

MINUTES  
of the  
WAUKESHA COUNTY  
COMMUNITY DEVELOPMENT BLOCK GRANT BOARD  
March 14, 2018

The 330th meeting of the Waukesha County Community Development Block Grant Board was called to order by Chair, Larry Nelson at 3:02 p.m. on Wednesday, March 14, 2018, in room 355 of the Waukesha County Administration Center located at 515 W. Moreland Blvd. in Waukesha, Wisconsin 53188.

Members Present: Doug Bartmann, Joan Francoeur, Terry Jannsen, Fred Muenkel, Larry Nelson, Kathleen Novack, Rev. Stephen Welch, Lillie Wilson, Chuck Wood

Excused Absence: Michele DeYoe

Staff Present: Kristin Silva, Lori Rutzinski, and Christina Brockish; Waukesha County

Guests: Diane McGeen, Habitat for Humanity; Kim Haines, Waukesha County Corporation Counsel

- I. The meeting was called to order by Chairman Larry Nelson at 3:02 p.m. with a quorum of the Board present.
- II. On a motion by Chuck Wood and seconded by Rev. Stephen Welch, the minutes from the February 14, 2018 meeting were unanimously approved.
- III. Kristin Silva stated that there is still no Federal budget for 2018; they will be operating under a continuing resolution.
- IV. The financial status report was reviewed, The Wisconsin Partnership for Housing Development will be requesting an extension at the 4/2018 Board meeting once they have closed their year-end.
- V. Jennifer Andrews from the City of Waukesha met with staff to finalize the extension request. Jennifer came before the Board in November of 2017 with explanations for all projects and waited until the 2017 accounting was complete to finalize her request.

On a motion by Stephen and seconded by Kathleen Novack, the Board unanimously approved extending the City of Waukesha's outstanding projects as listed on the 3/14/18 CDBG agenda with the exception of item (c) to extend until 12/31/18 and item (f) to show it was a 2016 Historic Springs project.

- VI. Diane McGeen from Habitat for Humanity (HFH) was present to discuss the terms of the grants that are awarded to HFH for purchasing and remodeling homes for low-to-moderate income. She is requesting to eliminate the assignment of a mortgage with the dollar amount because it does not fit with their business model. Kristin explained that it is necessary to assign a mortgage to protect Waukesha County's interest due to HUD's requirements. After a lengthy discussion with the CDBG Board, Diane decided not to use the 2018 funds for a property immediately which will give the CDBG Board time to discuss and adopt a standard policy for all future loans of this nature. This discussion will take place at the April 11, 2018 CDBG Board meeting.

- VII. Kristin provided an update to the Board on the Impact Seven, Inc. project that was approved in the amount of \$150,000. Their tax-credit funding was not approved so they are pursuing other funding sources. The grant was awarded and was contingent upon the tax-credit funding so Kristin suggested that Impact Seven, Inc. reapplies for CDBG funds once they have established their other funding sources.

On a motion by Fred Muenkel and seconded by Doug Bartmann, the Board unanimously approved moving the \$150,000 from the Impact Seven, Inc. line item to unallocated.

- VIII. Kristin provided an executive summary of the 2017 CAPER that will be sent to HUD. The CAPER is a document that highlights all of the projects completed and people served in 2017.

On a motion by Doug and seconded by Chuck, the Board unanimously approved the submission of the 2017 CAPER to HUD.

- IX. Kristin has been diligently working to find a location for a co-location property with a permanent overflow shelter. The CDBG Board approved to allow the Housing Action Coalition to put an offer on the 417 Barney Street in Waukesha; however, that deal fell through due to requirements made by the sellers. Kristin will continue to search for a property that will suit the needs. The temporary overflow shelter has had many problems this year, including many police calls. This shelter was scheduled to close in April but due to the excessive problems and extra costs involved with running the shelter and keeping it safe, it will close on 3/31/18.

- X. On a motion by Terry Jannsen and seconded by Lillie Wilson, the meeting was adjourned at 4:52 p.m.

Respectfully Submitted,



Larry Nelson