

**Minutes
Community Development Authority Meeting
February 22, 2011**

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. Jeff Wiswell.

Absent: Mr. Andrew Homburg

Also Present: City Administrator Pat Marsh and Planning and Community Development Coordinator Paul Kachelmeier

MINUTES

A motion was made by Mr. Lightbourn, seconded by Mr. Scott, for approval of the minutes of January 25, 2011.

The motion carried.

APPEARANCES

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

OLD BUSINESS

Item 5.A. Certification of Redevelopment Area No. 7 Project Plan.

Chair Miller said that the North Monona Drive Redevelopment Plan No. 7 was approved by the City Council at their most recent meeting on February 21, 2011.

A motion was made by Aldm. Busse, seconded by Mr. Lightbourn, to certify the Redevelopment Area No. 7 Project Plan.

Chair Miller summarized the discussion at the City Council meeting's first reading on February 7, 2011 and also for the second reading on February 21, 2011 when the plan was approved.

Aldm. Busse stated the Plan Commission reviewed the Redevelopment Plan at their meeting February 14, 2011 and asked why just one property had been included south of Dean Avenue.

The motion carried.

Aldm. Wiswell arrived.

The CDA moved to Miscellaneous Business Item 7.B. Update from Mike Huffman regarding UW Health Yahara Clinic and Meriter Monona – Construction Oversight.

Mike Huffman appeared and stated his company is Huffman Facilities Management and he said he wanted to meet with the CDA to get input and direction on the contract he has with the CDA on construction oversight for the UW Health Yahara Clinic and the Meriter Clinic Monona, both under construction.

Mr. Huffman distributed a report he had prepared on each project and reviewed them with the CDA. He said he will be reviewing the materials testing in this early stage of construction. At the UW Clinic site a cut and fill operation was done to help support the building. At Meriter they put in a geopier system for support of the building.

The CDA discussed that TIF assistance and financing was provided to each development for constructions costs because of the poor quality of soils at each site.

Aldm. Busse asked if the CDA could have some sort of letter from Meriter that would explain what they have had to do to compensate for the poor load bearing soil.

Chair Miller asked if the City Administrator could review the Developers' Agreements and he and Mr. Huffman could validate or confirm that there were costs incurred because of the poor load bearing quality of soils for each development, which the City provided financial assistance for.

Chair Miller asked that Mr. Huffman review the Developer's Agreements to validate the City is getting what it is paying for in the Developer's Agreement.

Mr. Huffman said he is checking that what is put in place is done correctly and done well.

The CDA returned to discuss Old Business.

Item 5.B. Approval to Proceed with Renew Monona Loan Program – Round Two.

City Administrator Patrick Marsh gave a report on the Renew Monona Loan Program. In the last round, the City awarded \$34,300 in loans, except that \$10,000 of work was not completed. This \$10,000 will be added to the second round and this homeowner can apply again.

Tax Incremental Financing District #3 (TID #3) was extended one year to fund this program. The City has \$48,885 left in TID #3.

City Administrator Pat Marsh distributed the Application Scoring Rubric or scoring criteria for the projects and loans. He said he recommends the City publicize this on its website and send out information that the CDA is ready for a second round of this program. He said that the City Council has given the direction to the CDA to manage this program and, along with the Finance Committee, approve the loans.

A motion was made by Aldm. Wiswell, seconded by Aldm. Busse, to begin the second round of this program.

Aldm. Busse asked if staff would score the requests and make recommendations to the CDA.

City Administrator Pat Marsh said they could do this, and he added that he thinks we should delete criteria #7 and #9 from the Application Scoring Rubric.

The motion carried.

NEW BUSINESS

There was no new business.

MISCELLANEOUS BUSINESS

Item 7.A. Status of Demolition of City Owned Buildings in the North Part of Monona Drive –
City Administrator

City Administrator Pat Marsh gave a report on the demolition of the two City-owned buildings in the north part of Monona Drive. He said the buildings will be demolished on April 1, 2011 and the site graded.

Item 7.C. The next CDA meeting is scheduled for Tuesday March 29, 2011 at 7:00 p.m.

ADJOURNMENT

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

The motion carried.

8:30 p.m.

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