

MINUTES

REDEVELOPMENT AUTHORITY OF THE CITY OF FOND DU LAC REGULAR MEETING TUESDAY, APRIL 17, 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

Greg Giles
Mary Gilles
Karyn Merkel
Doug Teletzke

Leo Udee (excused)
Rob Vande Zande (excused)

Wegner declared a quorum present

Staff in attendance:

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

Others Present:

None

3. Approval of Minutes

- A. Open and Closed Session Minutes from the Regular Meeting of March 21, 2012

Merkel made a motion to approve the minutes of the regular meeting of March 21, 2012. Gilles seconded the motion and the roll call vote was as follows: Giles, aye; Gilles, aye; Merkel, aye; Teletzke, aye. Motion Carried.

4. New Business

A. Public Hearing to Review and Approve an Adjustment to the PY 2008 Budget

Benson reviewed the adjustment of \$20,000 from the Quick Freeze Neighborhood Improvements Project to Dental Care to expedite the expenditure of unused project funds.

Project Description	Amended Funding	Reallocation	Adjusted Funding
a. Owner Occupied Housing Rehabilitation Loans, 1-4 unit structures	\$417,000		\$417,000
b. Renter Occupied Housing Rehabilitation Loans, 1-4 unit structures	83,000		83,000
c. Homestead Opportunity Program	25,000		25,000
d. Military Road Reconstruction	200,000		200,000
e. Quick Freeze Neighborhood Improvements	45,000	-20,000	25,000
f. Dental Care Assistance		+20,000	20,000
g. Administration	130,000		130,000
Total	900,000		900,000

B. Public Hearing to Review and Approve an Adjustment to the PY 2009 Budget

Benson reviewed the adjustment of \$100,000 from the Special Economic Development Project to Blight Elimination. Benson indicated the funds are being reclassified to be consistent with the anticipated use and goals of the Consolidated Plan.

Project Description	Amended Funding	Reallocation	Adjusted Funding
a. Owner Occupied Housing Rehabilitation Loans, 1-4 unit structures	\$300,000		\$300,000
b. Renter Occupied Housing Rehabilitation Loans, 1-4 unit structures	50,000		50,000
c. Homestead Opportunity Program	25,000		25,000
e. Homeless Shelter Purchase	82,500		82,500
f. Special Economic Development Project (SEDP)	100,000	-100,000	0
g. Boys & Girls Club	25,000		25,000
h. 88 South Military	13,000		13,000
i. Administration	140,000		140,000
j. Blight Elimination		+100,000	100,000
Total	735,500		735,500

C. Public Hearing to Review and Approve an Adjustment to the PY 2010 Budget

Benson reviewed the adjustment of \$50,000 from Undesignated for a PY2010 Blight Elimination project that will be used as part of the PY2009 Blight Elimination project.

Project Description	Amended Funding (August)	Reallocation	Adjusted Funding
a. Owner Occupied Housing Rehabilitation Loans, 1-4 unit structures	\$300,000		\$300,000
b. Renter Occupied Housing Rehabilitation Loans, 1-4 unit structures	25,000		25,000
c. Homestead Opportunity Program	52,000		52,000
d. EDRLF	120,000		120,000
e. Economic Development	75,000		75,000
f. Planning	21,600		21,600
g. ADVOCAP/NSP	1,250		1,250
h. Administration	140,000		140,000
i. Public Facilities	100,150		100,150
j. Salvation Army Permanent Supportive Housing	16,000		16,000
k. Brownfields	75,000		75,000
l. Foreclosed Properties	5,000		5,000
m. Blight Elimination		+50,000	50,000
n. Undesignated	50,000	-50,000	0
Total	981,000		\$981,000

D. Public Hearing to Review and Approve an Adjustment to the PY 2011 Budget

Benson reviewed the adjustment of \$32,168 from Undesignated to the Homestead Opportunity Project (HOP), and \$20,000 from the Rehabilitation Grant Program (RGP) Project to HOP. She indicated that \$20,000 of the RGP project was committed for the Downtown Fond du Lac Façade Design Project; however, no applications were received by the end of PY2011. Benson stated that City staff made an offer to purchase 132 W. Arndt Street for future use by Salvation Army for their Permanent Supportive Housing program which will be funded with PY2011 HOP money.

Project Description	Amended Funding (August)	Reallocation	Adjusted Funding
a. Owner Occupied Housing Rehabilitation Loans, 1-4 unit structures	\$318,200		\$318,200
b. Renter Occupied Housing Rehabilitation Loans, 1-4 unit structures	22,700		22,700
c. Homestead Opportunity Program	32,700	+52,168	84,868
d. Blight Elimination	50,000		50,000
e. Rehabilitation Grant Program	50,000	-20,000	30,000
f. Boys & Girls Club	25,000		25,000
g. Downtown Fond du Lac Partnership	20,000		20,000
h. Solutions Center – Motel Vouchers	2,500		2,500
i. Solutions Center – Warming Shelter Extended Hours	10,000		10,000
j. Administration	118,200		118,200
k. Undesignated	32,168	-32,168	0
Total	\$681,468		\$681,468

E. Resolution No. 12-08 – A Resolution Authorizing the Reallocation of the PY2008 Community Development Block Grant (CDBG) Unused Funding From the Quick Freeze Neighborhood Improvements to Dental Care Assistance

Giles made a motion to approve Resolution No. 12-08. Merkel seconded the motion and the roll call vote was as follows: Giles, aye; Gilles, aye; Merkel, aye; Teletzke, aye. Motion Carried.

F. Resolution No. 12-09 – A Resolution Authorizing the Reallocation of the PY2009 Community Development Block Grant (CDBG) Unused Funding From the Special Economic Development Project (SEDP) to Blight Elimination

Gilles made a motion to approve Resolution No. 12-09. Giles seconded the motion and the roll call vote was as follows: Giles, aye; Gilles, aye; Merkel, aye; Teletzke, aye. Motion Carried.

- G. Resolution No. 12-10 – A Resolution Authorizing the Reallocation of the PY2010 Community Development Block Grant (CDBG) Unused Funding From Undesignated to Blight Elimination

Merkel made a motion to approve Resolution No. 12-10. Giles seconded the motion and the roll call vote was as follows: Giles, aye; Gilles, aye; Merkel, aye; Teletzke, aye. Motion Carried.

- H. Resolution No. 12-11 – A Resolution Authorizing the Reallocation of the PY2011 Community Development Block Grant (CDBG) Unused Funding From Undesignated and Rehabilitation Grant Program to Homestead Opportunity Program

Giles made a motion to approve Resolution No. 12-11. Gilles seconded the motion and the roll call vote was as follows: Giles, aye; Gilles, aye; Merkel, aye; Teletzke, aye. Motion Carried.

- I. Review Progress on Past Projects – CAPER

Benson stated that typically the CAPER report is presented to the RDA in the fall when preparing the Needs Assessment for the next program year. However, the CAPER, a performance an evaluation report is due May 15 of each year, which updates HUD on past projects. Thus, City staff will now be presenting the CAPER report to the members twice a year for your review.

Benson reviewed the progress on the PY 2011 projects. There were no questions on any past projects.

- J. Reports

1. Project Spreadsheets

Benson reviewed the project spreadsheet emphasizing the reallocations which were just approved.

- K. Approval of Financial Statement

1. Redevelopment Authority Monthly Financial Statement – April 2012

Wegner reviewed the Monthly Financial Statement for April 2012. She indicated that several loan payoffs were received in the last month, thus increasing the CDBG revolving housing balance. She also stated that City staff has added a new line item # VI - NSP Revolving. She indicated that the NSP property located at 334 Superior St was sold on April 2 and this amount represents the net proceeds of that sale.

2. Redevelopment Authority Quarterly Financial Statements – April 2012

Wegner indicated that the balance sheet for PY 2012 has been included and reviewed the line items.

3. Fond du Lac County Economic Development Corporation Quarterly Report dated March 31, 2012

Benson reviewed the Quarterly Financial Statement for the FCEDC dated March 31, 2012. Rollin stated that two new loans have been approved during this quarter, but have not closed yet.

Merkel made a motion to approve the RDA monthly and the quarterly financial reports and the Fond du Lac County Economic Development Corporation Quarterly report as presented. Gilles seconded the motion and the roll call vote was as follows: Giles, aye; Gilles, aye; Merkel, aye; Teletzke, aye. Motion Carried.

L. Adjourn into Closed Session

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

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

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

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

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

O. Action on Subordination Request on Loan No. 05.36

Gilles made a motion to approve the Subordination Request on Loan No. 05.36. Merkel seconded the motion and the roll call vote was as follows: Giles, aye; Gilles, aye; Merkel, aye; Teletzke, aye. Motion Carried.

P. Action on Loan Application with Collections Over the Housing Rehabilitation Loan Program Guidelines

Merkel made a motion approving the continued processing of this loan application. Giles seconded the motion and the roll call vote was as follows: Giles, aye; Gilles, aye; Merkel, aye; Teletzke, aye. Motion Carried.

Q. United States Department of Housing and Urban Development (HUD) – On Site Monitoring – April 23, and April 24, 2012

Benson informed the commissioners that on April 23rd and April 24th the Department of Housing and Urban Development (HUD) will be here for an on site monitoring. HUD will monitor the Economic Development Revolving Loan Fund program which is now administered through the Fond du Lac County Economic Development. She stated that on average they monitor every 3 years, and that the program has not been monitored for several years.

5. Correspondence - None

6. Other Matters as are Authorized by Law

7. Motion to Adjourn

The Authority adjourned by unanimous consent at 6:07 p.m.

Respectfully submitted,

Debbie Wegner
Community Development Specialist

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

**TUESDAY, APRIL 17, 2012
CLOSED SESSION**

Present

Greg Giles
Mary Gilles
Karyn Merkel
Doug Teletzke

Absent

Leo Udee (excused)
Rob Vande Zande (excused)

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

A loan being considered for approval under the CDBG and/or HOME Program was reviewed. A subordination request was reviewed and a loan which had collections over the Housing Rehabilitation Loan Guidelines was discussed.

Respectfully submitted,

Debbie Wegner
Community Development