

MINUTES
of the
WAUKESHA COUNTY
COMMUNITY DEVELOPMENT BLOCK GRANT BOARD
July 12, 2017

The 324th meeting of the Waukesha County Community Development Block Grant Board was called to order by Chair, Larry Nelson at 3:00 p.m. on Wednesday, July 12, 2017, 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, Fred Muenkel, Larry Nelson, Kathleen Novack, Rev. Stephen Welch, Lillie Wilson, Chuck Wood

Excused Absence: Terry Janssen

Staff Present: Kristin Silva & Lori Rutzinski, Waukesha County

Guests: Jennifer Andrews, City of Waukesha; Jessica Peterson, Oakbrook Corporation; Kim Haines, Waukesha County Corporation Counsel

- 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 Rev. Stephen Welch and seconded by Michele DeYoe, the minutes from the June 7, 2017 meeting were unanimously approved.
- III. Kristin Silva received notice that the 2017 CDBG allocation will be \$1,314,094 which is only \$3,776 less than the 2016 award. She will adjust the Annual Plan to include the 2017 award amount and the \$600,000 change from Economic Development to Homeless Shelter acquisition. The Annual Plan must be submitted to HUD by July 21, 2017. The Federal proposed allocation for 2018 in its initial stage is showing only a 3% decrease; Kristin believes that is an excellent starting point for future funding; however, there is still a long way to go.

Larry Nelson, along with the HOME Consortium Board Chair, Christine Howard, emailed letters to representatives and Senators outlining the importance of CDBG and HOME funding. A fact sheet was also sent outlining some of the accomplishments throughout the years.

- IV. The financial status report was reviewed. \$600,000 was transferred from Economic Development to the line item TBD - Homeless Shelter.
- V. Jennifer Andrews from the City of Waukesha was present to talk about the progress that the new Small Business Coordinator has made so far this year. Promotional materials were created and the coordinator visited other municipalities; she is currently following up with several businesses from those communities. There were three surveys conducted for business owners and residents to get an idea of what the community would like to see in Downtown Waukesha. The City has engaged a consultant to complete a grocery market study. There were banners created to place in vacant store windows to attract business and advertise future business that will occupy the buildings.

- VI. Jessica Peterson from Oakbrook Corporation was present to request the 2016 CDBG loan payment in the amount of \$13,505.33 be deferred until the loan is due in full on 9/30/19. There were extenuating circumstances in 2016 that prevented the organization from ending the year with surplus cash. Oakbrook identified a problem with their previous property manager and hired a new one; the occupancy rate has increased with the new staff.

On a motion by Stephen and seconded by Fred Muenkel, the Board unanimously approved deferring the 2016 loan payment in the amount of \$13,505.33 to the final balloon payment that is due 9/30/19.

Oakbrook will provide their 2017 financials in early 2018 to determine if there is sufficient surplus cash to make the 2017 loan payment.

- VII. The public comment period for the 2018 proposed allocation will end today. Kristin received an email from WWBIC and 4 people attended (3 from WWBIC, 1 Business Owner supporting WWBIC) the public hearing on June 28, 2017. The proposed allocation for WWBIC in 2018 was \$0 and after a lengthy discussion, the Board decided to provide funding.

On a motion by Chuck Wood and seconded by Lillie Wilson, the Board voted 6-3 to award funding to WWBIC in the amount of \$15,000 for their 2018 Business Owner project. Kristin will meet with WWBIC to explain the Board's reluctance to fund them and outline specific expectations for their 2018 grant.

On a motion by Kathleen Novack and seconded by Michele, the Board unanimously approved the final 2018 funding allocation as proposed to include the \$15,000 award to WWBIC in the Economic Development category.

- VIII. On a motion by Doug Bartmann and seconded by Kathleen, the meeting was adjourned at 4:53 p.m.

Respectfully Submitted,



Larry Nelson