

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

Members: Dan Brunt, Michael Decker, Rick Dodd, James Grothman, Marty Havlovic, Todd Kreckman, Charles Poches

1. Roll Call
2. Approval of Minutes from Previous Meeting
3. Discussion of Draft Report from Ady Voltege Evaluation of City Committee & Staff Structure related to Economic Development.
4. 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.
5. Return to Open Session to Consider Possible Action on CDA Resolution No. 13-001.
6. Adjournment

**City of Portage
Community Development Authority Meeting
Tuesday, October 16, 2012, 6:00 p.m.
Municipal Building, Conference Room One**

Members present: Dan Brunt, Michael Decker, Marty Havlovic, Jim Grothman, Todd Kreckman, Members Absent Charles Poaches, Rick Dodd,

Additional: Ken Jahn, Craig S. (WPDR), Marianne Hanson, Jerry Indermark, City Attorney Jesse Spankowski

Public Hearing – 5:00 pm was the start time for the public hearing for the purpose of carrying out blight elimination and redevelopment projects, and as required by Wisconsin Statutes, to determine if the property is blighted property within the meaning of Section 66.1333 of the Wisconsin Statutes. This determination is for the following parcels: 11-271-1122, (101 West Cook Street) and 11-271-1121, (310 DeWitt Street). Mike Decker called roll call, read the notice for public hearing, and request 3 times for parties to speak either for or against declaring the properties for blight elimination. No one came forward; public hearing was closed at 5:05 PM

1. **Roll Call** – was taken at the scheduled meeting after the public hearing was closed.
2. **Approval of minutes from August 14, 2012** Motion by Dan Brunt.; second by Jim Grothman - motion passed 5-0 on call of roll
3. **Discussion and possible action on blight declaration.** City attorney Spankowski explained to the group why this needed to happen. Motion by Dan Brunt.; second by Jim Grothman – to declare the two properties listed above in the public hearing blighted properties. Motion passed 5-0 on call of roll
4. **Discussion and possible action on CDA Resolution 12-001 relative to Declaring Properties to be Blighted and Requesting Authority to Acquire or Assist the Private Redevelopment of the Properties.** Motion by Dan Brunt.; second by Jim Grothman – to declare the two properties listed above in the public hearing blighted properties and passage of CDA Resolution 12-001. Motion passed 5-0 on call of roll
5. **Discussion and possible on recommending approval of appraisal agreement.** Attorney Spankowski, explained that in order to go forward we had to do and pay for an appraisal for the properties, Motion by Dan Brunt, 2nd by Jim Grothman to recommend to council the approval of the appraisal contract recommended by the city attorney with the additional information, that the owner mentioned in the contract be the city of Portage as owner of the appraisal and that in the appraisal, the value of the land and buildings be separately identified. Motion passed 5-0 on call of roll

6. Next Meeting – Set next meeting, next meeting to be scheduled when the Ady Voltage recommendations are ready to be set

7. Adjournment - Motion by Todd Kreckman, second by Marty Havlovic to adjourn. Motion passed 5-0 on call of roll.
Adjourned @ 5:35

Minutes prepared by Mayor Ken Jahn

MEMORANDUM

To: Community Development Authority
From: Shawn Murphy, City Administrator
Date: 3/1/2013
Re: Summary of Draft Ady Voltege Evaluation Report on Portage Staffing and Committee Structure Related to Economic Development

An initial draft report has been received from Ady Voltege (AV) summarizing their assessment of the existing City resources and Committee structure as related to economic development. The report was the result AV reviewing City committee structure, organization chart, selected position descriptions, discussions with the City Administrator and interviews with several community stakeholders in economic development. From this review the report summarized their findings and provided some recommendations for consideration. The initial report was reviewed by Mayor Jahn, CDA Chairperson Mike Decker, CDA member Todd Kreckman, Council President Rick Dodd and City Administrator Shawn Murphy.

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. However, it was felt a general discussion of the observations from the report would be a beneficial starting point in the discussion.

The report advanced 3 key themes:

1. A realization that the City needs to be more proactive in managing its economic destiny. This includes developing a solid foundation of basic economic development activities – business expansion, attraction, & retention ("BEAR"). It also includes working to overcome the reputation, whether earned or not, that the City is not "business-friendly."
2. Recognizing that the City's current organizational structure may need some realignment. In addition to addressing the core economic development competencies mentioned above, there is a need to address structural weaknesses in the staffing of planning and development services (comprehensively defined to include infrastructure investment, development review, and the administration of TIF districts). While issues are pointed at staffing, there is a need to also look at the City's Boards, Commissions, and Committees for corollary improvements and adjustments.
3. An acknowledgement that in its current financial state, the City must laser-focus its resources on those activities that are the most important and urgent, or risk diluting efforts by trying to please all constituencies. There is a dire need to instill a sense of urgency and common direction among the diverse group of community stakeholders which currently appear to be acting from a balkanizing position of self-interest. Despite financial challenges, the City must exercise resourcefulness in pulling together people, a plan, and available resources to chart a new direction.

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; more effectively coordinating internal efforts already in place promoting economic development (Portage Enterprise Center, the establishment of an Economic Development position, etc.) and improving the relationship and structure that the City has with external organizations involved with economic development (Chamber of Commerce, Business Improvement District, etc.).

Finally the report outlined some observations and recommendation on organizing and promoting existing resources the City has for economic development. Including, leveraging the financial tools and incentives the City currently has access to; developing a plan so there is a pipeline of available properties for development; be in a position to provide expected information to get Portage on the radar with relocating and expanding companies and the site selectors who advise these companies.

Additionally, the report outlined a general recommendation as to the role, duties and responsibilities of the proposed Economic Development position funded in the City budget. While there is an ever-growing list of suggestions and demands of this position, the report will provide a focused list of suggested responsibilities and structure for this position.

A final version of the report is expected in mid-March.

**COMMUNITY DEVELOPMENT AUTHORITY
OF THE CITY OF PORTAGE**

CDA Resolution No. 13-001

**Resolution Constituting a Relocation Order for Properties on DeWitt Street and Cook
Street**

RELOCATION ORDER of the Community Development Authority of the City of Portage, Columbia County, Wisconsin (“Authority”), for its Relocation Order hereby resolves as follows:

1. This Resolution is a Relocation Order in accordance with Sec. 32.05(1), Wisconsin Statutes, for the purpose of removing the blighted properties described in Exhibit A (the “Properties”); and,
2. The Common Council of the City of Portage, Wisconsin (“Common Council”), by Resolution No. 12-047, adopted October 30, 2012, determined that the Property designated by the Authority is a blighted property within the meaning of Sec. 66.1333, Wisconsin Statutes; and
3. The Authority hereby determines that it is necessary and of a public purpose to proceed to exercise the powers granted to it for the acquisition of the Property.

NOW, THEREFORE, BE IT RESOLVED by the Community Development Authority of the City of Portage pursuant to the authority granted under Secs. 32.05(1) and 66.1333(5), Wisconsin Statutes, it is ordered that:

1. That the Property boundaries are as shown on the map, which is attached as Exhibit “A” and made a part hereof.
2. This Order supersedes and amends any previous order issued by the Authority related to the Property.

I hereby certify that on 6th day of March, 2013, the Relocation Order was adopted by the Community Development Authority of the City of Portage, Columbia County, Wisconsin.

Michael Decker, Chairperson
Community Development Authority
City of Portage, Wisconsin

Attest:

Executive Director/Secretary