



**RLF/HOUSING COMMITTEE  
MINUTES  
MARCH 12, 2009**

PRESENT: John H. Tramburg, Robert L. Hamele, Mark Witt, Robert Westby, and Debra Wopat

ALSO PRESENT: Lois Schepp, Gwen and Dustin Farber, Dave Bieno, Donovan Padley, Bobbie Jo Hulberg, and Susan Koehn (MSA)

The meeting was called to order at 1:30 p.m. and was legally noticed and published.

APPROVE AGENDA

The meeting agenda was reviewed.

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

MINUTES

MOTION: On motion by Hamele, second by Wopat, the open and closed session minutes from the February 17, 2009 meeting were approved.

REVIEW BUSINESS FLOODING LOAN APPLICATIONS

Four Flood Recovery Small Business (FRSB) loan applications were reviewed: 1) Deer Creek Campground LLC, 2) Portage Cleaners, Inc., 3) Don's Class Act Pizzeria LLC, and 4) Body Concepts Day Spa, LLC.

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CLOSED SESSION  
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Motion: On motion by Westby, second by Hamele, and a unanimous roll call vote, the Committee adjourned to Closed Session at 1:40 p.m. to review business loan applications and associated financial information, and to deliberate and negotiate the investment of public funds (Revolving Loan Funds) per Wis. Stats., Section 19.85 (1)(e).

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

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

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**OPEN SESSION**  
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MOTION: On motion by Westby, second by Witt, the Committee reconvened in open session at 2:43 p.m. The roll call vote was unanimous.

**Deer Creek Campground LLC**

MOTION: On motion by Hamele, second by Wopat, the Committee approved a \$20,000 FRSB loan to Deer Creek Campground LLC under program guidelines.

**Portage Cleaners, Inc.**

MOTION: On motion by Westby, second by Hamele, the Committee approved a \$20,000 FRSB loan to Portage Cleaners, Inc. under program guidelines. Witt abstained.

**Don's Class Act Pizzeria, LLC**

MOTION: On motion by Westby, second by Witt, the FRSB loan request from Don's Class Act Pizzeria, LLC was denied due to lack of appropriate financial information.

**Body Concepts Day Spa, LLC**

MOTION: On motion by Witt, second by Wopat, the Committee approved a \$20,000 FRSB loan to body Concepts Day Spa, LLC under program guidelines.

REVIEW HOMEOWNER GRANT/LOAN APPLICATIONS

Sue Koehn of MSA Professional Services joined the meeting. Koehn reported that \$368,688 of the CDBG-EAP (2008 Housing Flood/Tornado Program) funds are remaining.

**CDBG-EAP Grant Program:** Per the County's CDBG-EAP program guidelines, grant applications/projects over \$15,000 must be reviewed and approved by the Committee.

HO #35

This project was tabled at the February 17<sup>th</sup> RLF/Housing Committee meeting, pending confirmation of the home's value and obtaining additional estimates for the porch and basement entry work. The homeowner was present for today's meeting.

As requested, new information regarding the project was provided, including several quotes for replacing the back porch and basement entry. The Committee reviewed the quotes and other project items.

MOTION: On motion by Westby, second by Witt, the project was approved as requested. Approximate project total: \$73,000

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**CDBG Housing Rehabilitation Program: Review Project**

HO #128

This Poynette property was purchased in 2001 and is home to a middle-income family with 4 children. A request for emergency roof replacement was reviewed.

MOTION: On motion by Wopat, second by Hamele, the Committee approved the request for a total of \$8,500.

REVIEW/APPROVE REVISED RLF MANUAL

Schepp reported on the outcome of a recent Department of Commerce audit of the County's RLF Program. As a result of the audit, the County's cumulative program income limit ("cap") was increased to \$1,312,500.

The following items were reviewed:

- ▶ Required updates to the RLF Manual – add Milk Volume Production (MVP) language
- ▶ Records retention policy execution
- ▶ Job retention monitoring
- ▶ Job creation/retention information collections
- ▶ Use of RLF funds to purchase collateral

MOTION: On motion by Wopat, second by Westby, the Committee approved the revised RLF Manual.

ADJOURNMENT

MOTION: On motion by Hamele, second by Wopat, the meeting was adjourned at 3:18 p.m.

Next meeting: April 16, 2009

Respectfully Submitted:

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Robert L. Hamele, Secretary

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Cindy Devine, Recording Secretary

Cc: RLF/Housing Committee  
Lois Schepp  
Joseph Ruf III  
Susan M. Moll  
Internet