

MINUTES  
of the  
WAUKESHA COUNTY  
COMMUNITY DEVELOPMENT BLOCK GRANT BOARD  
December 14, 2016

The 316th meeting of the Waukesha County Community Development Block Grant Board was called to order by the Board Chair, Larry Nelson at 3:00 p.m. on Wednesday, December 14th, 2016, in room 355 of the Waukesha County Administration Center located at 515 W. Moreland Blvd. in Waukesha, Wisconsin 53188.

Members Present: Doug Bartmann, Michele DeYoe, Joan Francoeur, Terry Janssen, Fred Muenkel, Larry Nelson, Kathleen Novack, Rev. Stephen Welch, Chuck Wood

Excused Absence: Robyn Turtenwald, Lillie Wilson

Staff Present: Lori Rutzinski, Christina Brockish, Waukesha County

Guests: Dennis Cerreta and Charles Byler, Waukesha County Museum; Jeff Herrmann, Town of Oconomowoc; Jennifer Andrews, City of Waukesha

- I. The meeting was called to order by Chairman Larry Nelson at 3:00 p.m. with a quorum of the Board present.
- II. On a motion by Stephen Welch and seconded by Michele DeYoe, the minutes from the November 9, 2016 Board meeting were unanimously approved.
- III. Staff comments: Kristin Silva was unable to attend the meeting but provided updates via email for Larry Nelson. Since the Federal budget has not been passed, we are operating under a Continuing Resolution until April, which holds us at 2016 funding levels until then.
- IV. The financial status report was reviewed. Most sub grantees have drawn their money in 2016, others have asked for an extension or given the money back.
- V. Jeff Hermann was present from the Town of Oconomowoc with an update on the Handicap Restrooms and Ramp project for \$75,750. Work is proceeding on this project; it just won't be completely finished by December 31. Construction has started on the ramp, and the bathrooms. It should be completed by the end of the first quarter of 2017. There were some delays due to the approval process and there were questions about the historic nature.

On a motion by Terry Janssen and seconded by Chuck Wood, the Board unanimously approved extending the 2016 Town of Oconomowoc's contract for the handicap ramp and ADA bathroom in the amount of \$75,750 to 6/30/17.

- VI. Jennifer Andrews from the City of Waukesha provided updates on projects and requested extensions on several of their projects.
  - (a) 2014 - \$17,000, (b) 2015 - \$10,000, and (f) 2016 - \$15,000 Historic Springs projects: This mural restoration project is moving forward; it has been a slow process because the specialized work is being done in Chicago. Jennifer hopes to have the work completed by the end of 2017.
  - (c) 2015 - \$38,374.39 Homeowner Loan Program was reallocated last year to Economic Development, Branding, & Wayfinding: Banners have gone up and the City is now ready to bid out the metal wayfinding street signs. The vendor is very affordable but slow.

- (d) 2016 - \$17,864 Entrance Sign: The project is finished, the City is waiting for the final invoices and it will be drawn shortly.
- (e) 2016 - \$18,929.44 Façade Program: A lot of façade work was completed in 2016. The City had another project approved project but they decided to wait until 2017. The work includes masonry so they expect it to proceed in the spring.
- (g) 2016 - \$8,450 Landmark Paint & Repair: The Landmarks Commission had allocated all of their money, but some homeowners have backed out so they are reallocating money to larger projects to other homeowners in the area.
- (h) 2016 - \$1,711.80 Shelter Improvements: This money was dedicated by the City of Waukesha to Hebron House for shelter improvements and after several small purchases, Hebron House has decided they do not need the remainder of the grant. Stephen suggested that the City of Waukesha makes the remaining balance available to another organization in Waukesha County dedicated to the same purpose.

On a motion by Fred Muenkel and seconded by Doug Bartmann, the Board unanimously approved extending all projects (a) through (h) to 12/31/17, amending item (c) to Economic Development.

- VII. Dennis Cerreta and Charlie Byler provided updates on the 2015/16 Waukesha County Historical Society & Museum project. The direction of the design has changed for a third time which has caused a delay. The project is moving forward and there has been great momentum, there is full approval from the City's Landmark Commission. Final approval needs to be obtained.

On a motion by Stephen and seconded by Doug, the Board unanimously approved extending the 2015/16 \$300,000 Waukesha County Historical Society & Museum project to 6/1/2018.

- VIII. Larry received an update via email from Kristin regarding the 2016 Waukesha County Fox Brook Accessible Fishing Pier. This project was delayed due to weather. The pier has been purchased and is being stored, but the County would like to wait until the Spring to install it.

On a motion by Chuck and seconded by Michele, the Board unanimously approved extending the 2016 \$59,000 Waukesha County Fox Brook Accessible Fishing Pier to 7/1/17.

- IX. Larry received an update via email from Kristin regarding the Wisconsin Partnership for Housing Development projects. All funds are committed to active projects and they are waiting for the work to be completed.

On a motion by Michele and seconded by Doug, the Board unanimously approved extending the following projects to 12/31/17:

- (a) 2015 \$40,566.79 Wisconsin Partnership for Housing Development Projects
- (b) 2016 \$121,349.14 Wisconsin Partnership for Housing Development Projects

- X. Some projects are either finished or unable to carry over to 2017 and require a reallocation to the unallocated line item.

- (a) 2015 \$8,246.15 Waukesha County Administration cannot be carried over from year-to-year: on a motion by Joan and seconded by Fred, the Board unanimously approved reallocating \$8,246.15 to the unallocated line item.
- (b) 2015 \$12,319 WPHD Administration cannot be carried over from year-to-year: on a motion by Joan and seconded by Michele, the Board unanimously approved reallocating \$12,319 to the unallocated line item.
- (c) Jennifer Andrews was present to talk about the Whiterock/Main Street grant; there are still some funds committed to Habitat for Humanity but the rest will be reallocated to unallocated. Jennifer asked that this line item be tabled until the 1/2017 meeting when she has the correct

dollar amount to be reallocated. On a motion by Stephen and seconded by Michele, the Board unanimously approved tabling this until the 1/2017 Board meeting.

- XI. Kristin has not received an answer from the HUD relocation specialist regarding Habitat for Humanity's request to re-plat land from 3 lots to 2 lots with a tenant being displaced.

On a motion by Michele and seconded by Joan, the Board unanimously approved tabling this agenda item until the 1/2017 meeting.

- XII. The Board discussed communication issues between Hebron House and the Housing Action Coalition (HAC) regarding the overflow shelter and the coordinated entry system.

- XIII. On a motion by Michele and seconded by Terry, the meeting was adjourned at 4:42 p.m.

Respectfully Submitted,



Larry Nelson  
Board Chair