

**City of Portage
Community Development Authority Meeting
Tuesday, March 6, 2013, 5:00 p.m.
Municipal Building, Conference Room One**

Members present: Michael Decker, Chairperson, Jim Grothman, Charles Poches & Rick Dodd. Members Absent/excused: Dan Brunt, Marty Havlovic, Todd Kreckman

Also present: Ken Jahn, Craig Sauer (WPDR), City Attorney Jesse Spankowski and Shawn Murphy, City Administrator

2. Approval of minutes from October 16, 2012. Motion by Grothman 2nd by Dodd to approve the minutes from 10/16/12 as presented. Motion passed 3-0 with Poches abstaining.

3. Discussion on Draft Report from Ady Voltege on City Economic Development. Administrator Murphy circulated a memo summarizing the observations and initial recommendations of the Phase II Ady Voltege report. Since the report identified several areas of interest with corresponding conclusions and recommendations, it was felt that a few of the recommendations required additional detail and substantiation to assist with consideration for implementation. Accordingly, additional information was sought on information and structures in some comparable communities or "Best Practices" that could be considered in the context of the recommendations. As a result the report is in the process of being revised to include the additional information. Several observations were reported with respect to adequate staffing, the need for restructuring the roles and responsibilities of several key staff involved with economic development; redefining and clarifying the respective roles that the Community Development Authority, Plan Commission and Common Council play in economic development. Also a preliminary position description of the proposed Economic Coordinator was included.

CDA Members expressed a need for the report to include as much detail as possible on implementation of the recommendations. A final report is expected by end of March.

3. Consider Motion to go into Closed Session pursuant to Chap 19.85(1)(e) to deliberate the purchase of properties on DeWitt and Cook Streets. Motion by Dodd to convene to closed session, 2nd by Poches. Motion passed 4-0 on roll call vote with Dodd, Grothman, Poches and Decker in favor. Closed session at 5:20 pm.

4. Return to Open Session to Consider CDA Resolution 13-001. Motion by Dodd to return to open session, 2nd by Grothman. Motion passed 4-0, meeting in Open Session at 5:51 pm.

Attorney Spankowski read Res. 13-001 aloud. Motion by Dodd to approve Resolution 13-001, 2nd by Poches. Motion carried 4-0 on call of the roll.

5. **Adjournment** - Motion by Poches, second by Dodd to adjourn. Motion passed 4-0 on call of roll. Meeting adjourned 6:03 pm.

Minutes prepared by City Administrator Murphy