



Revolving Loan Fund/Housing Committee Minutes  
Thursday, September 15, 2011

**PRESENT:** John H. Tramburg, Robert Westby, Andy Ross, Robert Hamele, and Mark A. Witt

**ALSO PRESENT:** Lois Schepp, Mark Zimmerman, Shonna Neary, Pat Beghin, Laurie Lindell (Community Action Council), Kent Fish (General Engineering), John Bluemke, Kari Justmann (MSA), Mark Williams (WEDC), Mark Braska, James Rusch, Mary Rusch, Jeremy Rusch, and Lori Broesch

The meeting was called to order at 11:14 a.m. and was properly noticed and published.

MOTION: On motion by Witt, second by Ross, the agenda was approved.

MINUTES

MOTION: On motion by Westby, second by Ross, the minutes of the July 14, 2011 RLF/Housing Committee were approved.

2010 FLOODING CDBG-EAP APPLICATIONS

Emergency Management Director Pat Beghin, Planning & Zoning Director John Bluemke, Laurie Lindell (CAC), Kent Fish (General Engineering), and Mark Williams (WEDC) joined the meeting to explain four (4) CDBG-EAP projects from the 2010 flooding event.

Project #1 The property is home to a family of 3 and is located in the 1<sup>st</sup> Ward of the City of Portage. The property has problems with moisture coming up through the ground beneath the home. The project includes raising the house and installing a concrete floor/vapor barrier and other related items.

MOTION: On motion by Westby, second by Hamele, Project #1 was approved for a total of \$31,948.

-----  
Project #2 The property is located in the Town of Dekorra, in a Flood Fringe area. The estimated cost of this project is \$61,412 – over the 50% of fair market value cap. Because it is located in “Flood Fringe”, the cost is allowable under grant guidelines. The project includes elevating the home by two feet and moving it away from the road to meet set-back requirements.

MOTION: On motion by Westby, second by Witt, Project #2 was approved for a total of \$61,412. Approval is subject to variance approval by the Board of Adjustment.

2010 FLOODING CDBG-EAP APPLICATIONS, CONTINUED

Project #3                    This property is located in the flood way in Black Hawk. The recommendation is to buy out the property because the cost to repair it (\$35,779) far exceeds the 50% fair market value cap. The owner is agreeable to the buy-out. As the property is adjacent to Long Lake, it is possible that the State may be interested in it. Community Action Council is requesting approval of \$45,500 for the purchase.

Mr. Williams noted that the buy-out/relocation would require an amendment to the CDBG contract. Approval from the State would be required before proceeding with the buy-out.

MOTION: On motion by Ross, second by Westby, the recommendation to fund the buy-out for \$45,500 was approved pending confirmation/approval from the State.

-----

Project #4                    This property is located in the 1<sup>st</sup> Ward of the City of Portage. The estimated cost of repairs (\$37,475) is less than the 50% of fair market value cap.

MOTION: On motion by Witt, second by Hamele, the request to repair this property for \$37,745 was approved.

CLOSED SESSION

---

MOTION: On motion by Witt, second by Ross, and a unanimous roll call vote, the Committee adjourned into closed session at 11:53 p.m. to deliberate and negotiate the investment of public funds (Revolving Loan Funds) per Wis. Stats., Section 19.85 (1)(e). [Review/Approve Loan Applications]

If the Committee goes into closed session, it will return to open session.

ROLL CALL VOTE:                    Ayes: 5, as follows: Witt, Westby, Hamele, Ross and Tramburg  
  Noes: 0

OPEN SESSION

---

MOTION: On motion by Westby, second by Hamele, the Committee reconvened in open session at 12:39 p.m. The roll call vote was unanimous.

REVIEW/APPROVE LOAN APPLICATIONS

The Committee reviewed two RLF loan applications: Portage Theatres and Harold and Lori's Club 60.

**Portage Theatres**

MOTION: On motion by Hamele, second by Ross, with Witt abstaining, the Committee approved a \$100,000 loan application from Portage Theatres including the following terms:

- Amount:            \$100,000
- Term:                10 years
- Rate:                4%
- Personal Guarantees of Owners

**Harold and Lori's Club 60**

MOTION: On motion by Westby, second by Witt, the Committee approved a \$43,375 loan application from Harold and Lori's Club 60, including the following terms:

- Amount: \$43,375
- Term: 10 years
- Rate: 4%
- Collateral: 1<sup>st</sup> position on equipment
- Personal Guarantees of Owners

2008 BUSINESS MITIGATION CDBG APPLICATIONS

Kari Justmann (MSA), Mark Williams (WEDC), and Mark Braska (Portage Country Club) joined the meeting to review 2008 Business Mitigation Applications.

**Portage Country Club**

The Portage Country Club is requesting additional \$45-55,000 in Business Mitigation funding for the replacement of the Club's septic system.

MOTION: On motion by Hamele, second by Westby, the Committee approved additional grant funding in an amount not to exceed \$55,000 to replace the septic system at the Portage Country Club. Witt and Ross abstained.

In addition to the Country Club, other grant applications were reviewed, including: Hooker's Resort, Main Street Youngsters, MGD Welding, Schoepp's Resort, ARC, and Cardinal Country Daycare.

REVIEW FRSB LOAN REPAYMENT TERMS FOR VARIOUS BUSINESSES

Mark Zimmerman provided an update on the FRBSB (Flood Relief for Small Business) Loan Program. The status of loan repayments was reviewed.

Schepp advised that some of the businesses have filed for bankruptcy. Others have had late payments. The Committee recommended that loans that have been delinquent since June/July should be sent a letter regarding collection and potential legal action. Once the letters have been sent, the Committee will be updated on the status.

ADJOURNMENT

MOTION: On motion by Westby, second by Hamele, the meeting was adjourned at 1:34 p.m.

Next meeting: to be determined

Respectfully Submitted:

---

Robert L. Hamele, Secretary

---

Cindy Devine, Recording Secretary

cc: RLF/Housing Committee  
Lois Schepp  
Internet

Joseph Ruf III  
Sue Moll