

**INDEX OF DOCUMENTS/TIMETABLE
AUTHORIZING BONDS AND
CREATION OF COMMUNITY DEVELOPMENT AUTHORITY
OF THE TOWN OF PHELPS
AND DESIGNATION OF REDEVELOPMENT AREA**

Item	Date	Governing Body	Action/Agenda Items	Explanation
1.	Town 1 st meeting	Town Board	“Resolution Creating the Community Development Authority of the Town of Phelps, Wisconsin” (Must meet Agenda requirements of Sec. 19.84 Wis. Stats.)	Town Board begins procedural steps to create CDA
2.	Town 1 st meeting	Town Board	Adjourn	Adjourn, but reconvene after Town Chair makes Appointment of Initial Commissioners of CDA
3.	Town 1 st meeting	Town Chair	Appoints Initial Commissioners of CDA and Completes Certificate of Appointment for Submission to Town Board	See above
4.	Town 2 nd meeting	Town Board	“Resolution Recommending Bylaws of the Community Development Authority of the Town of Phelps, Wisconsin; Confirming Appointment and Terms of Commissioners of the Authority; and designating Redevelopment Boundaries and Declaring Need for Rehabilitation” (Must meet Agenda requirements of Sec. 19.84 Wis. Stats.)	Town Board reconvenes to confirm appointment of Initial Commissioners, make preliminary approval of Redevelopment Plan, authorize public hearing and public notices
5.	CDA 1 st meeting	Newly named CDA Board	“Resolution Adopting Bylaws of the Community Development Authority of the Town of Phelps, Wisconsin; Electing Officers; Appointing Secretary; and other Organizational Matters Thereto; and Designating Redevelopment Boundaries And Declaring Need for Rehabilitation” (Must meet Agenda requirements of Sec. 19.84 Wis. Stats.)	This will be the first formal meeting of the CDA Board. In addition to organizational matters, the CDA will authorize notices and public hearing.
6.	CDA 1 st meeting	CDA	“Initial Resolution Regarding Revenue Bond Financing for Rogers Memorial Hospital”	Initial Resolution for Bonds (WHD would provide)

Item	Date	Governing Body	Action/Agenda Items	Explanation
7.	Town 2 nd meeting	Town Board	“Resolution Approving Bylaws of the Community Development Authority of the Town of Phelps, Wisconsin; Approving Officers; and Other Organizational Matters Thereto; and Designating Redevelopment Boundaries and Declaring Need for Rehabilitation”	Confirms actions of CDA
8.	Week following action identified in Items 5,6,&7 above	Chair of CDA	Arrange for Publications of Notice of Proposed Redevelopment Plan by the Community Development Authority of the Town of Phelps (Must be published twice – once on _____, 2016 and once on _____, 2016	State law requires that this Notice be published twice (separated by 1 week).
9.	Same week as Item 8 above	Chair of CDA	Arrange for Publication of Notice of Public Hearing (TEFRA) (WHD will arrange for publication)	Federal Tax Law requires that this Notice be published 14 days prior to a Public Hearing with respect to the Bonds. The public hearing will take place at the ___/___/16 meeting of the CDA at which the Final Resolution Authorizing the Bonds is considered
10.			Paper will publish Notice of Redevelopment Plan (1 st Publication Date)	
11.			Paper will publish Notice of Redevelopment Plan (2 nd Publication Date)	
12.			Paper will publish Notice of Public Hearing (TEFRA)	
13.	CDA 2 nd Meeting	CDA Board	Public Hearing (TEFRA	
14.	CDA 2 nd Meeting	CDA Board	Public Hearing (Redevelopment Plan	
15.	CDA 2 nd Meeting	CDA Board	Approve Resolution Approving Redevelopment Plan	

Item	Date	Governing Body	Action/Agenda Items	Explanation
16.	Town 2 nd Meeting	Town Board	Approve Resolution Approving Redevelopment Area (Must meet Agenda requirements of Sec. 19.84 Wis. Stats.)	
17.		CDA /Town Officers	Execute all necessary Bond-related documents	
			Close Bonds & Fund Project	