

MINUTES
of the
WAUKESHA COUNTY
COMMUNITY DEVELOPMENT BLOCK GRANT BOARD
July 10, 2019

The 345th 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, July 10, 2019, 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, Fred Muenkel, Larry Nelson, Charlie Shaw, Lillie Wilson, Chuck Wood

Excused Absence: Terry Jannsen, Kathleen Novack, Cathy Priem

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

Guests: Andrew Vechart & Michael Crowley, Habitat for Humanity; Pete Engel & Karen Villarreal, Easterseals of SE WI

- 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 Doug Bartmann and seconded by Fred Muenkel, the minutes from the June 5, 2019 Board meeting were unanimously approved.
- III. Kristin Silva reported that HUD will be monitoring Waukesha County CDBG & HOME from August 5 - August 9 as a routine monitoring.

We are still waiting for our 2019 funding, there is one question remaining on the Annual Plan.

Jack from Seniors on the Go shared with staff that they purchased their first wheelchair accessible van. They will be renting another space in Waukesha to increase the number of people they can help.

Larry Nelson shared that he will be traveling to Las Vegas and Washington D.C. to share the CDBG accomplishments in Waukesha County.

- IV. The financial spreadsheet was reviewed. There is approximately \$556,600 available in unallocated from prior years and returned money.

One loan was approved by MEDC in the Revolving Loan Fund for approximately \$200,000, we expect the loan to close soon.

- V. The Urban County Requalification letters went out to all the municipalities. Municipalities have the option to opt-out by responding to the letter, or remaining in by doing nothing. By remaining, citizens in their communities could be eligible to receive benefits from CDBG and HOME funded programs. Nobody opted out, and two communities opted back in: Village of Pewaukee and Village of Palmyra. They will be eligible for programs beginning 1/1/2020. There are currently only three municipalities that cannot participate in Waukesha County: Oconomowoc Lake, Chenequa, and Lac la Belle. Kristin will send the package to HUD, they will use that information to allocate future funding.

- VI. Karen Villarreal and Pete Engel from Easterseals were present to discuss the current state of their organization. Some programs have been cut due to large deficits; however Safe Babies, which is funded by CDBG, remains strong and ongoing. A new management team looked at all of the programs to determine the most efficient way to continue providing quality services. By cutting some of the programs, they were able to go from a \$1,000,000 deficit to positive numbers.
- VII. Mike Crowley, CEO and Andy Vechart, Construction Manager from Habitat for Humanity (HFH) were present to introduce themselves to the CDBG Board and make a request for the change of use of their 2019 CDBG award. The \$100,000 award for 2019 was earmarked for acquisition of an infill lot; however, they are requesting that the money be used to rehabilitate a home on Whiterock Avenue.

On a motion by Joan Francoeur and seconded by Lillie Wilson, the Board unanimously approved changing the scope of work for the \$100,000 HFH contract from acquisition to rehabilitation at 1104 Whiterock Ave. in Waukesha. 50% of the awarded money will be returned and 50% will remain as a grant; there will be lien on the property serving as a soft second.

- VIII. Carroll University submitted an out-of-cycle application requesting \$250,000. They are partnering with St. Joseph's and purchased a building that was a former medical clinic. The funds will be used to install ADA walkways, restrooms, and work on stairwells.

On a motion by Chuck Wood and seconded by Doug, the Board unanimously approved \$250,000 to Carroll University. Funds will come out of the unallocated line items and the project will be a Public Facility project.

- IX. The public comment period for the 2020 allocation has ended. The Salvation Army provided a letter requesting additional funds for an additional position and Big Brothers/Big Sisters submitted a letter requesting funding since they were not funded at all. After a discussion, the Board recommended not changing the amounts that were initially approved.

On a motion by Doug and seconded by Charlie Shaw, the Board unanimously approved the 2020 budget as follows:

| <u>Full Agency Title</u> | <u>Project</u> | <u>Recommendation</u> |
|------------------------------------|--|-----------------------|
| City of Waukesha | ADA & Public Improvements | \$114,668 |
| City of Waukesha | Adaptive Recreational Programs | \$6,400 |
| City of Waukesha | Downtown Façade | \$40,000 |
| City of Waukesha | Historic Springs Restoration | \$20,000 |
| City of Waukesha | Landmark Paint & Repair | \$10,000 |
| City of Waukesha | Saratoga/Haertel Field Summer Playground | \$6,400 |
| City of Waukesha | Senior Activity Coordinator | \$13,388 |
| City of Waukesha | Sentinel Park Summer Program | \$6,400 |
| Community Outreach Health Services | Health Clinic | \$6,299 |
| Easter Seals | Safe Babies/Healthy Families | \$19,865 |
| Elmbrook Senior Taxi | Vehicle Replacement | \$7,752 |
| ERAs Senior Network | Faith in Action | \$7,268 |
| Family Service Agency | C.A.R.E Center | \$10,000 |
| Greater Waukesha Literacy | Literacy & Employment Support | \$32,242 |
| Hebron House | Case Manager | \$15,000 |
| Hebron House | Jeremy House | \$8,000 |
| Hope Center | Clothing Shop | \$29,925 |
| Hope Center | Day Center | \$27,163 |

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| Hope Center | Transportation Assistance | \$20,000 |
| Hope Center | Outreach Meal Program | \$69,498 |
| Housing Resources Inc | Homebuyer Education & Counseling | \$20,000 |
| La Casa de Esperanza | Early Childhood Education | \$5,000 |
| La Casa de Esperanza | Homeownership Program | \$20,000 |
| Lake Area Free Clinic | Dental Services | \$5,000 |
| Lake Area Free Clinic | Medication Assistance | \$6,299 |
| Metropolitan Milwaukee Fair Housing | Fair Housing Services | \$30,000 |
| Muskego Senior Taxi | Vehicle Replacement | \$7,752 |
| NAMI | SSI/SSDI Outreach | \$5,000 |
| Parent's Place | Community Education Program | \$8,208 |
| Salvation Army | Emergency Lodge | \$8,237 |
| Salvation Army | Community Meal Program | \$18,468 |
| St. Joseph's Medical Clinic | Prescription Payment Assist. | \$15,000 |
| TBD | Unallocated | \$269,852 |
| The Board of Regents of the University of Wisconsin System | Tower Hill Neighborhood Association Planning | \$15,267 |
| The Caring Place | Meals on Wheels | \$6,000 |
| The Women's Center | Acquisition | \$175,000 |
| The Women's Center | Case Management – Transitional Living | \$6,783 |
| The Women's Center | Children's Sexual Abuse Counseling | \$14,535 |
| The Women's Center | Emergency Shelter | \$29,070 |
| The Women's Center | Employment Program | \$26,400 |
| Waukesha County | ADA Trail at Retzer | \$70,770 |
| Waukesha County | Administration | \$274,000 |
| Waukesha County | HHS ADA Playground Surface | \$59,850 |
| WI Partnership | Housing Rehabilitation & Administration | \$133,250 |
| WRTP | Career Works for Waukesha | \$10,000 |
| WWBIC | Business Owner | \$50,000 |
| Total | | \$1,760,009 |

X. On a motion by Fred and seconded by Chuck, the meeting was adjourned at 4:41 p.m.

Respectfully Submitted,



Larry Nelson