The Chairman declared a quorum present.

Staff in attendance:

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. Also discussed was a request for housing rehabilitation assistance for an applicant who does not meet Program guidelines and the potential lease of the property located at 24 N. Butler Street.

Respectfully submitted,

Debbie Wegner
Community Development