

MINUTES  
of the  
WAUKESHA COUNTY  
COMMUNITY DEVELOPMENT BLOCK GRANT BOARD  
January 11, 2017

The 317th meeting of the Waukesha County Community Development Block Grant Board was called to order by the Board Chair, Larry Nelson at 3:04 p.m. on Wednesday, January 11th, 2017, 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, Larry Nelson, Kathleen Novack, Rev. Stephen Welch, Lillie Wilson, Chuck Wood

Excused Absence: Terry Janssen, Fred Muenkel, Robyn Turtenwald

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

Guests: Ben Sheehan and Andy Vechart, Habitat for Humanity; Kim Haines, Waukesha County Corporation Counsel

- I. The meeting was called to order by Chairman Larry Nelson at 3:04 p.m. with a quorum of the Board present.
- II. On a motion by Stephen Welch and seconded by Doug Bartmann, the minutes from the December 14, 2016 Board meeting were unanimously approved.
- III. There were no staff or public comments.
- IV. The financial status report was reviewed. Most sub grantees have drawn their money in 2016; others have been granted an extension or given the money back. The 2017 sub grantees were added to the list and contracts will be written soon. The unallocated pots are growing and there will be an agenda item in February or March to discuss possible ways to use that money.
- V. Ben Sheehan and Andy Vechart were present to discuss the request to re-plat land for Habitat for Humanity (HFH). HFH owns four plots of land adjacent to each other with the two CDBG-funded plots in the middle. One of the non-CDBG funded plots currently has a home with a tenant living in it. HFH would like to re-plat the CDBG lot adjacent to that lot to even out the lot sizes. The tenant living in the current home has already been selected to be a HFH homeowner and they expect to sign the mortgage and move into their new home in June, 2017. This will avoid any relocation costs that could potentially arise from the transaction. Kristin asked to see the homeowner intent to purchase as well as their current lease.  
  
On a motion by Michele DeYoe and seconded by Chuck Wood, the Board unanimously approved to reduce the lot size from 50' to 42' contingent upon receipt of two documents: the homeowner intent to purchase the house and the current lease. Michele amended the motion to include that the approval is contingent upon staff acceptance and approval of the two requested documents, Chuck seconded the amendment.
- VI. The City of Waukesha would like to reallocate \$40,620.07 from their Whiterock/Main Street grant to the unallocated line item since the project has been unsuccessful.  
On a motion by Stephen Welch and seconded by Michele, the Board unanimously approved reallocating \$40,620.07 to unallocated.

- VII. Jennifer Andrews from the City of Waukesha was present to discuss the out-of-cycle application for a small business program coordinator. A current City employee would work approximately 20 hours per week to recruit and attract micro entrepreneurs to downtown Waukesha. The focus of this program will be on the downtown and surrounding central city areas. This would be an economic development project using Revolving Loan Funds. Kristin indicated that this is not a guarantee for future funding; however, the Board will be open to additional future funding if this is successful. The Board would like a status report at the end of the program year.

On a motion by Michele and seconded by Joan Francoeur, the Board unanimously approved awarding a 2017 out-of-cycle economic development grant to the City of Waukesha for \$40,000 to fund the Small Business Program Coordinator which includes \$35,000 for the salary and \$5,000 for marketing materials.

- VIII. The 2017 application was reviewed to determine if any changes should be made for the 2018 application. Kristin asked if there were any suggestions to make the process better. The content of the application will not change much, if at all. We will provide a one-page summary for each application again. The applications will be arranged on Google Drive in their respective folders; however; when the sub grantees come in for the interviews, we could rearrange the applications so they are in the order of attendance.
- IX. Staff passed out a 2017 CDBG calendar that includes all of the important dates for the year. All of the CDBG Board meetings are listed including a special Board meeting on June 7<sup>th</sup>.
- X. On a motion by Doug Bartmann and seconded by Michele, the meeting was adjourned at 4:25 p.m.

Respectfully Submitted,



Larry Nelson  
Board Chair