

**Minutes of Land Use, Parks and Environment (LUPE) Committee  
January 17, 2017**

Chair Zimmermann called the meeting to order at 8:31 a.m. and led the committee in the Pledge of Allegiance.

**Committee Members Present:** Dave Zimmermann, Kathleen Cummings, Bill Mitchell, Robert Kolb, Tom Schellinger, and Ted Wysocki. **Absent:** Keith Hammitt

**Also Present:** Chief of Staff Mark Mader, Landscape Architect Stephen Siodlarz, Community Development Coordinator Kristin Silva, Corporation Counsel Attorney Christopher Morgan, and Parks System Manager Steve Brunner. Minutes Recorded by Beth Schwartz, County Board Office.

**Approve Minutes of November 15, 2016**

MOTION: Kolb moved, second by Wysocki, to approve the minutes of November 15, 2016. Motion carried 6-0.

**Executive Committee Report of January 16, 2017**

Zimmerman reported on the following items discussed at the last Executive Committee meeting:

- Discussed and considered an ordinance
- Had a closed meeting about current pending litigation
- Heard an update from the Chairman on the Regional Transit Leadership Council Executive Committee and the Wisconsin Workforce Development Association Board
- Heard standing committee reports from committee chairs

**Correspondence**

The Committee discussed a county appropriation fund transfer request for the Department of Parks and Land Use (Land Information Systems). The Department estimated operating expenses to be above budget by approximately \$15,000 mainly due to a one-time contracted services cost incurred related to the transition of data services to external servers.

**Future Agenda Item**

- Hear a report from the Parks and Land Use Department on how easement fees are calculated

**Future Meeting Date:** February 21, 2017

**Discussed and Considered Ordinance 171-O-071: Approve Distribution Easement To Wisconsin Electric Power Company To Construct, Install, Operate, Maintain, Repair, Replace And Extend Underground Utility Facilities On Waukesha County Property Known As The Bugline Trail Corridor**

Brunner said this ordinance permits the County to grant a distribution easement, which will allow Wisconsin Electric Power Company d/b/a We Energies to construct, install, operate, maintain, repair, replace and extend underground utility facilities on the Bugline Trail Corridor. In order to maintain electrical and communications service to area properties it is necessary to provide an easement from the County to We Energies.

Wysocki asked if this sum of money was reasonable and Brunner said the Parks System is in the process of raising the easement fee and did not want to raise the fee all at once for customers used to the current amount. This is a one-time payment. Schellinger asked why wait to raise the fees if they were too low. Brunner said it was best to raise the fees across the board for everyone, and said WE Energies waived winter rates when the Parks System was trying to get a large project completed. Several committee members recommended a future agenda item that the Department discuss how easement fees are calculated.

MOTION: Schellinger moved, second by Cummings to approve Ordinance 171-O-071. Motion carried 6-0.

### **Heard an Overview of the Community Development Block Grant (CDBG) and HOME Consortium Programs**

Silva explained the federally funded, no tax levy Community Development Block Grant and HOME Consortium programs. The programs provide federal allocations to the County as the lead agent in a four county consortium, which includes Jefferson, Ozaukee, Washington, and Waukesha counties. HOME receives approximately \$1 million annually and CDBG receives \$1.3 million.

In discussing the HOME Consortium, Silva said the program is structured to allow for more local control. The program began receiving federal Housing and Urban Development funding in 1998 and is governed by a 12-member board. Funding and programs available to families making less than 80% of the CMI include down payment assistance, homeowner rehabilitation, purchase rehabilitation and housing development. She discussed several examples including Family Promise of Washington County that serves homeless women and children. Answering Schellinger's question, Silva said there is a long waiting list and shelters are often at capacity. The down payment assistance program grants up to \$5,000 in down payment and closing costs for homebuyers. The loan is a declining balance forgiven after 5 years. The rehabilitation program provides up to \$20,000 for home repairs and deferring the loan until the sale of home. Mitchell asked about audit history and Silva said the programs are annually audited. The Purchase Rehab program is a combination of both programs resulting from increased foreclosures, but the department is considering phasing it out as use has decreased.

Silva explained all CDBG projects must benefit low/moderate income (LMI) persons or aid in the elimination or prevention of slum or blight. It has an 11-member board of directors appointed by the County Executive for 2-year terms, and holds an annual allocation cycle for nonprofit organizations and municipalities. The County has received an annual allocation from HUD for CDBG since 1990. The County and the City of Waukesha have a memorandum of understanding (MOU) to recognize the County as the recipient of the funds. The City receives 50% of what it could have allocated and the County uses the rest, plus administrative funds. Funding is available to recipients in any municipality that sign a cooperation agreement with the County. Mitchell asked how municipalities have used the program and Silva said ADA public facilities projects and more, depending on what parts of the community are qualified. The board has started to fund larger projects with fewer grantees. Zimmermann said the focus has been more on impact.

Regarding CDBG, public service funds 30+ nonprofit agencies including emergency and day shelters, shelter meal programs, literacy networks, taxi and collaborative transportation programs, and primary health or dental care. Housing provides a variety of public facility improvements such as ADA accessible drinking fountains in Genesee's Town Park, Hebron House's Jeremy House, and the renovation of the Oconomowoc school apartments. Economic Development accounts for CDBG's well-established revolving loan fund in which one job must be created for every \$35,000 borrowed and 51% of those jobs must be LMI. The last pocket of funding in the CDBG program is for administration. Wysocki asked about the future of these programs. Silva said the boards are knowledgeable, take their jobs seriously, and take time to understand federal compliance.

MOTION: Cummings moved, second by Kolb to adjourn the meeting at 9:47 a.m. Motion carried 6-0.

Respectfully submitted,

Keith Hammitt  
Secretary