

Creation of Community Development Authority

- ☑ The following steps have to be taken to create a Community Development Authority:
At the first meeting the Town Board passes a Resolution to create a Community Development Authority. Meeting is adjourned.
The Town Board Chairman appoints the initial Commissioners of the CDA and completes the Certificate of Appointment for Submission to the Town Board.
- ☑ At the first meeting of the newly formed CDA, the CDA passes a “Resolution Recommending Bylaws of the CDA of the Town of Phelps; elects officers; appoints a secretary; conducts any other organizational matters; designates the redevelopment boundaries and declares the need for rehabilitation of that area. The CDA may also pass a resolution regarding revenue bond and financing for the redevelopment project.
- ☑ At the second meeting the Town Board passes a Resolution of the Bylaws of the CDA of the Town of Phelps; Confirms the appointment and terms of the commissioners of the CDA; and designates Redevelopment Boundaries and declares a need for rehabilitation of that area.
- ☑ The Chair of the CDA will then arrange for publication of a notice for a Public Hearing. This notice will be published two consecutive weeks before the Public Hearing takes place.
- ☑ The CDA will conduct the Public Hearing where they will introduce the redevelopment plan and they will ask the electors for approval of the redevelopment plan presented.
- ☑ The CDA will then present the Resolution Approving Redevelopment Area to the Town Board for their approval.

- ☑ The CDA and the Town Board will execute all necessary Bond-related documents.

Composition of the CDA

The CDA will be made up of seven (7) resident persons. Two (2) Commissioners will be members of the Town Board and will serve during their term of office. The remaining five (5) members shall have the following terms: two (2) for a term of one year, one (1) for a term of two years, one (1) for a term of three years and one (1) for a term of four years from the date of their appointment. If vacancies occur, the vacancies will be filled for the remainder of the unexpired term of the Commissioner.

Meetings of the CDA

All meetings of the CDA shall be held in compliance with the provisions of Subchapter V of Chapter 19 of the Wisconsin Statutes. Four (4) Commissioners will constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes.

CDA Selection of Officers, Agents and Employees

The CDA will annually elect a Chairperson and Vice Chairperson from among the Commissioners.

The CDA will appoint a Secretary who will not be a Commissioner but will be the chief administrative officer of the authority. The Secretary will direct, manage and supervise the operations and technical activities of the CDA.

The CDA may employ technical experts and such other officers, agents and employees, permanent or temporary, within the limits of its funds available for such a purpose.

Powers and Duties of the Authority

The CDA shall have all the powers, duties and functions of a Community Development Authority as set forth in Section 66.1335 of the Wisconsin Statutes.