



# Dane County

## Minutes - Final Unless Amended by Committee

### Community Development Block Grant (CDBG) Commission

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Thursday, March 10, 2016

5:30 PM

Town of Middleton- Town Hall  
7555 W. Old Sauk Road  
Verona, WI 53593

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#### A. Call To Order

*The meeting was called to order at 5:31 p.m.*

*There were no members of the public present.*

*Staff present: Peter Ouchakof and Jenna Wuthrich.*

*Matt Egerer was counted present at 5:37 p.m.*

**Present** 9 - DAVE RIPP, RON JOHNSON, RICHARD OBERLE, BRIAN BIGLER, DONNA VOGEL, GODWIN AMEGASHIE, GAIL SHEA, NEIL STECHSCHULTE, and MATT EGERER

**Excused** 2 - Supervisor CYNDA SOLBERG, and WESLEY SPARKMAN

#### B. Public Comment on Items not on the Agenda

*None.*

#### C. Consideration of Minutes

[2015  
MIN-654](#)

MINUTES OF THE 02/25/2016 CDBG COMMISSION MEETING

**Attachments:** [02.25.16 Meeting Minutes](#)

[Public Hearing- Written Comments](#)

[Registrations before County Committee sheets- CDBG Commission  
mtg 02.26.16](#)

*Motion by Johnson, seconded by Ripp, to approve the minutes of the February 25, 2016 meeting. Motion carried 8-0.*

**A motion was made by JOHNSON, seconded by RIPP, that the Minutes be approved the minutes. The motion carried by a voice vote.**

## D. Presentations

*The public hearing was called to order at 5:32 p.m.*

*There were no members of the public registered to speak and the public hearing was closed at 5:32 p.m.*

## E. Action Items

### [2015 ACT-519](#)

#### DISCUSSION AND ACTION ON FINAL 2015 CAPER PRIOR TO HUD SUBMISSION

**Attachments:** [CAPER- For Commission Review](#)

*The Commissioners reviewed the CAPER and provided technical corrections to staff, which staff will incorporate into the document prior to submitting the final CAPER document to the HUD Field Office.*

*A motion by Ripp, seconded by Stechschulte, to approve the 2015 CAPER with the corrections provided by the Commissioners. Motion carried 9-0.*

**A motion was made by RIPP, seconded by STECHSCHULTE, that the Action Item be approved. The motion carried by a voice vote.**

### [2015 ACT-520](#)

#### DISCUSSION AND ACTION ON PRIORITY AREAS FOR WHICH REQUESTS FOR PROPOSALS WILL BE ISSUED FOR POTENTIAL FUNDING IN 2017.

**Attachments:** [2017 RFPs](#)

*A motion by Ripp, seconded by Stechschulte, to approve the 2017 Project Areas for which RFPs will be issued. Motion carried 9-0.*

**This Action Item was approved**

### [2015 ACT-521](#)

#### DISCUSSION AND ACTION ON EVALUATION CRITERIA FOR REQUESTS FOR PROPOSALS

**Attachments:** [Dane County CDBG 2017 Evaluation Criteria](#)

*Commissioners stated the importance of emphasizing in the RFPs and Application that funds must be used to benefit persons living outside the City of Madison, and directed staff to ensure that this point is clearly evident in the application and training sessions.*

*Staff was also asked to review the County's Purchasing and RFP solicitation rules about incomplete applications and whether additional information can be requested from applicants after the submission of a proposal, noting that any missing information will negatively impact an applicants score.*

*A motion by Ripp, seconded by Stechschulte, to approve the Evaluation Criteria with the suggestions above. Motion carried 9-0.*

**This Action Item was not acted on**

[2015](#)  
[ACT-522](#) DISCUSSION AND ACTION ON CDBG/HOME APPLICATION REVIEW  
TEAM MEMBERS, MEETING DATES, TIMES, AND LOCATIONS

**Attachments:** [Application Review Team](#)

*Team Members: Ripp, Shea, Amegashie.*

*Meeting Dates: July 9 and July 16, 2016.*

*Start Time: 9:00 a.m.*

*Location(s): TBD- staff will check availability at several potential locations, and a final meeting location will be determined according to availability.*

*The final Application Review Team meeting details will be acted on at the April CDBG Commission meeting.*

**This Action Item was not acted on**

[2015](#)  
[ACT-523](#) DISCUSSION AND ACTION ON FINANCIAL REPORTS FROM THE  
NATIONAL MUSTARD MUSEUM

**Attachments:** [To the Committee](#)

[Mustard Museum COMP 2.16](#)

[Mustard Museum COMP 12.15 \(amended\)](#)

[The National Mustard Museum \(nonprofit\) COMP 12.15 \(Amended\)](#)

*Staff reported that the revised financial statements requested by the Commission at the February meeting were received by the deadline set at March 8 at 10:00 a.m.; therefore, the Mustard Museum loan modification request that was contingent upon receipt of the financial statements is now satisfied.*

## F. Reports to Committee

[2015](#)  
[RPT-819](#) EXPENDED FUNDS AND LOAN REPORT

**Attachments:** [CDBG & HOME Expended funds report](#)

[Loan Report](#)

*Wuthrich reported on the March 2016 CDBG and HOME Expended Funds Report.*

*Ouchakof reported on the February 2016 RLF Report.*

## G. Adjourn

*A motion by Johnson, seconded by Stechschulte, to adjourn. Motion carried 8-0.  
Meeting adjourned at 6:40 p.m.*

**A motion was made by JOHNSON, seconded by STECHSCHULTE, that the be adjourned. The motion carried by a voice vote.**