

MINUTES  
of the  
WAUKESHA COUNTY  
COMMUNITY DEVELOPMENT BLOCK GRANT BOARD  
November 9, 2016

The 315th meeting of the Waukesha County Community Development Block Grant Board was called to order by the Board Chair, Larry Nelson at 3:02 p.m. on Wednesday, November 9th, 2016, 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, Kathleen Novack, Rev. Stephen Welch, Lillie Wilson, Charles Wood

Excused Absence: Michele DeYoe, Terry Jannsen, Robyn Turtenwald

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

Guests: Angela Mancuso, Housing Action Coalition; Jennifer Andrews, City of Waukesha; Kim Haines, Waukesha County Corporation Counsel

- I. The meeting was called to order by Chairman Larry Nelson at 3:02 p.m. with a quorum of the Board present at 3:05.
- II. On a motion by Chuck Wood and seconded by Fred Muenkel, the minutes from the October 12, 2016 Board meeting were unanimously approved.
- III. Staff comments: Kristin announced that Hebron House will close on the Gander House sale today. Trinity Housing (through Cardinal Capital) bought the property and will continue serving low-to-moderate income families. The vouchers were awarded to the project. The money from the sale will allow Hebron House to pay off their lines of credit and help with their overall financial position.  
  
Dale Shaver, Director of Waukesha County Parks & Land Use, will issue an RFP for a new administrator of the Revolving Loan Fund. The administrator will be responsible for new economic development loans as well as servicing existing loans. The contract for the current loan servicer, WBD, will be extended until a new administrator is selected.
- IV. The financial status report was reviewed. Staff worked on drawing more than \$600,000 in October to meet the HUD drawdown deadline.
- V. The 2017 Annual Action Plan is complete and ready to submit; however, we cannot submit it to HUD until there is a 2017 Federal budget.

On a motion by Stephen Welch and seconded by Doug Bartmann, the Board unanimously approved allowing Kristin to submit the 2017 Annual Action Plan when allowed to do so.

- VI. Jennifer Andrews from the City of Waukesha was present to request an extension of their 2014 City of Waukesha – Whiterock/Main Street project to 12/31/17.

On a motion by Joan Francoeur and seconded by Lillie Wilson, the Board unanimously approved extending this project to 12/31/17.

- VII. Habitat for Humanity would like to re-plat land so they can divide the two lots into three to build three new houses. This would require tearing down an existing house that currently has tenants.

Even though that plot of land has not been funded by CDBG, the entire project would have CDBG money invested which may trigger relocation costs. This discussion will be tabled until the December 14, 2016 Board meeting so Kristin can research to determine if it will be allowed.

- VIII. The overflow shelter that has been used in the past on Northview Avenue in Waukesha has been approved to operate and will open from 1/1/17 to 4/30/17. There are some potential issues with asbestos that are being addressed before the scheduled opening date. The Housing Action Coalition (HAC) issued an RFP for a shelter administrator.
- IX. The Housing Action Coalition is requesting \$10,000 to help with the operational costs of the overflow shelter. The total cost to run the shelter is undetermined since it will depend on the budget of the agency that will administer it. Angela Mancuso and the HAC Board are fundraising and writing grant applications to cover the rest of the anticipated costs.

On a motion by Lillie and seconded by Chuck, the Board approved \$10,000 to the Housing Action Coalition. There were five votes in favor and zero votes against the motion with Stephen and Joan abstaining.

- X. Kristin explained that HUD has changed the Analysis of Impediments (AI) to the Assessment of Fair Housing (AFH). HUD is encouraging communities to collaborate regionally when preparing the AFH so Kristin has reached out to Milwaukee County and the City of Milwaukee. Both the City and County have agreed to include Waukesha County in their region when preparing the AFH.

On a motion by Lillie and seconded by Fred, the Board unanimously approved regional collaboration to prepare the next AFH.

- XI. On a motion by Doug and seconded by Chuck, the meeting was adjourned at 4:00 p.m.

Respectfully Submitted,



Larry Nelson  
Board Chair