

MINUTES
of the
WAUKESHA COUNTY
COMMUNITY DEVELOPMENT BLOCK GRANT BOARD
December 12, 2018

The 339th 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, December 12, 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 Janssen, Fred Muenkel, Larry Nelson, Kathleen Novack, Charlie Shaw, Chuck Wood

Excused Absence: Cathy Priem, Rev. Stephen Welch, Lillie Wilson

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

Guests: Adam Templer and Sarah Beck, Bear Development; Jennifer Andrews and Jeff Fortin, City of Waukesha

- 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 Kathleen Novack, the minutes from the November 14, 2018 meeting were unanimously approved.
- III. Kristin Silva let the Board know that the Federal budget hasn't passed yet so we are operating under a continuing resolution. The Annual Plan is complete and will be sent to HUD as soon as they will accept it.
- IV. The financial status report was reviewed. Subgrantees are submitting their invoices to close out 2018.
- V. The Executive Committee of the CDBG Board met on 11/28/18 to evaluate the out-of-cycle application for Bear Development in the amount of \$300,000. The application is to help fund a 72-unit development in the City of Waukesha, 4 units will be rented to residents at or below 30% CMI. The CDBG Executive Committee scored the application an 85 out of a possible 100 and recommended the project for funding.

On a motion by Doug Bartmann and seconded by Joan Francoeur, the Board unanimously approved a 30-year, \$300,000 0% interest loan with no annual payments; however, a balloon payment at the end of the 30 years.
- VI. Some projects have been completed and the remaining funds will be reallocated to the unallocated line item. The Board unanimously approved the following:
 - a) Motion by Chuck Wood, seconded by Doug: \$450 from the 2016 Waukesha County Historical Society - Museum Remodel.
 - b) Motion by Fred Muenkel, seconded by Doug: \$4,166.93 from the 2017 UW Extension – Small Business Retention.
 - c) Motion by Chuck, seconded by Fred: \$40 from the 2017 City of Waukesha – Small Business Grant.
 - d) Motion by Doug, seconded by Terry: \$6748 from the 2017 ARCh – Parking Lot.

- VII. Some subgrantees require extensions to complete their project, the following extensions were unanimously approved by the Board:
- a) Motion by Terry Janssen, seconded by Doug: 2016 City of Waukesha – Landmark Historic Springs to 6/30/19
 - b) Motion by Terry, seconded by Kathy: 2017 City of Waukesha - Wayfinding to 6/30/19
 - c) Motion by Chuck, seconded by Doug: 2018 City of Waukesha – Streetscape to 12/31/19
 - d) Motion by Doug, seconded by Kathy: 2018 City of Waukesha – Façade to 12/31/19
 - e) Motion by Fred, seconded by Doug: 2018 City of Waukesha – Crosswalks to 6/30/19
 - f) Motion by Doug, seconded by Chuck: 2018 City of Waukesha – Paint & Repair to 6/30/19
 - g) Motion by Charlie Shaw, seconded by Chuck: 2017 & 2018 Wisconsin Partnership for Housing Development – Housing Rehab to 12/31/19
 - h) Motion by Joan, seconded by Fred: 2018 The Women’s Center – Transitional Living Mechanical Systems to 6/30/19
- VIII. Kristin is working on the 2019 calendar and will email it to the Board when complete. Most CDBG Board meetings will be held on the second Wednesday of the month at 3:00 p.m.
- IX. On a motion by Chuck and seconded by Joan, the meeting was adjourned at 4:07 p.m.

Respectfully Submitted,



Larry Nelson