

BCDC- CITY OF BERLIN RLF
Meeting Minutes
NOVEMBER 29TH 2022

Roll Call:

Present:, Peter Mauel, Mary Brott, Terry Przybyl, Tim Demaster, Dale Kuklinski, and Josh Nigbor

Absent:-Tom Malchetske, Emmett Durtschi, and Pam Mork

Also Present: Tim Ludolph, Sara Rutkowski and Matt Chier, & Jay Wakeley

The meeting was called to order by Kuklinski at 7:47AM

Review and approval of minutes from the October 25th 2022 meeting

Demaster made a motion to approve the minutes as presented. Nigbor seconded the motion which was carried by a voice vote.

Review and approve City RLF Financials for October 2022

Demaster made a motion to approve the financials as presented. Brott seconded the motion which was carried by a voice vote.

Discussion of Possible Future Uses of the City Revolving Loan Fund:

Mauel discussed the different loan funds and Demaster suggested staff should make up an abridged cheat sheet for the information of the BCDC and applicants. He also asked if and if so how much say the BCDC has in the requirements of the City revolving loan fund. Attorney Chier explained how this was the CDBG RLF.

Donation Agreement:

Mauel discussed the history up to the forming of this agreement. Attorney Chier explained the rationale: how it protects the interests of the BCDC by only pledging funds to the salary when there is someone being paid to manage the revolving loan funds. They would not be tasked with a scope of work outside of the areas in the agreement and the hours/pay could shift with additional loans existing and the training while contracting if there is less work needed. Administrator Rutkowski explained the City's Point of View, specifically keeping the position at no more than 28 hours a week or under 56 for two weeks to no have to provide benefits, which would throw the budget off. Attorney Chier explained what motions would be appropriate for this agreement. Mauel motioned for the agreement to move forward. Demaster seconded the motion which was carried by a voice vote.

Old Business

There was no old business to discuss.

New Business

There was no new business to discuss.

Next Meeting

The next meeting will be held on December 22nd 2022.

Adjourn

Nigbor made a motion to adjourn the meeting at 8:09 am, Przybyl seconded the motion.

Respectfully Submitted by Timothy Ludolph, Planning & Development Director