

MINUTES
of the
WAUKESHA COUNTY
COMMUNITY DEVELOPMENT BLOCK GRANT BOARD
JULY 15, 2015

The 301st meeting of the Waukesha County Community Development Block Grant Board was called to order by Chairman Gilbert Yerke at 3:02 p.m. on Wednesday, July 15, 2015, 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, Robyn Turtenwald, Gilbert Yerke

Excused Absence: Terry Janssen, Rev. Stephen Welch, Lillie Wilson

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

Guests: Jennifer Andrews, City of Waukesha; Kimberly Haines, Waukesha County Corporation Counsel

- I. The meeting was called to order by Chairman Gilbert Yerke at 3:02 p.m. with a quorum of the Board present.
- II. On a motion by Michele DeYoe and seconded by Doug Bartmann, the minutes from the June 10, 2015 meeting were unanimously approved.
- III. No Public Comments were heard.

Kristin Silva mentioned that the 2015 out-of-cycle funding was not published in the paper and did not go through the public comment period like the proposed 2016 CDBG funding did, but she feels this is an important step. Before completing the contracts for the out-of-cycle funds, staff will publish the proposed funding and offer a 30 day public comment period from 7/21/15 – 8/20/15 with a public hearing on 8/19/15 at 3:00 p.m. in room AC355.

- IV. Kristin reviewed the Financial Status Report and per request from the Board, staff contacted agencies to clean up the old contracts.
 - a. 2012 City of Brookfield – Building Façade. The City has invoiced for \$10,000 and will be requesting the remaining \$5,000 very soon. On a motion by Michele and seconded by Doug, the Board unanimously approved extending this contract for one month to 8/11/15. Kathleen Novack added a friendly amendment to the motion stating there will be no further extensions.
 - b. 2012 United Way Youth Opportunities - \$11,725 can be reallocated to the 2015 out-of-cycle funds. On a motion by Robyn Turtenwald and seconded by Michele, the Board unanimously approved reallocating \$11,725 to the out-of-cycle funding.
 - c. 2013 Hebron House – Hillside Gander Housing. On a motion by Michele and seconded by Robyn, the Board unanimously approved reallocating \$8.39 to unallocated.
 - d. 2013 Town of Oconomowoc – ADA \$11,019
On a motion by Fred Meunkel and seconded by Robyn, the Board unanimously approved extending this contract to 9/8/15.
 - e. 2014 City of New Berlin – Marketing Materials \$1,022.94 can be reallocated to unallocated. On a motion by Michele and seconded by Robyn, the Board unanimously approved reallocating \$1,022.94 to unallocated.

- f. 2014 Waukesha County Historical Society \$750 can be reallocated to unallocated. On a motion by Michele and seconded by Robyn, the Board unanimously approved reallocating \$750 to unallocated.
- g. 2014 WI Partnership \$147,219.69. Kristin stated these are homeowner rehab projects that are committed. On a motion by Robyn and seconded by Larry Nelson, the Board unanimously approved extending to 12/31/15.
- h. 2014 Elmbrook Senior Tax \$8,000. They have purchased a vehicle and will submit an invoice. On a motion by Robyn and seconded by Doug, the Board unanimously approved extending this contract to 8/11/15.

V. Jennifer Andrews from the City of Waukesha was present to talk about the outstanding projects for the City.

- a. 2012 Landmark Paint and Repair – there will be a draw request in the next two weeks. On a motion by Larry and seconded by Fred, the Board unanimously approved extending the contract until 8/11/15.
- b. 2013 Landmark Paint and Repair – there will be a draw request in the next two weeks. On a motion by Larry and seconded by Fred, the Board unanimously approved extending the contract until 8/11/15.
- c. 2013 BID \$15,000 – the money has been committed but will require time to draw all of the funds. On a motion by Larry and seconded by Robyn, the Board unanimously approved extending this contract until 12/31/15.
- d. 2014 ADA Compliance \$24,723.51 - work is complete. On a motion by Fred and seconded by Doug, the Board unanimously approved extending the contract until 9/30/15.
- e. 2014 HRAP \$70,000 - the work is complete on a motion by Doug and seconded by Robyn, the Board unanimously approved extending the contract to 9/30/15.
- f. 2014 Redevelopment Authority \$217,518.25. Jennifer introduced a condo project called Sunset Homes and requested that some of the funds for this contract be used to help homeowners purchase windows and doors. The City of Waukesha is working with the condo association to provide financing for the exterior repairs. There was a motion by Larry and seconded by Joan to expand the scope to include the Sunset Homes condo projects to the 2014 Redevelopment Authority contract. There was a friendly amendment by Fred stating that the release of these funds is contingent upon the condo association signing an agreement with the City of Waukesha for the outside work. There was a second friendly amendment by Joan requiring the association to agree with the City staff to create design guidelines to promote uniformity. The Board unanimously approved the motion with the two amendments.

VI. There were some public comments on the proposed 2016 CDBG funding. Kristin shared that people were supporting UW Extension for the West Side NRSA Strategic Plan. The grant request was \$23,000 and the proposed funding is \$15,000. Kristin suggested keeping the proposed funding at \$15,000 since the funding source is administration and the scope of the project could be adjusted to fit within that budget. After a discussion by the Board, the Board decided to take no action to increase funding for this project.

The second public request was to fund WWBIC at their requested \$65,000, the proposed funding was \$55,000. Kristin shared that there is available funding in the Economic Development category. On a motion by Larry and seconded by Robyn, the Board unanimously approved increasing the WWBIC allocation to \$65,000 and reducing the unallocated by \$10,000 to \$84,679.

VII. On a motion by Michele and seconded by Robyn, the Board unanimously approved the 2016 allocation as amended to be sent to the County Board for approval.

VIII. On a motion by Michele and seconded by Robyn, the meeting was adjourned at 4:12 p.m.

Respectfully Submitted,

Stephen W. Welch, Vice-Chair

Gilbert Yerke

Stephen W. Welch