



**RLF/HOUSING COMMITTEE
MINUTES
SEPTEMBER 11, 2008**

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

ALSO PRESENT: Lois Schepp, Shonna Neary, Kathy Cromey and Ulf Buerger (Penda Corporation), Steve Sabatke (Dept. of Commerce), Mary Traut, and Kari Justmann (MSA)

The meeting was called to order at 11:25 a.m. and was properly noticed and published.

MINUTES

The minutes of the August 14th RLF/Housing Committee and Public Hearing were reviewed.

MOTION: On motion by Westby, second by Wopat, both the regular and public hearing minutes from August 14th were approved.

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PUBLIC HEARING

At 11:30 a.m. the Committee adjourned to the Public Hearing regarding the Community Development Block Grant for Economic Development (CDBG-ED) program and the proposed project.

The Committee reconvened in regular session at 11:52 a.m.
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REVIEW LOAN APPLICATION – PENDA CORPORATION

The Committee reviewed Penda’s proposed project, which includes two CDBG-ED applications and one County RLF loan application as follows:

- | | |
|----------------------------|-------------|
| ▶ CDBG-ED Application #1 | \$120,000 |
| ▶ CDBG-ED Application #2 | \$1,000,000 |
| ▶ Columbia County RLF Loan | \$250,000 |

The funds will be utilized to provide working capital, allow for company growth and diversification of the company’s product line.

REVIEW LOAN APPLICATION – PENDA CORPORATION, CONTINUED

The following items were discussed:

- Number of current positions
- Project details
- RLF balance/cap
- Administrative fees for County
- Potential Low- to Moderate- income positions
- Collateral

MOTION: On motion by Westby, second by Witt, the Committee approved the resolution for the \$1,000,000 CDBG-ED application to be presented to the full County Board on September 17th.

MOTION: On motion by Hamele, second by Wopat, the Committee approved the resolution for the \$120,000 CDBG-ED application to be presented to the full County Board on September 17th.

MOTION: On motion by Wopat, second by Westby, the Committee approved the resolution for \$250,000 County RLF application to be presented to the full County Board on September 17th.

The Committee informed the Penda representatives that the applications had been unanimously approved and requested that they be available to answer questions from the County Board at their Wednesday, September 17th, meeting. The Committee also asked that a representative of the State Department of Commerce be in attendance as well. The meeting is scheduled to begin at 7 p.m.

CDBG-EAP FLOODING GRANT UPDATE

Kari Justmann (MSA) gave an update on the CDBG-EAP Flooding Grant. Columbia County was recently awarded \$500,000 to assist households with flood/tornado related damage. Program brochures, applications and a public service announcement were reviewed. Grant information will be sent to municipal chairpersons, clerks, administrators, churches, fire departments, grocery stores, and other businesses. Schepp noted that the information, applications, and brochures are also available on the County's website.

Other grant criteria and application processes were reviewed.

MOTION: On motion by Hamele, second by Wopat, the Committee approved MSA processing grant applications/projects with up to a \$15,000 limit. Projects over that amount are to come to the RLF/Housing Committee for review and approval.

MOTION: On motion by Westby, second by Witt, the Committee accepted the \$500,000 CDBG-EAP grant.

REVIEW PENDING RLF APPLICATIONS

Schepp reported that she was still waiting for additional financial information on two pending applications.

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ADJOURNMENT

MOTION: On motion by Westby, second by Hamele, the meeting was adjourned at 12:45 p.m.

The next meeting will be October 9, 2008.

Respectfully Submitted:

Robert L. Hamele, Secretary

Cindy Devine, Recording Secretary

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