



**AGENDA**  
**City of Milton**  
**Community Development Authority**  
**Thursday, October 10, 2013**  
**5:30 p.m.**  
**SHAW MUNICIPAL CENTER**  
**Council Chambers**  
**430 E. High Street**

1. Call to order
2. Approve Agenda
3. Approve Minutes – July 9, 2013
4. Discussion and possible action on recommendation for a CDBG Housing Rehabilitation Program Administrative Services Provider
5. General Items
  - a. Report from Executive Director Jerry Schuetz
  - b. Next Meeting – November 12, 2013
6. Motion to Adjourn

Any CDA member unable to attend this meeting should contact City Hall at 868-6900.

\*\*Please note that upon reasonable notice, at least 48 hours in advance, efforts will be made to accommodate the needs to disabled individuals through appropriate aids and services. For additional information to request this service, please contact the City Clerk's office at 868-6900, 430 E. High Street, Milton, WI 53563.

Notice is hereby given that a majority of the Common Council may be present at this meeting at the above mentioned date and time to gather information about a subject over which they have decision-making responsibility. This constitutes a meeting of the City Council pursuant to State ex rel. Badke v. Greendale Village Bd., 173 Wis. 2d 553, 494 N.W. 2d 408 (1993) and must be noticed as such, although the City Council will not take any formal action at this meeting.

Posted by: Leanne Schroeder  
10/04/13

**City of Milton**  
**Community Development Authority ~ Tuesday, July 9, 2013**

**Call to order**

Mayor Frazier called the meeting to order at 6:40 p.m.

Present: Mayor Brett Frazier, Amanda Benway, Ethel Himmel, Mike Sessler, Dave Schumacher, Ald. Maxine Striegl, and Ald. Nancy Lader.

Also present: City Administrator Jerry Schuetz, City Treasurer Connie DeKemper, and City Clerk Michelle Ebbert. Ehlers & Associates Todd Taves and Maureen Schiel.

**Approve Agenda**

Ald. Striegl moved to approve the agenda. Ald. Lader seconded the motion and carried.

**Approve Minutes May 7, 2013**

A. Benway moved to approve the minutes. M. Sessler seconded the motion and carried. E. Himmel abstained due to absence.

**Public Hearing regarding the proposed amendment of the boundaries of, and project plan for, Tax Incremental District No. 6.**

Mayor Frazier opened the Public Hearing at 6:41 p.m.

Administrator Schuetz discussed the amendment to TID 6 and the proposed changes to the industrial park.

Mayor Frazier closed the Public Hearing at 6:42 p.m.

**Consideration of Resolution #2013-16 Designating Proposed Amended Boundaries and Approving a Project Plan Amendment for Tax Incremental District No. 6, City of Milton, Wisconsin.**

Ehlers & Associates Todd Taves and Maureen Schiel discussed the project plan amendment and documents of TID 6.

D. Schumacher moved to recommend adoption of Resolution #2013-16 Designating Proposed Amended Boundaries and Approving a Project Plan Amendment for TID #6. E. Himmel seconded the motion and carried.

**General Items**

Report from Executive Director Jerry Schuetz

- Updates were provided in regard to TIFs 8, 7, and 6.

Next Meeting – Tuesday, August 13, 2013

**Motion to Adjourn**

E. Himmel moved to adjourn the meeting at 7:01 p.m. A. Benway seconded the motion and carried.

Respectfully submitted

Michelle Ebbert  
City Clerk



## OFFICE OF THE CITY ADMINISTRATOR

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### MEMORANDUM

**To:** Chairperson Mayor Brett Frazier  
Community Development Authority

**Cc:** Common Council

**From:** Jerry Schuetz, City Administrator

**Subject:** Agenda Review – October 10, 2013 Community Development Authority Meeting

**Agenda Item #4 Discussion and possible action on recommendation for a CDBG Housing Rehabilitation Program Administrative Services Provider**

**Submitting Staff Member:** Connie DeKemper, City Treasurer

**Recommended Action:** To authorize staff to contract with a CDBG Housing Rehabilitation Program Administrative Services provider, with information on the recommended provider to be provided at the meeting.

**Description:** Staff is reviewing the proposals received for the CDBG Housing Rehabilitation Program Administrative Services provider and will have a recommendation at the CDA meeting.

**Attachments:** None.



## OFFICE OF THE CITY ADMINISTRATOR

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### MEMORANDUM

**To:** Mayor Brett Frazier (Chairperson)  
Community Development Authority  
**Cc:** Common Council  
**From:** Jerry Schuetz, City Administrator  
**Subject:** Agenda Review – October 10, 2013 Community Development Authority Meeting

**Agenda Item #4 Discussion and possible action on recommendation for a CDBG Housing Rehabilitation Program Administrative Services Provider**

**Submitting Staff Member:** Jerry Schuetz, City Administrator

**Recommended Action:** To award the administration of City of Milton CDBG loans to MSA as presented.

**Description:** In the fall of 2012, the CDA approved Rock County's Planning and Economic Development Department's proposal to administer our CDBG loans. The goal was to improve the marketing and the efficiency in which those funds were distributed, as well as to outsource the work due to a staffing level reduction at City Hall. This summer, we were informed that, due to a Department of Administration (DOA) suspension of Rock County's authority to manage CDBG funds, we are no longer able to have them perform that work. Pursuant to Council direction, staff sought proposals from other firms to perform the work, as when the program was outsourced more people were using the funds.

Two firms submitted proposals. Those firms included MSA and GAI consulting firms. After staff reviewed the proposals, they were scored objectively, examining full scope of services and cost. Staff recommendation, due to lower cost and a more comprehensive proposal, scored slightly better, although both firms were deemed well qualified. MSA was deemed more qualified and more experienced, as they were selected as the firm to run the Southern District's CDBG program (which Rock County is in), so they are most familiar with our region.

**Attachments:** None.