

**Minutes  
Community Development Authority Meeting  
August 24, 2010**

The meeting of the Community Development Authority for the City of Monona was called to order by Chair Bob Miller at 7:00 p.m.

Present: Chair Bob Miller, Aldm. Jim Busse, Mr. George Lightbourn, Mr. Jason Scott, Mr. John Surdyk, and Aldm. Jeffery Wiswell.

Absent: Mr. Andrew Homburg

Also Present: City Administrator Pat Marsh, Planning and Community Development Coordinator Paul Kachelmeier, and CDA consultant from Vierbicher Associates Gary Becker.

**MINUTES**

A motion was made by Aldm. Busse, seconded by Mr. Scott for approval of the minutes of August 5, 2010.

The motion carried with one (1) correction.

**APPEARANCES**

There were no appearances and the appearance section was declared closed.

**OLD BUSINESS**

There was no old business.

The CDA asked to place on the agenda for the next meeting discussion of a policy on closed sessions, and responsibilities of the City as a landlord of property.

**NEW BUSINESS**

Item 6A. Consideration of, and Recommendation to the Finance and Personnel Committee of Staff Rankings for the Renew Monona Loan Program 2010 Application Round.

The CDA discussed and reviewed the applications for the new Renew Monona Loan Program.

City Administrator Pat Marsh said that TID #3 had a 58% decrease in assessed value.

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There was discussion about the assessments of property in TID No. 3 and methods of assessment by the firm the City has contracted with to do our assessments.

There was discussion of the applications and the scoring methodology that the Committee that scored them used.

City Administrator Pat Marsh said that the Staff Committee was comprised of himself, Planning and Community Development Coordinator Paul Kachelmeier, Finance Director Marc Houtakker, and Executive Secretary Leah Kimmel.

Aldm. Wiswell arrived.

There was discussion of the scoring methodology used.

Aldm. Wiswell said the top two applications are leveraging more investment, while most of the applications are only investing twice the amount of the loan.

Mr. Scott said he does not see any reason to think we are not accomplishing the goals of the program with these proposed home improvement projects.

City Administrator Pat Marsh said we will have lien rights on the properties too.

Mr. Surdyk asked could some of these projects that are proposing to do energy efficiency improvements apply for energy grants?

City Administrator Pat Marsh said the money we're anticipating receiving as an Energy Efficiency Committee is not going to be available for a couple of years yet.

Aldm. Busse said we should run a credit report and have them pay a small fee for it, and then set a standard, for example at 70% for an applicant to qualify.

Mr. Becker said if the applicants have loans lined up for their portion of the money for their project if they are borrowing money, we can see what their credit rating is with a bank.

Aldm. Wiswell said that code compliance and safety improvements are also very important improvements to be made to homes.

The consensus of the CDA was that they are comfortable with the scoring methodology.

It was discussed that the estimate of funds available from TID No. 3 is about \$37,000.

Mr. Becker said this amount could go up or down with appraisals but won't vary that much.

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Chair Miller said to approve the top four (4) and then announce a Phase 2 of the program around December.

Mr. Scott said applicants could resubmit their applications.

Chair Miller said we could take a look at the scoring methodology again too.

A motion was made by Aldm. Busse, seconded by Aldm Wiswell to fund the top four (4) ranked loan requests submitted for review totaling \$34,550.00 (see attachment #1) in loans with another round of applications to be set up some time in December 2010 for approximately another \$35,000 - \$40,000.

There was brief discussion of the motion.

The motion carried.

#### **MISCELLANEOUS BUSINESS**

The next regular meeting is scheduled for Tuesday September 28, 2010.

#### **ADJOURNMENT**

A motion was made by Aldm. Wiswell, seconded by Mr. Surdyk to adjourn.

The motion carried.

8:20 pm

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