

MINUTES
of the
WAUKESHA COUNTY
COMMUNITY DEVELOPMENT BLOCK GRANT BOARD
January 10, 2018

The 328th 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, January 10, 2018, in room 355 of the Waukesha County Administration Center located at 515 W. Moreland Blvd. in Waukesha, Wisconsin 53188.

Members Present: Michele DeYoe, Joan Francoeur, Terry Janssen, Larry Nelson, Kathleen Novack, Rev. Stephen Welch, Lillie Wilson, Chuck Wood

Excused Absence: Doug Bartmann, Fred Muenkel

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

Guests: Jennifer Andrews, City of Waukesha; Jennifer Horth, ARCh

- 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 Terry Janssen and seconded by Joan Francoeur, the minutes from the December 13, 2017 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.
The winter overflow shelter opened in mid-December serving approximately 25 homeless individuals. The transportation is up and running which takes people to the evening meal sites as well as the day centers.
Kristin updated the Board on the permanent overflow winter shelter site at 211 Maple Ave. in Waukesha. The CDBG Board approved the acquisition of this property at the December 13, 2017 Board meeting; however, there are environmental issues with the land so an environmental review will be performed to determine initial costs before an offer is made.
- IV. The financial status report was reviewed. Subgrantees have been submitting their invoices and most of the 2017 grants are complete. The WI Partnership for Housing Development will request an extension at the February Board meeting once their year-end is complete.
There is a new administrator for the revolving loan fund and they are actively talking to businesses and establishing relationships with the current loan-holders. They expect to close their first loan soon.
- V.
 - a. Jennifer Horth from ARCh was present to explain the delay for their 2017 parking lot restoration project was due to unforeseen circumstances. They have increased their administration capacity, established a facilities committee, and have reached out to get quotes for the parking lot. She expects work will begin in May, 2018 with project completion sometime around the end of June, 2018. Kristin recommended the Board extend this project until 9/30/18 to allow adequate time for completion.

On a motion by Rev. Stephen Welch and seconded by Chuck Wood, the Board unanimously approved extending the 2017 ARCh contract in the amount of \$33,598 to 9/30/18..

- b. Jennifer Andrews from the City of Waukesha was present to discuss proposals for some of the outstanding grants. She would like to transfer the 2017 Small Business Grant in the amount of \$15,000 to a 2017 Historic Springs project, extending it until 12/31/2018.

The City's CDBG Board approved the funding of a shared dumpster area in the downtown location using the remaining amounts in the 2014, 2015, 2016 Historic Springs and the 2016 Shelter Improvements grants for a total of \$30,687.76. Kristin stated this is an eligible use of CDBG money and encouraged the Board to approve it. The dumpsters will be completed in early summer so this project would need to be extended until 6/30/2018.

On a motion by Joan and seconded by Michele, the Board unanimously approved transferring the \$15,000 2017 Small Business Grant to 2017 Historic Springs and extending it until 12/31/18; in addition, the Board approved combining the total of \$30,687.76 from the following grants to the shared dumpster enclosures, extending it until 6/30/18:

2014 Landmark Historic Springs	\$3,975.96
2015 Landmark Historic Springs	\$10,000
2016 Landmark Historic Springs	\$15,000
2016 Shelter Improvements	<u>\$1711.80</u>
Total:	<u>\$30,687.76</u>

- VI. The Board discussed changes and additions to the new CDBG By-Laws at the December 13, 2017 Board meeting and the final draft was presented to the Board.

On a motion by Joan and seconded by Michele, the Board unanimously approved recommending the adoption of the CDBG By-Laws to the Waukesha County Executive with the stipulation that the current Board members are grandfathered in and their terms begin at adoption.

Kristin will present the By-Laws to the County Executive for adoption.

- VII. A list of priorities within each CDBG category was given to the Board to rank in order of importance. The scores will be combined and a point value will be assigned to each priority; giving a higher number to the higher priority items. This number will be used when scoring the 2019 applications. The Board was asked to complete their ranking by 2/7/18.
- VIII. Kristin provided the 2018 calendar to the Board and outlined some important dates. The 2019 application will be available from 2/15/18 to 3/16/18 and the Board will review them beginning 4/11/18.
- IX. On a motion by Michele and seconded by Stephen, the meeting was adjourned at 4:07 p.m.

Respectfully Submitted,



Larry Nelson