Community Development Authority Meeting Agenda

Monday, November 16, 2026 at 6:30 PM

Columbus City Hall – 105 N. Dickason Boulevard

Call to Order

Determination of Quorum

Notice of Open Meeting

Approval of Agenda

Consent Agenda

1. Approval of minutes

Regular Business

2. Consider and take possible action regarding facade grant scoring guide.
3. Consider and review the revolving loan program manual and current loan.
4. Consider and take possible action regarding the policies and procedures for CDA.

Future Agenda Items

Adjourn

Community Development Authority Meeting Minutes

Monday, October 19, 2026 at 6:30 PM

Columbus City Hall – 105 N. Dickason Boulevard

Call to Order

The meeting was called to order by Decker at 6:34pm.

Determination of Quorum

A quorum in attendance consisted of Beckman, Decker, Elling, Fuller, Hackman, and Lawson.

Staff liaisons Kornmann and Bennett were in attendance.

Notice of Open Meeting

It was noted that the meeting was noticed according to law.

Approval of Agenda

Fuller motions to approve the agenda; seconded by Beckman.

There was no discussion and the motion was carried by unanimous voice vote.

Consent Agenda

Lawson motions to approve the consent agenda; seconded by Elling.

Lawson asked if there was any highlighted information from the budget report featuring the draft 2027 City budget. Kornmann highlighted the City's budget process. Kornmann noted the land acquisition line item was removed, and the facade grant program was reduced from the $50,000 recommended by CDA to the 2026 amount of $32,500. Elling asked about when the public hearing is for the 2027 budget. Lawson noted that it might be in November.

There was no additional discussion, and the motion was carried by unanimous voice vote.

1. Approval of minutes
2. Financial Report - 2026 ytd and 2027 draft budget in process

Regular Business

3. Consider and take possible action regarding resolution of support for a CDI grant application by Historic Treemont LLC to WEDC

   Kornmann provided background on the project and noted that the original resolution needs to be updated to help qualify the project for the current grant application window.

   David Stira and Brian Nagle presented their background and highlighted their Historic Tremont restoration project. They plan to utilize various State and Federal funding sources as part of their capital stack. Nagle stated that there are planned mixed commercial and residential spaces in the building. The previous owner attempted to redevelop the property and managed to get the structural and roofing prior to selling to Stira and Nagle. Stira noted that the top floor will emulate the historic hotel features as part of obtaining historic tax credits. It was confirmed that Stira and Nagle operate an LLC to handle financing.

Lawson motioned to recommend to Council to approve the resolution; seconded by Fuller. There was no additional discussion after clarifying the timeline. The motion was carried by unanimous voice vote.

4. Consider and take possible action regarding development agreement with Historic Treemont LLc

   Kornmann noted that if Stira and Nagle get WHEDA Restore Maine Street Loan for the property they will receive a reduction of building permits by 50% and that the City recently revised its parking ordinance to allow for reduced parking.

   Kornmann was asked about how much building permit fees and referenced the City's fee schedule.

   Lawson motioned to recommend to Council to approve the development agreement with Historic Tremont, LLC; seconded by Hackman. There was no additional discussion, and the motion was carried by unanimous voice vote.

5. Consider and take possible action regarding façade grant scoring guide

   Kornmann highlighted challenges with the facade grant and provided background on the program. The proposed scoring guide provides a starting point for discussion regarding multiple projects and how they are prioritized. The guide provides more points for historical structures and downtown buildings. Other notable criterion includes design quality, economic impact, developer funding match, and housing.

   Beckman asked about the application window timeline. Kornmann noted that the window is annual, but subject to available budget. Additionally, many applicants provide applications early in the year, exhausting funds.

   Lawson compared similar scoring mechanics involving each member scoring individually vs group scoring. The CDA noted benefits and challenges of each way of scoring. There was general consensus for individual scoring. Kornmann and Bennett proposed a possible online form for the CDA to fill out. Lawson noted that this process would be for multiple facade grant applications submitted at the same time. Kornmann highlighted the scoring system de-emphasizes industrial projects from downtown projects.

   Decker asked how the template was created. Kornmann used A.I. and created the prompts that created the template. Beckman asked about checking with other communities and how they determine priorities. Kornmann emphasized the challenges of downtown buildings have than industrial buildings to justify the higher weighted scoring.

   Lawson would like more subjectivity within each category for scoring and suggested ranges for subcategory scores with "up-to" amounts. Decker preferred having a base score for core categories and allow subjective scoring for other categories.

   The CDA would like to pass the facade grant ranking to the next meeting to better analyze the score guide and for staff to clarify terms, tweak wording to allow more flexibility, and check with other communities. Staff will add this topic to the next meeting.

6. Consider and take possible action on the RFP for the demolition of 1149 W. James Street

   Kornmann presented the request for proposal (RFP) for demolition and site restoration services of 1149 W. James St. with a targeted timeframe during Spring 2027 by May 1st for best pricing.

   Elling asked about planting materials. Kornmann noted a reference from Ruekert-Mielke and that the intent is to plant with grass and not add trees. Kornamann will remove the wording. Elling also asked about removing the "See Exhibit D" from site restoration.

   Lawson asked about a summary of proposed work to be added to the request.

   Lawson motioned to approve the RFP with the discussed changes and proofing; seconded by Elling. There was no additional discussion, and the motion was carried by unanimous voice vote.

7. Department of Community and Economic Development Report - September 2026

   Lawson asked about Kaba's facade grant project status. Kornmann noted the project hasn't started yet, but anticipates the project starting soon.

   Lawson asked about the new Chamber of Commerce's "After 5" event. Kornmann noted that it was a revived program in which Chamber members can network and meet informally. There was a turnout of around 25 people. The City plans to diversify its representatives for attendance.

   Lawson asked about decreased Tourism Facebook followers. Bennett noted that it was a normal decline due to being a slower time after the 4th of July.

Future Agenda Items

It was noted that the facade grant ranking will be on the next meeting agenda along with a new guideline for how boards, committees, and commissions operate.

Adjourn

Beckman motioned to adjourn the meeting; seconded by Lawson. There was no discussion and the meeting was adjourned. The meeting adjourned at 7:32pm.

** These minutes will be approved at a future meeting and may be amended. These minutes are respectfully submitted by David Bennett, Communications and Economic Development Coordinator **

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CITY OF COLUMBUS, WISCONSIN

Community Development Authority (CDA)
Facade Grant Application Evaluation Framework

1. Overview & Purpose

This scoring framework establishes an objective, transparent, and merit-based criteria system for evaluating Facade Grant applications within the City of Columbus, WI. While the grant program remains open to eligible properties across various commercial and industrial zoning districts, this framework proactively incentivizes investments in the blighted areas such as the downtown area. Furthermore, it rewards business and property owners who demonstrate exceptional financial leverage by exceeding the mandatory 1:1 private matching fund requirement. Buildings that are designated historic or contribute to a state or local historic district are also prioritized in this scoring system.

2. Scoring Summary Matrix

Category	Evaluation Summary & Range	Max Points
1. Location	Downtown Core/TID #6: **35 pts** Corridor Commercial (CC): **20 pts** Industrial District (I1): **10 pts**	**35**
	HistoricalRestoration (local/state/federal designation): **35 pts**	

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2. Project Scope		25 pts
	Aesthetic Upgrades Only (Signage/Awnings): 15 pts	
	Exceptional Quality- Tuck pointing/brick repair/Window/door replacement/restores to historic and original design 25 pts	
4. Economic Impact		20
	Moderate Impact (Retains active business, repairs blight): 10 pts	
	High Leverage (Fills vacancy, attracts new business): 20 pts	
5. Leverage & Readiness	Moderate Leverage (3:1 private match or greater): 20 pts	20
	Standard Match (Meets baseline 1:1 match + estimate): 10 pts	
TOTAL POSSIBLE	Cumulative score used to determine priority tier funding.	100

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4. Priority Funding Framework

Following individual staff/committee review, applications are aggregated and categorized into the following actionable priority frameworks to streamline capital allocation decisions:

Cumulative Score	Priority Tier Classification	CDA Funding Directive
80 - 100 Points	Tier 1: High Priority	Approve full/partial funding as requested up to the program maximum cap ($25,000) provided funding available.
60 - 80 Points	Tier 2: Moderate Priority	Fund fully/partially if budgetary capacity allows.
Below 60 Points	Tier 3: Low Priority / Defer	Deny request or defer back to applicant with specific directives for programmatic design or material refinement.

Project Name:

Criteria:	Scoring:	Score:
If required, has the project received approval for a COA?	**If NO, the project is ineligible and should not be scored further** If YES or if N/A, continue scoring	
Level of Rehabilitation	0 = Project does not meet the guidelines listed in the application 1 = Normal maintenance 2 = Minor projects 3 = Repair & Replacement 4 = Rehabilitation 5 = Major rehabilitation	
Has the applicant previously received Facade grant funds?	0 = Yes, within the last year (2019-2020) 2 = Yes, within the last two years (2018-2020) 3 = Yes, but not within the last three years (2017-2020) 4 = No, never received funds 5 = No, first time applicant	
Aesthetic Improvement	0 = Project does not enhance the properties appearance 1 = Project incrementally improves the property 2 = Project slightly improves the properties exsisting appearance 3 = Project moderately improves the properties appearance 4 = Project considerably improves properties appearance by bringing it into conformance with the HRC Design Guidelines or up to city requirements 5 = Significant enhancement, project has a transformational impact on the district	
Project Visability	0 = No visibility from the public way 1 = Low visibility, rear of building 2 = Low visibility, side or alley of building 3 = Medium visibility, along road with low traffic volume 4 = High visibility, along road with medium traffic volume 5 = Extreme visablity, along a major gateway into downtown (ie. Main, Harden, Court Square, Elm)	

Potential Community Impact	0 = No impact 1 = Low community impact/priority 2 = Supports an existing business 3 = Supports the expansion of an exsisting business 4 = Significantly improves the aesthetic character of the area or activates previously underutilized space 5 = Enables a new business to locate in Graham, facilitates the elimination of a hazardous non-conforming structures, or encourages future development in line with the adopted land use plan.	
Historic Designation	0 = N/A 1 = Intrusive 2 = Fill 4 = Contributing 5 = Pivotal	
Has the applicant been awarded funds in the past and completed the proposed work?	0 = Yes, the applicant was awarded funds last year but did not complete the project 1 = Yes, the applicant was awarded funds in the last three years but did not complete the project 2 = Yes, the applicant completed the work last year but an extention had to be granted 4 = Yes, work on the previously proposed project was completed on time to the satisfaction of the City 5 = No, the applicant has not previously been awarded funds	
	Total Score	

Columbus City Loan Manual

Background

The funding source for the Columbus City Loan Fund Program (the "Program") originated from the Community Development Block Grant (CDBG) Revolving Loan Fund (RLF) program. In 2019 the City of Columbus completed the CDBG CLOSE program and bought out the existing loans receivable as part of the CLOSE application. As the loans receivable are repaid to the Program, these funds are de-federalized. These repaid funds are also included in the Program.

Purpose

The Program is intended to be a flexible source of financing to encourage Economic Development and Private Investment in the City of Columbus. The Program provides and additional source of funds for projects and can increase private lender interest for a project by mitigating their risk.

Objectives

Economic development activities assisted with funds made available through the Program are intended to meet the following objectives:

1) To encourage the creation of new businesses and entrepreneurial growth in the Columbus Business Community.
2) To leverage new private investment into the City in the form of fixed asset investment, particularly in land and buildings.
3) To perpetuate a positive and proactive business climate this encourages the retention and expansion of existing businesses and helps attract desirable new businesses.

Amendments

The City may from time to time amend the policies and procedures contained within this manual and such amendments shall first be reviewed by the Columbus Community Development Authority (CDA).

Loan Review Board

The City Council hereby designates the CDA as the formal Loan Review Committee (Committee) for the Program. The Committee shall have the authority to review, select and recommend loan applications funded by the Program to the city council for final approval. The Committee shall also have the authority to make policy recommendations for the administration of the Program.

Loan Fund Administrator

The City Administrator or designee shall act as the City Loan Fund Administrator (Administrator). The Administrator shall promote the program to prospective applicants, advise applicants regarding application submittal requirements, and process application submittals. The Administrator, where necessary and appropriate, shall counsel or guide applicants to other resources that may be needed.

The Administrator shall provide periodic activity reports from Program to the CDA and members of the city council.

The Administrator shall work with the City Treasurer to maintain all records for the Program. The City Treasurer's Office will maintain loan statements, issue loan invoices, receive loan payments and report transactions.

Columbus City Loan Manual

Meetings

Committee meetings shall be held on an as-needed basis. Pursuant to Section 19.84, Wisconsin Statutes, all Committee members and the general public shall be given prior notice of each meeting. A majority of the Committee in attendance at a meeting constituting a quorum shall be required for official Committee action. Official actions must have the support of the majority of all Committee members. Vacant positions on the Committee shall be counted in determining the total number of Committee members.

Records

Written records of all program activities, including program meetings, loan applications, and related documents, shall be maintained pursuant to the Wisconsin Open Records law, and shall be maintained in a locked file cabinet in the City Administrator's Office with access limited to authorized personnel. The City's legal counsel shall be consulted in regard to compliance with state and municipal open records laws.

The following files shall be established and maintained for each loan applicant:

1) Loan Application File: This file contains all application, business financial statements, personal financial statements, credit reports, business plan documents, and other supporting loan information submitted to the City, including all applicable correspondence.
2) Loan Closing File: This file contains copies of all loan-closing documents. All legal documents from the loan closing, including security instruments, the note and other applicable correspondence shall be placed in a locked, fireproof safe. The City's legal counsel shall be involved in helping create and complete this file to ensure complete loan documentation. Copies of the loan closing documents and an amortization schedule will be provided to the loan recipient.
3) Financial Statement File: This file contains the business' periodic financial statements as required by the loan covenants with a statement indicating that the Administrator reviewed the data.
4) Site Visit File. Site visits shall be conducted periodically to each loan recipient, the scheduling of which depends on the nature of the project. A summary of the site visits will be placed in the file, particularly highlighting any information that can help in rating the overall condition/risk of the loan.
5) Loan Review File: All loans will be reviewed on an annual basis, and at such other times as may be deemed necessary by the Committee. The review shall follow receipt of the fiscal year-end financial statements, the year-end progress reports, and site visits. A report on the loan review shall be in the file and address the following: timeliness of monthly payments; condition of collateral securing the loan and status of security documents (i.e. mortgages, title reports UCC filings); overall financial condition of the business; the presence of material liens or lawsuits; and violations of loan covenants and suggested corrective actions.

Business Micro-Loan Program

The Business Micro-Loan Program provide loans to start-up, newly established, or growing small businesses. The purpose is to assist business owners and entrepreneurs with funding to stimulate growth.

- Eligible Activities:
  - Working Capital
  - Purchase of machinery, equipment, inventory or supplies
  - Building renovation and rehabilitation
  - Down Payment Assistance for the purchase of owner occupied commercial real estate

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Façade Loan Program

The Façade Loan Program provides funding to commercial property owners for building renovation projects. The purpose is to provide a source of funding for commercial property owners making improvements to the exterior of their property.

- Eligible Activities:
  - Repair/replacement of the original building's materials and decorative details.
  - Cleaning of exterior building surfaces.
  - Tuck pointing and masonry repair.
  - Painting of exterior building surfaces (In downtown that is limited to painting brick buildings that have already been painted.)
  - Repair/replacement or addition of entrances, doors, display windows, transoms, or windows.
  - Removal, repair/replacement of existing signs and awnings.
  - New signage and awnings.

Business Loan Program

The Business Loan Program provides loans to businesses with offices, facilities, or projects in the City of Columbus. The purpose is to assist business owners and entrepreneurs with funding to stimulate growth.

- Eligible Activities:
  - Purchase of machinery, equipment, inventory or supplies
  - Building construction, expansion, renovation or rehabilitation

Other Loans

If the Program contains an insufficient balance to fund a requested loan, or if the requested loan falls outside one of the programs referenced above, the City Council may act following the recommendation of the Committee and consider funding requests using other funds on hand while adhering to the terms, conditions, and standards of this manual. The City Council may not issue loans using Program funds without a recommendation from the Committee.

Project Requirements

To be eligible for funding, a proposed project must meet all of the following minimum requirements unless specific exceptions are documented and granted:

1) Project Location: Projects must be located within the City of Columbus at the time the loan closes.
2) Funds Leveraged: For Business Micro Loans and Façade Loans, the applicant must leverage a minimum of one dollar ($1.00) of private funds for every one dollar ($1.00) of loan funds requested. For Business Loans, the applicant must leverage a minimum of two dollars ($2.00) of private funds for every one dollar (1.00) of loan funds.
3) Financial Feasibility, Business Viability, and Loan Security: The applicant must demonstrate that the proposed project is viable, the business will have the economic ability to repay the funds or the loan funds are adequately secured to ensure repayment. A combination of these factors may be used to evaluate this requirement.

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4) Compliance with Applicable Laws: Applicants shall comply with all applicable local, state, and federal laws and codes.
5) Project Completion: Projects shall be completed within 12 months from the date of the loan funding. Exceptions may be granted if 12 months is not feasible or reasonable, in the sole determination of the Loan Committee. Examples of circumstances that may lead to projects exceeding 12 months include extended time required to obtain materials, equipment, or contractors to complete the work.

Ineligible Activities

Program funds shall not be available for the following activities or business types:

1) Refinancing or consolidation of existing debt.
2) Reimbursement for expenditures prior to loan approval.
3) Specialized equipment the Loan Committee determines is not essential to the business operation.
4) Residential building construction or reconstruction (unless such reconstruction is intended to convert the building to a business or industrial operation).
5) Professional services such as feasibility and marketing studies, accounting, management services, and other similar services.
6) Any Home-based businesses
7) Other activities that the Committee may identify during the administration of the Program.

Terms and Conditions

1) Loan Amount - Loans in the Business Micro-loan and Façade Loan programs shall be issued in amounts between $10,000 and $50,000. All loans are contingent on availability of funding.
2) Interest Rates will be set by the Committee based on the of the application.
3) Loan terms should be determined based on the value of the loan, the interests and security of the City, the details of the loan application and the circumstances of the funding matrix. Shorter terms are generally safest and preferred, but in no event shall a loan exceed 20 years.
4) Amortization schedules shall be set up for monthly payments unless an alternate repayment frequency is authorized by a supermajority (2/3) of the Committee.
5) There shall be no prepayment penalties.
6) The City will seek to have the best possible collateral position possible to ensure that all loans are secured. The applicant is required provide a personal guarantee(s) and a mortgage position on any real estate that is a part of an application.

Application Procedures

1) Timing: Applications may be submitted at any time during the calendar year, applications will be reviewed based on availability.
2) Application Prioritization: Applications shall be reviewed in the order received and based on readiness for the proposed project to proceed. In the event that loan funds requested exceed available funds, the following criteria will be used to determine which business(es) will be awarded the loan(s):
    a. Eligibility of the applicants.
    b. Eligibility of the project to be undertaken.
    c. The extent to which private funds are to be leveraged.
    d. The extent to which the loan can be secured.
    e. Evidence of ability to repay the loan.
    f. Other factors as deemed appropriate.

3) Application Submittals: Applicants shall submit an application using the approved form available from the City Loan Fund Program and that includes the following, or provide equivalent information:
   a. Business Plan - Provide a copy of your business plan that should follow the Small Business Administration (SBA) traditional Business Plan format.
   b. Project Description - A description of how the business will use the requested funds.
   c. Commitments from other funding sources - Identify all commitments from all private lenders or investors that are funding the project.
   d. Financial Projections - Provide proformas (a balance sheet & income statement and cash flow statement). These should cover a three-year period and should be based on the assumption that the business will receive the requested loan.
   e. Additional Information - Additional information as may be required by the Loan Review Committee or the Administrator.
4) Review Process:
   a. Preliminary Review - The Administrator will review the application for completeness and verify that the proposed project meets the minimum requirements of the loan fund.
   b. Formal Review - The Committee will meet to review an application within 30 days of the receipt of a completed application. Once the review is completed, the Committee will forward its recommendation to city council for consideration.
   c. Notice of Award. - If the application is approved, a closing will be scheduled to execute the necessary loan documents.
   d. Rejection of Award - If the application is not approved, the Administrator will send a letter to the applicant stating the reasons for rejection and offer to meet with the applicant to explore ways to strengthen the loan request or to identify alternative funding sources.

Distribution of Funds

Prior to releasing funds, the following documentation must be in place or provided at the appropriate time during the term of the loan.

1) Notice of Award: The Committee must have reviewed and approved a complete application for an eligible applicant.
2) Loan Agreement: The City attorney shall prepare a loan agreement, which shall be executed by the Mayor, Clerk and the Chief Executive Officer of the business.
3) Promissory Note: A promissory note shall be prepared by the City attorney and signed by the designated signee at the time of loan closing. The note must be dated; it must reference the agreement between the City and the business; and, it must specify the amount and terms of the loan funds delivered.
4) Security : Mortgage or lien instruments or personal guarantees provided as security for all loans shall be prepared by the City attorney and executed at the time of the loan closing. The City attorney, or Administrator, shall record the instrument and place a copy in the project file.
5) Repayment Schedule - A loan repayment or amortization schedule shall be prepared by the City Attorney. The repayment schedule shall be dated and signed by the Chief Executive Officer of the business. At that time, the repayment schedule shall be attached to both parties' copies of the promissory note.
6) Evidence of Permits: Documentation must be provided by the applicant that all necessary permits, licenses, and any other registrations required have been obtained by the applicant prior to the release of program funds.
7) Evidence of Program Expenditures: Documentation must be provided by the business to evidence

program expenditures prior to the release of funds. Documentation shall include bills and invoices or receipts for materials, final bills of sale or canceled checks. All documentation shall be reviewed and approved by the Administrator.

8) Fixed Equipment: Fixed equipment financed with program funds must have been purchased, delivered, and installed. The Administrator shall verify the installation of fixed equipment.

9) Other Documentation: As appropriate or necessary, the borrower may be asked to provide the following:
   a. A certificate of status from the Department of Financial Institutions.
   b. The Articles of Incorporation and by-laws of the applicant.
   c. A resolution of members or directors authorizing the borrowing of funds and Secretary's certificate.
   d. Current financial statements.
   e. Evidence of having secured other funds necessary for the project.

Post Approval Requirements

In addition to the terms and conditions of the loan, all borrowers shall agree to comply with the following:

1) Not to discriminate on the basis of age, race, religion, color, handicap, sex, physical condition, development disability as defined in Wis Stats s. 51.01(5), sexual orientation or national origin in any employment or construction activity related to the use of the business loan funds.
2) To use the loan money only to pay the cost of services and materials necessary to complete the project or activity for which the loan funds were awarded.
3) To permit inspections by persons authorized by the City of all projects and properties assisted with loan funds. Related project materials shall also be open to inspections, which include, but may not be limited to, contracts, materials, equipment, payrolls, and conditions of employment. Requests for inspection shall be complied with by the borrower.
4) To maintain records on the project as may be requested by the City and Committee. These files shall be maintained as long as the loan is active or for at least three (3) years after completion of the work for which the loan has been obtained, whichever is longer.
5) To submit periodic progress reports to the Administrator in accordance with the schedule in the loan agreement. These reports shall report on project progress including number of jobs created or retained during the loan agreement.
6) To maintain fire and extended coverage insurance on the project property required during the term of the loan. The City shall be listed as Loss Payee, Mortgagee, or "additional" insured on the policy. Term life insurance may be required of the applicant to cover the loan balance through the life of the loan.
7) To abide by all federal laws, when applicable. These include, but may not be limited to: The Civil Rights Act of 1964; the Age Discrimination Act of 1975; the Davis-Bacon Act, as amended; the Contract Work Hours and Safety Standards Act; the Copeland "Anti- Kickback" Act; and, all regulations pursuant to these Acts.

Default

In the event the business is in default on any of the terms and conditions of the loan agreement, all sums due and owing, including penalties, shall, at the City's option, become immediately due and payable. To exercise this option, the City's attorney shall prepare a written notice to the business. The notice shall specify the following:

1) The default.

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2) The action required to cure the default.
3) A date, not less than thirty (30) days from the date of the notice, by which the default must be cured to avoid foreclosure or other collective action.
4) Any penalties incurred as a result of the default, jobs, etc.

Use of Loan Repayments

Repaid Program funds shall be deposited into the Program Fund account and used in a manner consistent with the policies and procedures manual. A separate accounting record for each loan shall be kept to account for all funds loaned. The Program account shall be audited on an annual basis.

In the event the City Council funds a loan due to insufficient funds in the Program Fund, the City Council may elect to retain the principal that is returned through the loan payments but must direct all interest generated to the Program fund.

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City of Columbus
City Loan Application

The Columbus City Loan Fund is flexible source of financing to encourage Economic Development and Private Investment in the City of Columbus. The fund provides and additional source of funds for projects and can increase private lender interest for a project by reducing their risk.

Application Type

☒ **Business Micro-Loan Program** - The Business Micro-Loan Program provides small loans to start-up, newly established, or growing small businesses. The purpose is to assist small business owners and entrepreneurs with funding to stimulate growth.

☐ **Façade Loan Program** - The Façade Loan Program provides funding to commercial property owners for exterior building renovation projects. The purpose is to provide a source of funding for commercial properties owners making improvements to the exterior of their property.

Applicant Information

Name of Applicant	Applicant Home Address	
Katherine & James Nichols	6949 W. School St., Columbus	
Applicant Date of Birth	Phone Number	E-Mail
9/10/80 & 12/20/81	[redacted]	
Business Name	Business Address	
100 S Ludington, LLC		

Type of Business: Leasing and development

Is the Business Incorporated? Yes___ No X If yes, how are you incorporated: _____

Source and Use of Funds

Please provide information for regarding the source and use of funds to complete the project. Matching funds of at least one dollar of private funds for each dollar of City Loan Program funds must be obtained.

	Source of Funds*			
Use of Funds **			Columbus Loan Fund	Total Per Use:
1) See attached				
2)				
3)				
4)				
5)				
Total Per Source				
* i.e. Bank, Other Financial Institution, Grants, Owners Equity, etc.				
**i.e. Real estate, equipment, working capital, etc.				

Term of Loan Requested 20 Years (Not to exceed 5 years for loans under $10,000 and 7 years for loans under $20,000)

City of Columbus
City Loan Application

Business Collateral

Collateral	Estimated Fair Market Value	Current Loan Balance
Real Estate	$ See attached	$
Machinery & Equipment	$	$
Accounts Receivable	$	$
Other	$	$
Total	$	$

Business Indebtedness

To Whom Payable	Present Balance	Interest Rate	Maturity Date	Payment Amount	Security
See attached					

Questionnaire

1. Have you or any officers of your company ever been involved in bankruptcy or insolvency proceedings?
   Yes_____ No__X__ If yes, please provide the details as a separate exhibit.

2. Are you or your business involved in any pending lawsuits?
   Yes_____ No__X__ If yes, please provide the details as a separate exhibit.

3. Does your business, its owners or majority stockholders own or have a controlling interest in other businesses?
   Yes_____ No__X__ If yes, please provide their names and relationship with your company along with a current balance sheet and operating statement for each as a separate exhibit.

4. Do you buy from, sell to, or use the services of any concern in which someone in your company has a significant financial interest?
   Yes_____ No__X__ If yes, please provide details in a separate exhibit.

5. Are any of the individuals listed under "Management" on parole or probation?
   Yes_____ No__X__ If yes, please provide details as a separate exhibit.

6. Have any of the individuals listed under "Management" been convicted of a felony?
   Yes_____ No__X__ If yes, please provide details as a separate exhibit.

City of Columbus
City Loan Application

7. Do you, your spouse or any member of your household, or anyone who owns, manages, or directs your business or their spouses or members of their household work for the City of Columbus or hold an official position within the City of Columbus?
   Yes_X_ No_____ If yes, please provide the name of the person and what department they are employed in or what position is held. Name: Catherine Nichols
   Dept./Position: CHLPC / Commissioner

REQUIRED EXHIBITS/ATTACHEMENTS

Façade Loan

1. Personal Financial Statement for all owners of the business.
2. Resumes for all for all owners of the business.
3. Project Plan that identifies work that will be completed. The project plan should include plans, specifications; estimates received for the project and expected completion date.
4. Rendering of the proposed façade improvements.
5. Commitments for all other financing.
6. Renderings of the proposed project.
7. Other items requested by CDA or Loan Administrator.

Business Loan

1. Personal Financial Statement for all owners of the business.
2. Earnings projections for three (3) years from date of application. Assumptions must be included.
3. Where applicable, Balance Sheet, Profit and Loss Statements for the last three fiscal years.
4. Where applicable, Balance Sheet and Profit and Loss Statement for an interim period less than ninety (90) days from the date of application.
5. Resumes for all for all owners of the business.
6. If you are buying equipment with loan proceeds, attach a list of the equipment to be purchased.
7. If you are using loan proceeds for new construction, please attach plans and projected timeline.
8. Commitments for all other financing.
9. Cash Flow analysis on a monthly basis for the first (1st) year of operation.
10. Other items requested by CDA or Loan Administrator.

City of Columbus
City Loan Application

I/WE CERTIFY that all information in this application is true and complete to the best of my/our knowledge.

Signature	Print Name	Date
	Catherine Nichols	2/28/23

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Compounding Period: Monthly

Nominal Annual Rate: 3.000%

Cash Flow Data - Loans and Payments

	Event	Date	Amount	Number	Period	End Date
1	Loan	06/01/2023	20,000.00	1		
2	Payment	07/01/2023	110.92	240	Monthly	06/01/2043

TValue Amortization Schedule - Normal, 365 Day Year

	Date	Payment	Interest	Principal	Balance	
Loan	06/01/2023				20,000.00	
1	07/01/2023	110.92	50.00	60.92	19,939.08	
2	08/01/2023	110.92	49.85	61.07	19,878.01	
3	09/01/2023	110.92	49.70	61.22	19,816.79	
4	10/01/2023	110.92	49.54	61.38	19,755.41	3039
5	11/01/2023	110.92	49.39	61.53	19,693.88	3041
6	12/01/2023	110.92	49.23	61.69	19,632.19	3045
2023 Totals		**665.52**	**297.71**	**367.81**		
7	01/01/2024	110.92	49.08	61.84	19,570.35	3047
8	02/01/2024	110.92	48.93	61.99	19,508.36	3050
9	03/01/2024	110.92	48.77	62.15	19,446.21	3053
10	04/01/2024	110.92	48.62	62.30	19,383.91	3055
11	05/01/2024	110.92	48.46	62.46	19,321.45	3130
12	06/01/2024	110.92	48.30	62.62	19,258.83	3138
13	07/01/2024	110.92	48.15	62.77	19,196.06	3140
14	08/01/2024	110.92	47.99	62.93	19,133.13	3144
15	09/01/2024	110.92	47.83	63.09	19,070.04	3146
16	10/01/2024	110.92	47.68	63.24	19,006.80	3150
17	11/01/2024	110.92	47.52	63.40	18,943.40	3153
18	12/01/2024	110.92	47.36	63.56	18,879.84	3155
2024 Totals		**1,331.04**	**578.69**	**752.35**		
19	01/01/2025	110.92	47.20	63.72	18,816.12	3159
20	02/01/2025	110.92	47.04	63.88	18,752.24	3165
21	03/01/2025	110.92	46.88	64.04	18,688.20	3167
22	04/01/2025	110.92	46.72	64.20	18,624.00	3170
23	05/01/2025	110.92	46.56	64.36	18,559.64	3172
24	06/01/2025	110.92	46.40	64.52	18,495.12	3175
25	07/01/2025	110.92	46.24	64.68	18,430.44	3179
26	08/01/2025	110.92	46.08	64.84	18,365.60	3181

Exhibit C

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	Date	Payment	Interest	Principal	Balance
27	09/01/2025	110.92	45.91	65.01	18,300.59
28	10/01/2025	110.92	45.75	65.17	18,235.42
29	11/01/2025	110.92	45.59	65.33	18,170.09
30	12/01/2025	110.92	45.43	65.49	18,104.60
2025 Totals		**1,331.04**	**555.80**	**775.24**	
31	01/01/2026	110.92	45.26	65.66	18,038.94
32	02/01/2026	110.92	45.10	65.82	17,973.12
33	03/01/2026	110.92	44.93	65.99	17,907.13
34	04/01/2026	110.92	44.77	66.15	17,840.98
35	05/01/2026	110.92	44.60	66.32	17,774.66
36	06/01/2026	110.92	44.44	66.48	17,708.18
37	07/01/2026	110.92	44.27	66.65	17,641.53
38	08/01/2026	110.92	44.10	66.82	17,574.71
39	09/01/2026	110.92	43.94	66.98	17,507.73
40	10/01/2026	110.92	43.77	67.15	17,440.58
41	11/01/2026	110.92	43.60	67.32	17,373.26
42	12/01/2026	110.92	43.43	67.49	17,305.77
2026 Totals		**1,331.04**	**532.21**	**798.83**	
43	01/01/2027	110.92	43.26	67.66	17,238.11
44	02/01/2027	110.92	43.10	67.82	17,170.29
45	03/01/2027	110.92	42.93	67.99	17,102.30
46	04/01/2027	110.92	42.76	68.16	17,034.14
47	05/01/2027	110.92	42.59	68.33	16,965.81
48	06/01/2027	110.92	42.41	68.51	16,897.30
49	07/01/2027	110.92	42.24	68.68	16,828.62
50	08/01/2027	110.92	42.07	68.85	16,759.77
51	09/01/2027	110.92	41.90	69.02	16,690.75
52	10/01/2027	110.92	41.73	69.19	16,621.56
53	11/01/2027	110.92	41.55	69.37	16,552.19
54	12/01/2027	110.92	41.38	69.54	16,482.65
2027 Totals		**1,331.04**	**507.92**	**823.12**	
55	01/01/2028	110.92	41.21	69.71	16,412.94
56	02/01/2028	110.92	41.03	69.89	16,343.05
57	03/01/2028	110.92	40.86	70.06	16,272.99
58	04/01/2028	110.92	40.68	70.24	16,202.75
59	05/01/2028	110.92	40.51	70.41	16,132.34
60	06/01/2028	110.92	40.33	70.59	16,061.75
61	07/01/2028	110.92	40.15	70.77	15,990.98
62	08/01/2028	110.92	39.98	70.94	15,920.04
63	09/01/2028	110.92	39.80	71.12	15,848.92
64	10/01/2028	110.92	39.62	71.30	15,777.62
65	11/01/2028	110.92	39.44	71.48	15,706.14
66	12/01/2028	110.92	39.27	71.65	15,634.49

	Date	Payment	Interest	Principal	Balance
2028 Totals		**1,331.04**	**482.88**	**848.16**	
67	01/01/2029	110.92	39.09	71.83	15,562.66
68	02/01/2029	110.92	38.91	72.01	15,490.65
69	03/01/2029	110.92	38.73	72.19	15,418.46
70	04/01/2029	110.92	38.55	72.37	15,346.09
71	05/01/2029	110.92	38.37	72.55	15,273.54
72	06/01/2029	110.92	38.18	72.74	15,200.80
73	07/01/2029	110.92	38.00	72.92	15,127.88
74	08/01/2029	110.92	37.82	73.10	15,054.78
75	09/01/2029	110.92	37.64	73.28	14,981.50
76	10/01/2029	110.92	37.45	73.47	14,908.03
77	11/01/2029	110.92	37.27	73.65	14,834.38
78	12/01/2029	110.92	37.09	73.83	14,760.55
2029 Totals		**1,331.04**	**457.10**	**873.94**	
79	01/01/2030	110.92	36.90	74.02	14,686.53
80	02/01/2030	110.92	36.72	74.20	14,612.33
81	03/01/2030	110.92	36.53	74.39	14,537.94
82	04/01/2030	110.92	36.34	74.58	14,463.36
83	05/01/2030	110.92	36.16	74.76	14,388.60
84	06/01/2030	110.92	35.97	74.95	14,313.65
85	07/01/2030	110.92	35.78	75.14	14,238.51
86	08/01/2030	110.92	35.60	75.32	14,163.19
87	09/01/2030	110.92	35.41	75.51	14,087.68
88	10/01/2030	110.92	35.22	75.70	14,011.98
89	11/01/2030	110.92	35.03	75.89	13,936.09
90	12/01/2030	110.92	34.84	76.08	13,860.01
2030 Totals		**1,331.04**	**430.50**	**900.54**	
91	01/01/2031	110.92	34.65	76.27	13,783.74
92	02/01/2031	110.92	34.46	76.46	13,707.28
93	03/01/2031	110.92	34.27	76.65	13,630.63
94	04/01/2031	110.92	34.08	76.84	13,553.79
95	05/01/2031	110.92	33.88	77.04	13,476.75
96	06/01/2031	110.92	33.69	77.23	13,399.52
97	07/01/2031	110.92	33.50	77.42	13,322.10
98	08/01/2031	110.92	33.31	77.61	13,244.49
99	09/01/2031	110.92	33.11	77.81	13,166.68
100	10/01/2031	110.92	32.92	78.00	13,088.68
101	11/01/2031	110.92	32.72	78.20	13,010.48
102	12/01/2031	110.92	32.53	78.39	12,932.09
2031 Totals		**1,331.04**	**403.12**	**927.92**	
103	01/01/2032	110.92	32.33	78.59	12,853.50
104	02/01/2032	110.92	32.13	78.79	12,774.71

	Date	Payment	Interest	Principal	Balance
105	03/01/2032	110.92	31.94	78.98	12,695.73
106	04/01/2032	110.92	31.74	79.18	12,616.55
107	05/01/2032	110.92	31.54	79.38	12,537.17
108	06/01/2032	110.92	31.34	79.58	12,457.59
109	07/01/2032	110.92	31.14	79.78	12,377.81
110	08/01/2032	110.92	30.94	79.98	12,297.83
111	09/01/2032	110.92	30.74	80.18	12,217.65
112	10/01/2032	110.92	30.54	80.38	12,137.27
113	11/01/2032	110.92	30.34	80.58	12,056.69
114	12/01/2032	110.92	30.14	80.78	11,975.91
2032 Totals		**1,331.04**	**374.86**	**956.18**	
115	01/01/2033	110.92	29.94	80.98	11,894.93
116	02/01/2033	110.92	29.74	81.18	11,813.75
117	03/01/2033	110.92	29.53	81.39	11,732.36
118	04/01/2033	110.92	29.33	81.59	11,650.77
119	05/01/2033	110.92	29.13	81.79	11,568.98
120	06/01/2033	110.92	28.92	82.00	11,486.98
121	07/01/2033	110.92	28.72	82.20	11,404.78
122	08/01/2033	110.92	28.51	82.41	11,322.37
123	09/01/2033	110.92	28.31	82.61	11,239.76
124	10/01/2033	110.92	28.10	82.82	11,156.94
125	11/01/2033	110.92	27.89	83.03	11,073.91
126	12/01/2033	110.92	27.68	83.24	10,990.67
2033 Totals		**1,331.04**	**345.80**	**985.24**	
127	01/01/2034	110.92	27.48	83.44	10,907.23
128	02/01/2034	110.92	27.27	83.65	10,823.58
129	03/01/2034	110.92	27.06	83.86	10,739.72
130	04/01/2034	110.92	26.85	84.07	10,655.65
131	05/01/2034	110.92	26.64	84.28	10,571.37
132	06/01/2034	110.92	26.43	84.49	10,486.88
133	07/01/2034	110.92	26.22	84.70	10,402.18
134	08/01/2034	110.92	26.01	84.91	10,317.27
135	09/01/2034	110.92	25.79	85.13	10,232.14
136	10/01/2034	110.92	25.58	85.34	10,146.80
137	11/01/2034	110.92	25.37	85.55	10,061.25
138	12/01/2034	110.92	25.15	85.77	9,975.48
2034 Totals		**1,331.04**	**315.85**	**1,015.19**	
139	01/01/2035	110.92	24.94	85.98	9,889.50
140	02/01/2035	110.92	24.72	86.20	9,803.30
141	03/01/2035	110.92	24.51	86.41	9,716.89
142	04/01/2035	110.92	24.29	86.63	9,630.26
143	05/01/2035	110.92	24.08	86.84	9,543.42
144	06/01/2035	110.92	23.86	87.06	9,456.36

	Date	Payment	Interest	Principal	Balance
145	07/01/2035	110.92	23.64	87.28	9,369.08
146	08/01/2035	110.92	23.42	87.50	9,281.58
147	09/01/2035	110.92	23.20	87.72	9,193.86
148	10/01/2035	110.92	22.98	87.94	9,105.92
149	11/01/2035	110.92	22.76	88.16	9,017.76
150	12/01/2035	110.92	22.54	88.38	8,929.38
2035 Totals		**1,331.04**	**284.94**	**1,046.10**	
151	01/01/2036	110.92	22.32	88.60	8,840.78
152	02/01/2036	110.92	22.10	88.82	8,751.96
153	03/01/2036	110.92	21.88	89.04	8,662.92
154	04/01/2036	110.92	21.66	89.26	8,573.66
155	05/01/2036	110.92	21.43	89.49	8,484.17
156	06/01/2036	110.92	21.21	89.71	8,394.46
157	07/01/2036	110.92	20.99	89.93	8,304.53
158	08/01/2036	110.92	20.76	90.16	8,214.37
159	09/01/2036	110.92	20.54	90.38	8,123.99
160	10/01/2036	110.92	20.31	90.61	8,033.38
161	11/01/2036	110.92	20.08	90.84	7,942.54
162	12/01/2036	110.92	19.86	91.06	7,851.48
2036 Totals		**1,331.04**	**253.14**	**1,077.90**	
163	01/01/2037	110.92	19.63	91.29	7,760.19
164	02/01/2037	110.92	19.40	91.52	7,668.67
165	03/01/2037	110.92	19.17	91.75	7,576.92
166	04/01/2037	110.92	18.94	91.98	7,484.94
167	05/01/2037	110.92	18.71	92.21	7,392.73
168	06/01/2037	110.92	18.48	92.44	7,300.29
169	07/01/2037	110.92	18.25	92.67	7,207.62
170	08/01/2037	110.92	18.02	92.90	7,114.72
171	09/01/2037	110.92	17.79	93.13	7,021.59
172	10/01/2037	110.92	17.55	93.37	6,928.22
173	11/01/2037	110.92	17.32	93.60	6,834.62
174	12/01/2037	110.92	17.09	93.83	6,740.79
2037 Totals		**1,331.04**	**220.35**	**1,110.69**	
175	01/01/2038	110.92	16.85	94.07	6,646.72
176	02/01/2038	110.92	16.62	94.30	6,552.42
177	03/01/2038	110.92	16.38	94.54	6,457.88
178	04/01/2038	110.92	16.14	94.78	6,363.10
179	05/01/2038	110.92	15.91	95.01	6,268.09
180	06/01/2038	110.92	15.67	95.25	6,172.84
181	07/01/2038	110.92	15.43	95.49	6,077.35
182	08/01/2038	110.92	15.19	95.73	5,981.62
183	09/01/2038	110.92	14.95	95.97	5,885.65
184	10/01/2038	110.92	14.71	96.21	5,789.44

	Date	Payment	Interest	Principal	Balance
185	11/01/2038	110.92	14.47	96.45	5,692.99
186	12/01/2038	110.92	14.23	96.69	5,596.30
2038 Totals		**1,331.04**	**186.55**	**1,144.49**	
187	01/01/2039	110.92	13.99	96.93	5,499.37
188	02/01/2039	110.92	13.75	97.17	5,402.20
189	03/01/2039	110.92	13.51	97.41	5,304.79
190	04/01/2039	110.92	13.26	97.66	5,207.13
191	05/01/2039	110.92	13.02	97.90	5,109.23
192	06/01/2039	110.92	12.77	98.15	5,011.08
193	07/01/2039	110.92	12.53	98.39	4,912.69
194	08/01/2039	110.92	12.28	98.64	4,814.05
195	09/01/2039	110.92	12.04	98.88	4,715.17
196	10/01/2039	110.92	11.79	99.13	4,616.04
197	11/01/2039	110.92	11.54	99.38	4,516.66
198	12/01/2039	110.92	11.29	99.63	4,417.03
2039 Totals		**1,331.04**	**151.77**	**1,179.27**	
199	01/01/2040	110.92	11.04	99.88	4,317.15
200	02/01/2040	110.92	10.79	100.13	4,217.02
201	03/01/2040	110.92	10.54	100.38	4,116.64
202	04/01/2040	110.92	10.29	100.63	4,016.01
203	05/01/2040	110.92	10.04	100.88	3,915.13
204	06/01/2040	110.92	9.79	101.13	3,814.00
205	07/01/2040	110.92	9.54	101.38	3,712.62
206	08/01/2040	110.92	9.28	101.64	3,610.98
207	09/01/2040	110.92	9.03	101.89	3,509.09
208	10/01/2040	110.92	8.77	102.15	3,406.94
209	11/01/2040	110.92	8.52	102.40	3,304.54
210	12/01/2040	110.92	8.26	102.66	3,201.88
2040 Totals		**1,331.04**	**115.89**	**1,215.15**	
211	01/01/2041	110.92	8.00	102.92	3,098.96
212	02/01/2041	110.92	7.75	103.17	2,995.79
213	03/01/2041	110.92	7.49	103.43	2,892.36
214	04/01/2041	110.92	7.23	103.69	2,788.67
215	05/01/2041	110.92	6.97	103.95	2,684.72
216	06/01/2041	110.92	6.71	104.21	2,580.51
217	07/01/2041	110.92	6.45	104.47	2,476.04
218	08/01/2041	110.92	6.19	104.73	2,371.31
219	09/01/2041	110.92	5.93	104.99	2,266.32
220	10/01/2041	110.92	5.67	105.25	2,161.07
221	11/01/2041	110.92	5.40	105.52	2,055.55
222	12/01/2041	110.92	5.14	105.78	1,949.77
2041 Totals		**1,331.04**	**78.93**	**1,252.11**	

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	Date	Payment	Interest	Principal	Balance
223	01/01/2042	110.92	4.87	106.05	1,843.72
224	02/01/2042	110.92	4.61	106.31	1,737.41
225	03/01/2042	110.92	4.34	106.58	1,630.83
226	04/01/2042	110.92	4.08	106.84	1,523.99
227	05/01/2042	110.92	3.81	107.11	1,416.88
228	06/01/2042	110.92	3.54	107.38	1,309.50
229	07/01/2042	110.92	3.27	107.65	1,201.85
230	08/01/2042	110.92	3.00	107.92	1,093.93
231	09/01/2042	110.92	2.73	108.19	985.74
232	10/01/2042	110.92	2.46	108.46	877.28
233	11/01/2042	110.92	2.19	108.73	768.55
234	12/01/2042	110.92	1.92	109.00	659.55
2042 Totals		**1,331.04**	**40.82**	**1,290.22**	
235	01/01/2043	110.92	1.65	109.27	550.28
236	02/01/2043	110.92	1.38	109.54	440.74
237	03/01/2043	110.92	1.10	109.82	330.92
238	04/01/2043	110.92	0.83	110.09	220.83
239	05/01/2043	110.92	0.55	110.37	110.46
240	06/01/2043	110.92	0.46	110.46	0.00
2043 Totals		**665.52**	**5.97**	**659.55**	
Grand Totals		**26,620.80**	**6,620.80**	**20,000.00**	

Last interest amount increased by 0.18 due to rounding.

ANNUAL PERCENTAGE RATE	FINANCE CHARGE	Amount Financed	Total of Payments
The cost of your credit as a yearly rate.	The dollar amount the credit will cost you.	The amount of credit provided to you or on your behalf.	The amount you will have paid after you have made all payments as scheduled.
3.000%	**$6,620.80**	**$20,000.00**	**$26,620.80**

Recommended Best Practices for Committees (Draft 10/19/26)

1. Staff Creates the Agenda
Recommendation:
The staff liaison should be responsible for preparing all board, committee, and commission agendas.
Rationale:

- Ensures consistency.
- Maintains compliance with Wisconsin Open Meetings requirements.
- Allows staff to prepare supporting materials and staff reports.
- Reduces administrative burden on volunteer members.

2. Establish a Standard Agenda Deadline
Recommendation:
For advisory bodies:

- Agenda items submitted at least **7 calendar days before the meeting**.
- Final agenda reviewed no later than **4-5 days before the meeting**.
- Agendas and packets distributed when posted.

Exceptions:

- Plan Commission
- Board of Review
- Licensing and other statutory processes

These groups should continue following regulatory deadlines established by law or administrative practice.

3. Formalize Agenda Item Requests
Recommendation:
Any committee member may request an agenda item by contacting the staff liaison before the submission deadline.
Staff should consult with the Chair as necessary.

4. Define the Chair's Role
Recommendation:
The Chair should:

- Provide policy and leadership direction.
- Suggest discussion topics.
- Review draft agendas.
- Assist in managing meeting flow.

The Chair should **not** be solely responsible for agenda development or determining whether an item can be considered.
This preserves transparency and ensures staff can fulfill legal and administrative responsibilities.

5. Pre-Meeting Coordination
Recommendation:
Formal meetings between staff and Chairs should not be required.
Instead:

- Staff sends a draft agenda to the Chair.
- Brief phone calls or emails occur as needed.

Most groups appear to function effectively with this approach today.

6. Meeting Packet Expectations
Recommendation:

- If a document is being shared with the Committee, the expectation is that it is included in the on-line packet.

Staff Assignments

Public Spaces:	Randy Myrum or designee
Board of Review:	Susan Caine
CDA:	Mike Kornmann
HLPC:	Mike Kornmann or David Bennett
Utilities:	Randy Myrum
Joint Review:	Kendra Riddle
Library:	Amanda Wakeman
Plan:	Mike Kornmann
Police & Fire:	Dennis Weiner
Recreation:	Rachel Kaminski
Tourism:	David Bennett
ZBA:	Mike Kornmann
Council:	Matt Amundson or Susan Caine

COMMUNITY DEVELOPMENT AUTHORITY OF THE CITY OF COLUMBUS, WISCONSIN

By-Laws and Rules of Procedure

1. NAME AND OFFICE

The name of the Authority shall be the Community Development Authority (the Authority). The principal office of the Authority shall be located with the City of Columbus (the City), City Hall currently located at 105 N. Dickason Blvd., Columbus, WI.

2. GENERAL RULES BY STATUTE, ORDINANCE OR RESOLUTION

The Authority shall be governed and controlled by Statutes of the State of Wisconsin, and as such statutes may hereafter be amended; by all ordinances of the City as they relate to the Authority, and as such ordinances may hereafter be amended; by the ordinance creating the Authority; and by the rules of procedure contained herein. All provisions of the Wisconsin Statutes and all ordinances or resolutions of the City as may be enacted from time to time shall take precedence over these by-laws and rules of procedure.

3. GENERAL POWERS AND DUTIES

The Authority shall exercise all powers conferred and perform all duties imposed by state and local ordinance of the City and shall perform such further and other duties as may properly be required from time to time by the City Council (the Council).

Specific action related to the following powers shall be subject to review and approval by the Council:

- Acquisition of land, buildings and equipment;
- Sell, lease, encumber or retain and manage property acquired;
- Issuance of debt or ability to borrow funds;
- Invest funds;
- Hiring of staff or consultants;
- Expenditure of funds in excess of $10,000;
- Expenditure of any funds not designated in the Authorities budget;
- Amendments, deletions or additions to the by-laws;

- Preparation of annual budget to be presented to the Council for final approval;
- Oversight of the business appreciation awards and event.

4. COMMISSIONERS

Appointment and Tenure. The City of Columbus Mayor (the Mayor) shall, with the confirmation of the Council, appoint seven (7) resident persons having sufficient ability and experience in the fields of urban renewal, community development and housing, as commissioners of the Authority. Terms of commissioners shall be as follows:

1. Two (2) of the commissioners shall be members of the Council and shall serve during their term of office as Council members.

2. The first appointments of the five (5) non-council members shall be for the following terms: two (2) for one year and one each for terms of two (2), three (3) and four (4) years. Thereafter, the terms of non-council members shall be four (4) years and shall continue thereafter until their successors are appointed and qualified.

Vacancies. Vacancies in the office of commissioner shall be filled for the unexpired term in the same manner as regular appointments are made.

5. OFFICERS AND THEIR DUTIES

Chairperson. The Authority shall annually elect a chairperson from among its commissioners at the first meeting of the Authority held on or after May 1 of each year. The chairperson shall preside at all meetings of the Authority and, except as otherwise authorized by resolution of the Authority or as otherwise provided in these by-laws, shall sign all contracts, deeds, and other instruments made by the Authority as appropriate; shall have the right to vote and make motions; shall rule on matters of procedure, subject to appeals of such rulings by proper motion; shall conduct the meetings in accordance with Wisconsin Statutes and within the rules contained herein; shall have such powers and duties as may be necessary to conduct orderly meetings; and shall have such other powers and duties as herein assigned, or as may be assigned by the Council.

Vice-Chairperson. The Authority shall annually elect a vice-chairperson from among its commissioners at the first meeting of the Authority held on or after May 1 of each year. The vice-chairperson shall perform the duties of the chairperson in the absence or incapacity of the chairperson; and in case of the resignation or death

of the chairperson, the vice-chairperson shall perform such duties as are imposed on the chairperson, until such time as the Authority shall select a new chairperson.

Treasurer. The Authority shall annually elect a treasurer from among its commissioners at the first meeting of the Authority held on or after May 1 of each year. The City Finance Director shall be responsible for recording the financial dealings of the Authority. The treasurer shall partner with the City Finance Director to review and present a record of financial dealings to the Authority.

Secretary. The Authority shall annually elect a secretary from among its commissioners at the first meeting of the Authority held on or after May 1 of each year. The Secretary of the CDA shall record the meeting minutes, as well as partner with designated City staff to ensure the following responsibilities are properly completed: file applications, request all documents directed to the CDA; to publish or mail, all notices and advertisements required by law or as directed by the CDA; to prepare meeting materials, a summary statement of the nature of each item on said agenda.

6. PURPOSE STATEMENT

The purpose of the Authority shall be to undertake projects, including but not limited to, property acquisition and land banking, blight elimination and redevelopment in the City. All projects relating to blight elimination, slum clearance, urban renewal and redevelopment programs shall proceed under §§66.1105, 66.1301 to 66.1329, 66.1331, 66.1333 or 66.1337 of the Wisconsin Statutes as determined appropriate by the Council on a project-by-project basis.

Thus, encouraging a well-planned, integrated, stable and healthful City. The above purpose statement will enable the City to provide wholesome homes, a decent living environment and adequate places of employment to City residents.

Other Committees. The Authority may develop and select persons to serve on new divisions or committees in the future to work on specific issues and goals of the Authority.

7. AGENDAS

The designated City staff shall prepare the meeting agenda with direction from the chairperson. Additionally, two commissioners other than the chairperson may set agenda items by providing such information to the chairperson. An item may be added to the proposed agenda if two commissioners support its addition.

8. MEETINGS

Regular Meetings. Regular meetings shall be held by the Authority monthly. Notice of a regular meeting shall be given by announcement thereof at any preceding regular meeting, or by written or telephone notice to all commissioners not present at any regular meeting in which the subsequent regular meeting is scheduled, or by written or telephone notice to all commissioners if a subsequent regular meeting is scheduled outside of a regular meeting, not less than 24 hours before the time fixed for such meeting.

Special Meetings. Special meetings may be called by the chairperson whenever in his or her judgment such a meeting is necessary, or whenever he or she is requested to do so by at least three (3) commissioners of the Authority. Such request may be made orally. Notice of a special meeting shall be given by announcement thereof at any regular meeting, or by written or telephone notice to all commissioners not present at any regular meeting in which a special meeting is discussed, or by written or telephone notice to all commissioners if a special meeting is scheduled outside of a regular meeting, not less than 24 hours before the time fixed for such meeting. Any business which could be conducted at a regular meeting may be conducted at a special meeting, but only business related to the purpose of the special meeting described in the notice for the meeting may be taken up at a special meeting.

Wisconsin Open Meetings Law. Meetings of the Authority shall be held in compliance with the Wisconsin Open Meetings Law, Wis. Stat. §§ 19.81-19.98.

Quorum. A quorum for all meetings shall consist of four (4) commissioners. The presiding chairperson shall be included in the count.

Order of Business. The order of business at all meetings, regular or special, unless varied by a suspension of rules agreed to by a majority of the commissioners of the Authority, shall be as follows:

- Call to order
- Determination of quorum
- Notice of posted meeting
- Approval of agenda
- Approval of previous meeting minutes
- Citizen comments
- Financial reports
- Public Hearings
- Unfinished business
- New business

- Adjournment

The general rules of procedure of the Authority shall be governed by Robert Rules of Order where no specific statute, law or ordinance controls.

9. VOTING

Provided a quorum is present, and except as otherwise provided by law or these rules, the affirmative vote of a majority of the commissioners present shall be required to decide any matter up for consideration.

If any commissioner disqualifies himself or herself from voting on any matter, such commissioner shall nonetheless be counted in determining whether a quorum is present, but such disqualification shall not decrease the number of votes required for passage of any motion, resolution, or the taking of any other action.

10. PUBLIC HEARINGS

The order of business for holding public hearings shall be as follows:

1) A brief statement by the designated City employee as to the nature of the request and the way notice was given.

2) Presentation by the applicant or petitioner.

3) Presentation by Authority commissioner(s), if applicable.

4) Statements of persons present and wishing to speak in favor of, or in opposition to, the application or petition.

5) Closing of hearing, or, if necessary, adjourning the hearing to a future date.

Conduct of Public Hearings. The presiding chairperson shall announce immediately prior to each public hearing that no one will be heard unless the person states his or her name and address for the record. The presiding chairperson shall briefly explain the order of business and may announce that each person's statement shall be limited to a specific amount of time. The presiding chairperson shall have the authority to terminate comments when the speaker's time has elapsed, or in the event of unnecessary repetition, or in the event the statement is not material or germane. The Authority may modify the order of business or the rules for a public hearing at its discretion.

Withdrawal of Application. At any time prior to a motion to grant or refuse a request, application, or petition, the applicant may withdraw the request, application, or petition. Such withdrawal shall not entitle the applicant to a refund of any filing or publication fee which may have been paid.

11. BUDGET

An annual budget shall be prepared by the Authority at the regular September Meeting of the Authority. The budget shall be subject to final approval by the Council in time to be reviewed in conjunction with the Cities annual budgeting process.

12. AMENDMENT TO RULES.

These rules may be amended from time to time upon a concurring vote of a majority of all commissioners of the Authority and upon approval of the Council. After adoption of the By-Laws and Rules of Procedure, including subsequent amendments, the By-Laws and Rules of Procedure shall be effective upon filing with the City Clerk.

Adopted at a regular meeting of the City of Columbus Community Development Authority on the 19th day of July, 2021.

Sarah Motiff Chairperson, City of Columbus Community Development Authority

Submitted and approved at a regular meeting of City of Columbus Council on the 21st day of September, 2021.

Mary Arnold, Mayor, City of Columbus