

MINUTES
of the
WAUKESHA COUNTY
COMMUNITY DEVELOPMENT BLOCK GRANT BOARD
November 8, 2017

The 326th 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, November 8, 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, Terry Jannsen, Fred Muenkel, Larry Nelson, Rev. Stephen Welch, Chuck Wood

Excused Absence: Kathleen Novack, Lillie Wilson

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

Guests: Michael Carlson, Impact Seven, Inc.; Jennifer Andrews and Jeff Fortin, City of Waukesha; Cathy Priem, Premar LLC; Dennis Cerreta, Waukesha County Historical Society & Museum; Johneisha Prescott, Housing Action Coalition

- I. The meeting was called to order by Chairman Larry Nelson at 3:00 p.m. with a quorum of the Board present. Cathy Priem was present as a potential future CDBG Board member, all current Board members and staff introduced themselves.
- II. On a motion by Michele DeYoe and seconded by Terry Jannsen, the minutes from the October 11, 2017 meeting were unanimously approved.
- III. Kristin Silva reported that we received the 2017 award from HUD at the end of October.
- IV. The financial status report was reviewed. When combining the 2016 and 2017 unallocated line items with the available program income, there is approximately \$160,612 available to allocate to another project. A request for \$122,000 was made for an economic development loan and will hopefully get underway yet this year from the Revolving Loan Fund.
- V. Johneisha Prescott, program coordinator from the Housing Action Coalition (HAC) was present to discuss their out-of-cycle application in the amount of \$10,000 for the Emergency Overflow Winter Shelter Program. The HAC was able to secure a location for the overflow shelter this winter and issued an RFP for someone to administer the program. The funds from this request will be used to administer the program.
On a motion by Joan Francoeur and seconded by Michele, the Board unanimously approved allocating \$10,000 from the unallocated line item to the Housing Action Coalition to administer the Emergency Overflow Winter Shelter. This project will be in the Public Services category.
- VI. Michael Carlson from Impact Seven, Inc. was present to discuss their out-of-cycle application in the amount of \$150,000 for the rehabilitation of two adjacent 14-unit affordable housing properties in Mukwonago. The renovations will include replacing floor coverings, doors and windows, kitchen and bath cabinets, and will also address some structural issues.

On a motion by Michele and seconded by Rev. Stephen Welch, the Board unanimously approved allocating \$150,000 as a no-interest loan to be repaid at the end of the 30-year term.

- VII. Jennifer Andrews and Jeff Fortin from the City of Waukesha were present to discuss all of the City's outstanding projects from 2014, 2015, 2016 and 2017. The City would like to reallocate funds to other projects that were previously earmarked for the Landmark Historic Springs in 2014, 2015, and 2016. Jennifer will attend the January CDBG Board meeting when a new project has been identified. Many of the outstanding projects will be drawn by the end of 2017 and will not require an extension.

On a motion by Fred Muenkel and seconded by Chuck Wood, the Board unanimously approved extending \$5,000 for the 2014 grant to the City of Waukesha for Habitat for Humanity until 6/1/18.

- VIII. Dennis Cerreta from the Waukesha County Historical Society & Museum was present to discuss the progress on the renovations at the museum. There was a significant delay due to problems with their initial architect; however, after hiring a new architect, the project is now moving forward. Dennis expects to draw all of the remaining funds in the 2016 out-of-cycle grant by 2/2018.
- IX. A request was made at the 10/11/17 CDBG Board meeting to forgive interest on an individual CDBG rehabilitation loan, and there was a follow-up question by the Board to determine how many interest-bearing loans remain outstanding. Kristin researched the loans and found there were 278 interest-bearing loans made during the late 1990's – 2009 with a typical interest rate of 5%. 228 of these loans have been paid off and 56 remain outstanding. The rehabilitation loans are not due until the homeowner sells their home and since payments are not typically accepted during the course of the loan, the accrual of the interest can be significant. Kristin consulted with Waukesha County's Corporation Counsel to determine if there would be any issues with forgiving the interest on the remaining outstanding loans and they did not feel that would present a problem. After a discussion by the Board, Michele requested more information regarding the outstanding loans at the next CDBG Board meeting.
- X. A draft of new CDBG bylaws was presented to the CDBG Board for review. Although there were ordinances to initially form the Board, Kristin searched and did not find original bylaws. After recommendation by the CDBG Board, the draft will go to the Waukesha County Executive for review and then back to the CDBG Board for final approval. The CDBG Board will review the bylaws and make their recommendation at the next Board meeting.
- XI. Kristin completed the 2018 Annual Action Plan and there was a 30-day public comment period with a public hearing held on October 26, 2017. There were no public comments during that time.

On a motion by Chuck and seconded by Terry, the Board unanimously approved the 2018 Annual Action Plan. Kristin will submit the plan to HUD when they allow.

- XII. On a motion by Fred and seconded by Chuck, the meeting was adjourned at 4:45 p.m.

Respectfully Submitted,



Larry Nelson