

Minutes of the  
HOME Board Meeting  
November 15, 2018

Members Present: Joseph Birbaum, John Kannard, Russell Kutz, Duane Paulson, Kathleen Schilling, Jay Schreurs, Peter Sorce, Maria Watts, Mike Wineke

Staff: Kristin Silva, Lori Rutzinski, and Christina Brockish, Waukesha County; Debbie Narus, Wisconsin Partnership for Housing Development

Excused Absence: Christine Howard, Jeffrey Schleif, Jay Shambeau, Peter Sorce

Guests: RoxAnne Witte, Jefferson County Economic Development Consortium; Michael Egly, Housing Action Coalition; Adam Templer and Sarah Beck, Bear Development; Nicole Selheim, Gorman Development; Tim Freitag and Dale Oppermann, City of Jefferson; Kevin McDonell, Commonwealth Development

- I. The meeting was called to order by John Kannard, Board Chair, with a quorum of the Board present at 9:02 a.m.
- II. The Board Chair led the Pledge of Allegiance.
- III. On a motion by Peter Sorce and seconded by Kathleen Schilling, the minutes from the October 18, 2018 HOME Board meeting were unanimously approved.
- IV. There were no staff or public comments.
- V. Kristin Silva reviewed the Fund Balance Report.
- VI. Michael Egly from the Housing Action Coalition (HAC) shared that they put an offer to purchase the fire station #3 in Waukesha to serve as the homeless overflow shelter as well as a co-location facility. HAC plans to hire an architect to determine the best use of the property.

Michael, on behalf of HAC, also requested \$24,000 from 2019 administrative funds to fund the program coordinator. On a motion by Kathleen and seconded by Joe Birbaum, the Board unanimously approved \$24,000 in 2019 administrative funds for the HAC Program Coordinator.

- VII. Adam Temple and Sarah Beck, from Bear Development, were present to discuss their application for \$561,000 to help fund a 72-unit project in the City of Waukesha. There will be a total of 11 HOME units; 7 units will require residents to be between 30% and 50% CMI, and 4 units will be at or below 30% CMI. They are requesting a 30-year loan with 1% interest only payments contingent upon cash flow with a balloon payment at the end of 30 years.

On a motion by Mike Wineke and seconded by Peter, the Board unanimously approved sending this application to the HOME Board Executive Committee to score.

- VIII. Lutheran Social Services (LSS) was present to discuss their application for \$500,000 to help fund a 36-unit apartment complex in the City of Jefferson. There will be a total of 11 HOME

units; 7 units will require the residents to be at or below 30% CMI, and 4 units will be between 30% and 50%.

On a motion by Joe and seconded by Mike, the Board unanimously approved sending this application to the HOME Board Executive Committee to score.

- IX. Kevin McDonell from Commonwealth Development was present to discuss the application for \$415,000 to help fund a 22-unit building in the City of Muskego. There will be a total of 8 HOME units that will require residents to be at or below 30% CMI.

On a motion by Peter and seconded by Maria Watts, the Board unanimously approved sending this application to the HOME Board Executive Committee to score.

- X. Kristin prepared the 2019 Annual Action Plan (AAP), this is a narrative based on the allocations that were approved by the HOME Board. The 30-day public comment period has ended, there were no public comments.

On a motion by Joe and seconded by Peter, the Board unanimously approved submitting the 2019 AAP to HUD.

- XI. On a motion by Joe and seconded by Russell Kutz, the Board unanimously approved the meeting adjourned at 10:22 a.m.

Respectfully submitted,



John Kannard  
Chair, HOME Board