

Minutes of the  
HOME Board Meeting  
October 18, 2018

Members Present: Joseph Birbaum, Christine Howard, John Kannard, Russell Kutz, Duane Paulson, Kathleen Schilling, Jay Schreurs, Mike Wineke

Staff: Kristin Silva and Lori Rutzinski, Waukesha County

Excused Absence: Jeffrey Schleif, Jay Shambeau, Peter Sorce, Maria Watts

Guests: RoxAnne Witte, Jefferson County Economic Development Consortium; Mark Baldwin and Lori Prescott, Family Promise

- I. The meeting was called to order by John Kannard, Board Chair, with a quorum of the Board present at 9:00 a.m.
- II. The Board Chair led the Pledge of Allegiance.
- III. On a motion by Duane Paulson and seconded by Joe Birbaum, the minutes from the July 19, 2018 HOME Board meeting were unanimously approved.
- IV. There were no staff or public comments.
- V. Kristin Silva reviewed the Fund Balance Report and updated the Board on the core programs for WI Partnership for Housing Development.
- VI. The HOME Core Programs are moving along this year. Debbie Narus from the WI Partnership for Housing Development has requested that \$50,000 be transferred from the Rehab program to the Purchase/Rehab program.

On a motion by Christine Howard and seconded by Duane, the Board unanimously approved transferring \$50,000 from the 2018 Rehab program to the 2018 Purchase/Rehab program.

- VII. Family Promise representatives, Lori Prescott and Mark Baldwin, presented a PowerPoint to update the Board on the progress they have made and to request that the 2013 HOME loan be changed to a 20-year forgivable mortgage. Currently it is structured as a \$150,000 0% interest loan with yearly payments of \$10,000 to commence in 2020 with the balance due at the end of the 20-year affordability period.

On a motion by Christine and seconded by Kathleen Schilling, the Board unanimously approved converting this loan to a deferred loan with no annual payments, to be forgiven when the affordability period of 20 years has been met.

- VIII. Kristin updated the Board on a project that was funded with HOME funds for Habitat for Humanity (HFH). Diane McGeen, Director of HFH, returned \$150,000 in HOME funds that she received for three lots on Whiterock Ave. She wanted to divide the lots after the purchase but that is not allowed by HUD. Diane worked with Kristin and the HUD representatives to determine the best solution. The funds were returned to Waukesha County and the project was canceled.

- IX. The Housing Action Coalition (HAC) has put an offer on Fire Station #3 with the City of Waukesha for the Co-Location and Winter Overflow Shelter. The offer was accepted, Kristin will keep the Board updated on the progress of that acquisition.
- X. Kristin prepared the 2019 Annual Action Plan Draft, this is a narrative based on the allocations that were approved by the HOME Board. The 30-day public comment period will be from 10-15-18 to 11-13-18 and will need final approval at the November Board meeting.
- XI. On a motion by Joe and seconded by Christine, the Board unanimously approved the meeting adjourned at 10:12 a.m.

Respectfully submitted,



John Kannard  
Chair, HOME Board