



Douglas La Follette, *Secretary of State*
Dawn Marie Sass, *State Treasurer*
J.B. Van Hollen, *Attorney General*
Tia Nelson, *Executive Secretary*

125 S. Webster Street
Room 200
PO Box 8943
Madison, WI 53708-8943

608 266-1370 INFORMATION
608 266-0034 LOANS
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Managing Wisconsin's trust assets for public education.

AGENDA

September 18, 2007

2:00 P.M.

Board of Commissioners of Public Lands

125 S. Webster Street, Room 200

Madison, Wisconsin

1. Call to Order
2. Approve Minutes – September 4, 2007
3. Approve Loans
4. Approve Public Records Policy
5. City of LaCrosse Loan Limit Exception
6. Executive Secretary's Report
7. Adjourn

**BOARD MEETING
SEPTEMBER 18, 2007**

**AGENDA ITEM 2
APPROVE MINUTES**

Attached for approval are the minutes from the September 4, 2007, board meeting.

Board Meeting Minutes
September 4, 2007

ITEM 1. CALL TO ORDER

Commissioner Sass called the meeting of the Board of Commissioners of Public Lands to order at 2:00 p.m.

Present were:

Dawn Marie Sass, Commissioner

J.B. Van Hollen, Commissioner

Tia Nelson, Executive Secretary

Tom German, Deputy Secretary

Coletta DeMuth, Loan Analyst

Bob Hunter, Asst. Attorney General

State Treasurer

Attorney General

Board of Commissioners of Public Lands

Board of Commissioners of Public Lands

Board of Commissioners of Public Lands

Dept. of Justice

ITEM 2. APPROVE MINUTES – August 21, 2007

MOTION: Commissioner Van Hollen moved to approve the minutes; Board Commissioner Sass seconded the motion. The motion passed 2-0.

ITEM 3. APPROVE LOANS

Commissioner Sass asked if the loans had received legal review; Asst. Attorney General Hunter replied that the loans had received legal review and are for public purpose.

<u>Municipality</u>	<u>Municipal Type</u>	<u>Loan Amount</u>
1. Bell County of Bayfield Application #: 02008019 Purpose: Purchase backhoe	Town Rate: 5.00 Filed: August 20, 2007	\$65,000.00
2. Jackson County of Washington Application #: 02008017 Purpose: Fund telecom utility project	Village Rate: 5.50 Filed: August 20, 2007	\$1,100,000.00
3. Sheboygan County of Sheboygan Application #: 02008018 Purpose: Finance street paving, parking lot and economic development in TID #12	City Rate: 5.25 Filed: August 27, 2007	\$935,000.00

4.	Willard	Town	\$48,000.00
	County of Rusk	Rate: 5.00	
	Application #: 02008020	Filed: August 28, 2007	
	Purpose: Purchase truck and plow		
		TOTAL	\$2,148,000.00

MOTION: Commissioner Van Hollen moved to approve the loans; Commissioner Sass seconded the motion. The motion passed, 2-0.

ITEM 4. EXECUTIVE SECRETARY'S REPORT

Deputy Secretary Tom German reported that the Ashland Ore Dock project has been cancelled and the parties involved would not be seeking a submerged lands lease and the ore dock will be removed.

ITEM 5. ADJOURN

MOTION: Commissioner Van Hollen moved to adjourn the meeting; Commissioner Sass seconded the motion. The motion passed; 2-0.



Tia Nelson, Executive Secretary

These minutes have been prepared from a tape recording of the meeting. The summaries have not been transcribed verbatim. Anyone wishing to listen to the tape may do so at the Board of Commissioners of Public Lands, 125 S. Webster Street, Suite 200, Madison, Wisconsin.

**BOARD MEETING
SEPTEMBER 18, 2007**

**AGENDA ITEM 3
APPROVE LOANS**

<u>Municipality</u>	<u>Municipal Type</u>	<u>Loan Amount</u>
1. Richmond County of Waukesha Application #: 02008021 Purpose: Finance demolition of buildings and construction of parking lot	School Rate: 5.50 Filed: August 30, 2007	\$317,000.00
2. Southwestern Wisconsin County of Grant and Lafayette Application #: 02008022 Purpose: Finance unfunded pension liability	School Rate: 6.00 Filed: September 6, 2007	\$636,000.00
3. Springvale County of Fond Du Lac Application #: 02008023 Purpose: Finance fire fighting equipment and road maintenance	Town Rate: 5.00 Filed: September 10, 2007	\$60,000.00
	TOTAL	\$1,553,000.00

**BOARD MEETING
SEPTEMBER 18, 2007**

**AGENDA ITEM 4
ADOPTION OF PUBLIC RECORDS POLICY
AND APPROVAL OF NOTICE FOR POSTING**

Every state agency is required to adopt and make available to the public, a notice describing the Public Records Policy of the agency. The attached proposed notice was drafted with the help of Assistant Attorney General Mary Burke and properly addresses all of the notice requirements with respect to the Board of Commissioners of Public Lands.

BCPL staff recommend that the Board adopt such Public Records Policy and approve the Notice for posting while delegating to the Executive Secretary the authority to modify the Policy and Notice with respect to record inspection times in the District Office.

PUBLIC RECORDS POLICY

You have a right to inspect and copy certain records under Wisconsin's Public Records Law.

This Notice is posted pursuant to s. 19.34 of the Wisconsin Statutes

STATE PUBLIC OFFICES

The Board of Commissioners of Public Lands manages the state's remaining trust lands, administers trust funds to support public education, and maintains the state's original 19th century land survey and land sales records. The Commissioners are the Secretary of State (Douglas J. La Follette), the State Treasurer (Dawn Marie Sass) and the Attorney General (J.B. Van Hollen). The Board appoints an Executive Secretary (Tia Nelson) to administer the Division of Trust Lands and Investments, which serves as the Board's operating agency.

LEGAL CUSTODIANS OF RECORDS

The Office of the Executive Secretary is located at 125 S. Webster Street, Room 200, Madison, WI 53703. The Office Manager (Vicki Halverson) is the legal custodian of the Board's records (E-mail: Vicki.Halverson@wisconsin.gov Telephone: 608-266-1370 Fax 608-267-2787). The Land Records Manager (Rob Nurre) is a deputy legal custodian with respect to land records in this office (E-mail: Rob.Nurre@wisconsin.gov Telephone: 608-261-8841 Fax 608-267-2787).

A District Office is located at 7271 Main Street, Lake Tomahawk, WI 54539. This district office maintains a limited number of records related to land management and is staffed on a limited schedule. John Schwarzmans is deputy legal custodian of the records in the District Office (E-mail: John.Schwarzmans@wisconsin.gov Telephone: 715-277-3366 Fax 715-277-3363).

PROCEDURES TO FOLLOW TO REQUEST ACCESS TO RECORDS

1. A request for access to a public record may be made orally or in writing and should be directed to the Records Custodian or Deputy Custodian believed to have the records requested. The request for access to a public record must reasonably describe the record requested and must be reasonably limited as to the subject matter and/or length of time represented by the record.
2. Requests for access to, and inspection of, any public records may be made at the Office of the Executive Secretary during the hours of 8:00am to 4:30pm M-F. Requests for access to, and inspection of, District Office land records may be made at the District Office during the hours of 8:00am to 10:00am on Thursdays. In addition, appointments may be made upon 24 hours notice. For best service at either office, appointments are highly recommended but not required.
3. A request may be denied if the particular document does not exist, is excepted by state law from the definition of a public record, is exempted from public access by state or federal law, or when the public interest against disclosure outweighs the public interest in disclosure.
4. Reasonable restrictions may be imposed on the manner of access to an original record if the record is irreplaceable or easily damaged.
5. The office may impose a fee for searching and copying records pursuant to Wisconsin Statute 19.35(3). The copy fee is \$0.25 per page for a standard photocopy but the office may charge more for copies of oversize documents in accordance with Statute 19.35(3). Search fees of \$35 per hour may be imposed if the cost of the search is \$50 or more. The office may require a prepayment of any fees if the total copying or search fees exceed \$5.

**BOARD MEETING
SEPTEMBER 18, 2007**

**AGENDA ITEM 5
CITY OF LACROSSE LOAN LIMIT EXCEPTION**

The loan limit is currently set at **\$5,000,000** for all loans to any customer in a calendar year.

The city of La Crosse requests an exemption to exceed the annual borrowing cap. The city would like to borrow **\$6,500,000** in 2007 for an economic development project. They are planning to acquire, construct and furnish a mixed-use municipal transit exchange center, retail office, parking facility and live work units in the first phase of development. The second phase will consist of approximately 3 floors of rental/owner occupied condo units.

As the Trust has sufficient money to lend at the present time, the staff recommends that the Board of Commissioners of Public Lands grant the exemption.



OFFICE OF
DIRECTOR OF FINANCE AND PURCHASE/TREASURER
CITY HALL
400 LA CROSSE ST
LA CROSSE WI 54601-3396

September 14, 2007

Mr. Tom German
Deputy Secretary
Commissioners of Public Lands
125 S Webster St
Room 200
Madison, WI 53702

Dear Tom:

Re: Request for exemption to exceed annual borrowing cap

I hereby respectfully request that the City of La Crosse is authorized to exceed the \$5,000,000 borrowing cap from the Board of Commissioners of Public Lands for the year of 2007 by an amount up to \$1,500,000 for a total request of \$6,500,000.

The reason for the request is to acquire, construct and furnish a Mixed-Use Municipal Transit Exchange Center, Retail Office, Parking Facility and live work units in the first phase. The second phase will consist of approximately 3 floors of Rental/ Owner occupied Condo Units.

Thank you in advance for your consideration with this matter. If you have any questions, please feel me at 608-789-7567.

Very truly yours

Gene Pfaff
Director of Finance & Purchases
/Treasurer

Cc: Honorable Mayor Mark Johnsrud
City Clerk Teri Lehrke