

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

The 338th meeting of the Waukesha County Community Development Block Grant Board was called to order by Chair, Larry Nelson at 3:01 p.m. on Wednesday, November 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, Michele DeYoe, Joan Francoeur, Fred Muenkel, Larry Nelson, Kathleen Novack, Rev. Stephen Welch, Lillie Wilson, Chuck Wood

Excused Absence: Terry Jannsen, Cathy Priem

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

Guests: Adam Temple and Sarah Beck, Bear Development; Johneisha Prescott, Housing Action Coalition

- I. The meeting was called to order by Chairman Larry Nelson at 3:01 p.m. with a quorum of the Board present.
- II. On a motion by Chuck Wood and seconded by Michele DeYoe, the minutes from the October 10, 2018 meeting were unanimously approved.
- III. Kristin Silva let the Board know that Mosaic was the consultant selected to prepare the Analysis of Impediments. She also informed the Board that Waukesha County was able to meet the HUD timeliness deadline for 2018.
- IV. The financial status report was reviewed. There is a total of \$324,763 remaining in the unallocated line item, available to fund out-of-cycle requests.
- V. The Housing Action Coalition (HAC) put an offer to purchase on the fire station #3 in Waukesha for the overflow homeless shelter and co-location facility. They plan to obtain a conditional use permit to operate as a shelter this winter if there is an agency that can run the operations. An RFP went out, there were no agencies applying from Waukesha County so the RFP included Milwaukee agencies as well.
- VI. Johneisha Prescott, Program Coordinator from HAC, was present to discuss the \$20,000 out-of-cycle application for the winter overflow. The funds will be used to fund an agency to run the overflow shelter.

On a motion by Rev. Stephen Welch and seconded by Lillie Wilson, the Board awarded \$20,000 to HAC in Public Services to fund the overflow shelter expenses. Joan Francoeur abstained from the vote.

- VII. Sarah Beck and Adam Templer, from Bear Development, were present to discuss their out-of-cycle application for \$300,000 to help fund a 72-unit development in the City of Waukesha. 4 units will be rented to residents at or below 30% CMI. Kristin suggested sending this application to the CDBG Executive Committee to further review the application and provide a scored recommendation to the full Board at the 12-12-18 Board meeting.

On a motion by Chuck and seconded by Lillie, the Board unanimously approved sending the application to the CDBG Executive Board for further review.

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

On a motion by Fred Muenkel and seconded by Stephen, the Board unanimously approved submitting the 2019 AAP to HUD.

- IX. On a motion by Michele and seconded by Kathleen Novack, the meeting was adjourned at 4:17 p.m.

Respectfully Submitted,



Larry Nelson