

MINUTES

REDEVELOPMENT AUTHORITY OF THE CITY OF FOND DU LAC REGULAR MEETING WEDNESDAY, MAY 15, 2013

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

1. Benson called the meeting to order at 7:32 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
Karyn Merkel
Sam Meyer
Doug Teletzke
Leo Udee

Wegner declared a quorum present

Staff in attendance:

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 April 17, 2013

Ewald made a motion to approve the minutes of the regular meeting of April 17, 2013; seconded by Gilles. (Udee – abstain.) Motion carried.

4. New Business

A. Election of Officers

(1) Chairman

Udee made a motion to nominate Douglas Teletzke as Chairman of the Redevelopment Authority of the City of Fond du Lac; seconded by Gilles. The roll call vote is as follows: Ewald, aye; Giles, aye; Gilles, aye; Merkel, aye; Teletzke, abstain; and Udee, aye. Motion carried.

Meyer arrived at 7:34.

(2) Vice Chairman

Udee nominated Richard Ewald for Vice Chairman; however, Ewald declined the nomination.

Ewald made a motion to nominate Udee as Vice Chairman of the Redevelopment Authority of the City of Fond du Lac; seconded by Giles. The roll call vote is as follows: Ewald, aye; Giles, aye; Gilles, aye; Merkel, aye; Meyer, aye; Teletzke, aye; and Udee, nay. Motion carried.

B. Approval of Financial Statements

(1) Redevelopment Authority Monthly Financial Statement - May 2013

Wegner reviewed the Monthly Financial Statement for May.

Merkel made a motion to approve the Monthly Financial Statement as presented; seconded by Giles. Motion carried.

C. Resolution No. 13-14 – A Resolution Approving Changes to the Asset Limitations for the Housing Rehabilitation Loan Program

Benson stated that the Housing Rehabilitation Loan Program is funded through Community Development Block Grant funds. She reviewed that applicants must meet income eligibility requirements established by the U.S. Department of Housing and Urban Development (HUD). HUD requires communities to look at asset accounts however, does not have fixed asset limitations. This allows each community some flexibility in establishing their own asset limitations as long as the limitations are based upon the intent to serve low-and-moderate income households.

Benson indicated that the Program has had the same asset limitations for at least 14 years. She stated that staff would like to discuss the current Program asset limitations along with some other options for moving forward.

It was the consensus of the Redevelopment Authority (RDA) to amend the Program asset limitations based on elderly and non-elderly households and to review their status in one year.

Udee made a motion to approve Resolution No. 13-14; seconded by Merkel. Motion carried.

D. Resolution No. 13-15 – A Resolution Approving the Revised Housing Rehabilitation Loan Program Guidelines and Procedures Manual

Benson reviewed the changes to the Housing Rehabilitation Loan Program Guidelines and Procedures Manual. She stated that the U.S. Department of Housing and Urban Development (HUD) encourages all entitlement grantees to periodically review and update their policies and procedures for programs funded by Community Development Block Grant.

Ewald made a motion to approve Resolution No. 13-15; seconded by Gilles. Motion carried.

E. Resolution No. 13-16 – A Resolution Authorizing the “Write-Off” of the Unreimbursed Balance on Loan No. 07.32

Benson stated that the owner occupant of the home located at 393 Linden Street received a housing rehabilitation loan from the RDA in 2008. One of the work items was to re-paint the home’s exterior. The homeowner had chosen to purchase the paint and paint the home herself. The homeowner was reimbursed for the paint purchase and completed painting the lower half of the two-story home. The second story was never completed and staff has requested the homeowner to reimburse \$156.29 which represents the paint cost for the uncompleted second story.

Benson reviewed that City staff made many attempts to contact the homeowner and eventually discussed the possibility of providing an additional loan to hire professional painters to complete the project for her. City staff obtained two quotes for painting the second story and provided them to the homeowner. The homeowner has failed to respond.

Benson indicated that the homeowner has been invoiced monthly for this amount plus a late fee, but has not paid the invoice. She reviewed that the past due amount has been put on the Tax Refund Intercept Program (TRIP) which will intercept any tax refund, should she receive one in the future.

Giles made a motion to approve Resolution No. 13-16; seconded by Meyer. Motion carried.

5. Correspondence - None

6. Other Matters as are Authorized by Law

Council Representative Meyer provided a brief City Council update.

7. Motion to Adjourn

The Authority adjourned by unanimous consent at 8:23 a.m.

Respectfully submitted,

Debbie Wegner
Community Development Specialist