

## MINUTES

### REDEVELOPMENT AUTHORITY OF THE CITY OF FOND DU LAC REGULAR MEETING WEDNESDAY, OCTOBER 17, 2012

City/County Government Center, Meeting Room D & E  
7:30 a.m.

1. Teletzke called the meeting to order at 7:30 a.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  
Lee Ann Lorrigan  
Karyn Merkel  
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:

Lindee Kimball, Solutions Center

3. Approval of Minutes

- A. Open and Closed Session Minutes from the Regular Meeting of September 20, 2012

Ewald made a motion to approve the minutes of the regular meeting of September 20, 2012. 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.

4. New Business

A. Reports

1. Project Spreadsheet

Benson reviewed the project spreadsheet.

B. Approval of Financial Statements

1. Redevelopment Authority Monthly Financial Statement – October 2012

Wegner reviewed the Monthly Financial Statement.

2. Redevelopment Authority Quarterly Financial Statement – October 2012

3. Fond du Lac County Economic Development Corporation Quarterly Report dated September 30, 2012

Benson reviewed the Redevelopment Authority Quarterly Financial Statement and the Fond du Lac County Economic Development Corporation Quarterly Report.

Giles made a motion to approve the Redevelopment Authority monthly and quarterly financial statements and the Fond du Lac County Economic Development Corporation Quarterly report dated September 30, 2012 as presented. Gilles seconded the motion and the roll call was as follows: Ewald, aye; Giles, aye; Gilles, aye; Lorrigan, aye; Merkel, aye; Teletzke, aye; Udee, aye. Motion Carried.

C. Community Development Block Grant (CDBG) – Discussion – Community Needs – Annual Action Plan

Benson reviewed the community participation and comments at last month's Public Hearing to review the Annual Action Plan for PY 2013. She stated that the projected allocation should be approximately \$550,000 including program income. She reviewed the Estimated Commitment of Funds, but stated that there may be some changes based on last month's comments.

- Owner Occupied Housing Rehab
- Rental Occupied Housing Rehab
- Homestead Opportunity Program
- Blight Elimination
- Rehab Grant Program
- Boys & Girls Club
- Salvation Army
- Solutions Center – Utility Allowance
- Solutions Center – Extended Hours

Benson reviewed the Eligible CDBG Activities and indicated that the Consolidated Plan, Annual Action Plan and CAPER require the City to report on efforts in the following areas.

- Housing
- Public Housing
- Community Development
- Homelessness
- Non-Homeless Special Needs

Benson stated that the City also depends upon community partners' efforts to address some of these needs. She reviewed that CDBG funding is not intended for the long term support of subrecipient programs with the expectation that these agencies should be independent within 5-7 years.

Benson reviewed that 70% of our annual CDBG allocation must benefit low-and-moderate income persons and that only 15% of our allocation can be allotted towards public services. Thus, the City has to look forward to the current and future needs of the community and how the City will be able to meet these needs within the parameters of the CDBG program guidelines.

D. Community Development Block Grant Application Process

Benson stated that historically, the Community Development Block Grant (CDBG) program has not funded Public Service Activities. However, in the last 2 years the CDBG program has provided support for Public Services including Boys & Girls Club, Solutions Center and Salvation Army. This funding was provided as a result of these nonprofits approaching the City.

She stated that in the past, staff has utilized a combination of Open Door and Limited Application. Organizations call throughout the year inquiring about funds. A general application is sent out to the organization and then staff follow-up with a meeting to review the proposal and CDBG requirements.

She stated that staff needs to increase public participation by more education and outreach to community partners before the Formal Application method could be put into place. However, as staff works to increase public participation there may be a greater awareness of the CDBG program, thus increasing the requests for funding assistance.

Benson reviewed the three options for the CDBG Application Process and requested input from the Redevelopment Authority as to how to proceed with future requests for funding.

- Formal Application
- Limited Application
- Open Door

Rollin stated that a lot of community partners have shown an interest in funding assistance, so it may be a difficult process to choose which organizations' projects to fund and still stay within our 15% cap.

It was the consensus of the commissioners to have City staff continue to follow the current application process to review and recommend which applications/projects to fund before bringing them before the Redevelopment Authority.

E. Resolution No. 12-34 – A Resolution Authorizing the Reallocation of the PY 2012 Community Development Block Grant (CDBG) Homestead Opportunity Program to Homeless Shelter Acquisition

Benson reviewed that the Redevelopment Authority approved a Consolidated Plan for 2012-2016 which included CDBG funding assistance for transitional housing/family shelter in PY 2015. At that time, staff had anticipated that acquisition assistance would be through acquisition of a foreclosed property or through a voluntary sale from a recipient of the Housing Rehabilitation Loan Program. However, Solutions Center has been contacted by the owners of a residential property near the women's shelter and their main offices to see if the organization would be interested in acquiring the property. She indicated that the close proximity of the property to their existing facilities would allow some cost savings and more efficient management. Benson stated that this project will support homeless prevention and continue the goals and objectives of the Consolidated Plan.

Kimball stated that the acquisition of this property would enable Solutions Center to keep family units together. In addition, she indicated that they would be able to use the additional space for meetings and/or counseling, which is an option they don't have at the present time.

Benson also said that, if approved, the RDA would provide a \$30,000 grant towards the purchase of the property. Solutions Center will need to provide the remaining additional funding for this purchase.

Ewald made a motion to approve Resolution No. 12-34. 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.

5. Correspondence - None
6. Other Matters as are Authorized by Law
7. Motion to Adjourn

The Authority adjourned by unanimous consent at 7:59 a.m.

Respectfully submitted,

Debbie Wegner  
Community Development Specialist