



Dane County

Minutes - Final Unless Amended by Committee

Community Development Block Grant (CDBG) Commission

Thursday, March 22, 2018

5:30 PM

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

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A. Call To Order

The meeting was called to order at 5:30 p.m.

Staff and others present: Valerie Renk, Jeff Boudrea, and Kayla Leibfried (Habitat for Humanity); Joyce Frey (City of Fitchburg); David Bachhuber (Lovefood); Kay-Tee Olds (Rodeo Wagon Foods); Kodzo Michel Yawo (Quality Transit); Aaron Romens (Tenant Resource Center); Matt Maier (Alexander Company); Peter Ouchakof (staff).

Present 9 - DAVE RIPP, CYNDA SOLBERG, RON JOHNSON, RICHARD OBERLE, GODWIN AMEGASHIE, GAIL SHEA, NEIL STECHSCHULTE, OSCAR MIRELES, and TERESITA TORRENCE

Excused 1 - MATT EGERER

B. Public Comment on Items not on the Agenda

Valerie Renk (Habitat for Humanity) spoke to thank the Commission for their past support of Habitat; provided statistics about family homeownership; and gave an update on progress and projections for 2018.

C. Consideration of Minutes

Motion by Mireles, seconded by Amegashie, to approve the minutes of the 12/28/2017 CDBG Commission meeting. Motion passed unanimously by a voice vote.

[2017](#)
[MIN-577](#)

MINUTES OF THE 12.28.2017 CDBG COMMISSION MEETING.

Attachments: [CDBG Minutes 12.28.17](#)

The Minutes were approved

D. Presentations

1. Information to be provided to citizens as part of the public hearings for input on Emerging Housing and Community Development Needs and Priorities and Input on 2017 Performance.

Staff reviewed the information to be provided to citizens as part of the Public Hearings.

2. Public Hearing for Citizen Input on 2017 Performance and to Solicit Suggestions for Improvement*.

Chair Solberg opened the public hearing for Citizen Input on 2017 Performance and to Solicit Suggestions for Improvement. There were no members of the public present to speak. Chair Solberg closed the public hearing.

3. Public Hearing for Citizen Input on Housing and Community Development Needs and Potential Priorities for 2019*.

Chair Solberg opened the public hearing for Citizen Input on Housing and Community Development Needs and Potential Priorities for 2019. There were no members of the public present to speak. Chair Solberg closed the public hearing.

E. Action Items

[2017](#)
[ACT-704](#)

SUBORDINATION REQUEST- ALEX TECH I.

Attachments: [AlexTech SubordinationRequest](#)

Matt Maier (Alexander Company), summarized the Novation Campus mortgage subordination request. The new financing will secure the commitment of anchor tenant Exact Sciences to remain in the building for an additional 9-year lease; and the County's existing collateral position will not be compromised with the restructure.

Motion by Mireles, seconded by Stechschulte, to approve the request. Motion passed unanimously by a voice vote.

This Action Item was approved.

[2017](#)
[ACT-703](#)

SUMMARY OF LOAN REQUESTS (LRT CHAIR) AND ACTION ON LOAN APPLICATION FUNDING RECOMMENDATIONS.

Attachments: [Loan Application- Quality Transit](#)
[Rodeo Wagon Foods- MBL Application](#)
[Lovefood MBL Application 2018](#)

Chair Amegashie of the CDBG-Application Review Team gave an overview of the three loan requests and the recommendations from the Review Team.

The Review Team recommended funding the two MBL applications at their full \$8,000 requests, and to approve the Quality Transit loan request for \$85,000 (covering the cost of 2 of the 3 vehicles sought), contingent upon the receipt of additional items from Quality Transit to be submitted to County staff. Chair Solberg suggested the Commission take action individually on each loan request.

Mr. Yawo, owner of Quality Transit, was brought to the stand to answer questions from the Commission members. It was noted that there was incomplete and missing application materials even though all of the application checklist items were checked off. The Commission requested that additional information be submitted to the County, and will take up the Quality Transit application request at the next Commission meeting in April. Documentation and information to be submitted by the applicant includes:

- Business Financial Statements.*
- Tax returns for previous 3 years.*
- Copies of contract agreements for agencies the business has an existing relationship with.*
- Check with WI Dept. of Health Services on any applicable certification requirements for drivers.*
- Credit report for business and business owner.*

Motion by Amegashie, seconded by Johnson, to take no action and request the additional items listed above be submitted to County staff prior to the next Commission meeting in order to be included on the April CDBG agenda. Motion passed unanimously by a voice vote.

Kay-Tee Olds, owner of Rodeo Wagon Foods, gave a summary of her loan request and answered questions from Commission members. Motion by Mireles, seconded by Torrence, to approved the \$8,000 MBL request at an interest rate of 5.75%. Motion passed unanimously by a voice vote.

David Bachhuber, owner of Lovefood, gave a summary of his loan request and answered questions from the Commission members. Motion by Oberle, seconded by Mireles, to approve the \$8,000 loan request at an interest rate of 5.75%. Motion passed unanimously by a voice vote.

This Action Item was approved with conditions.

[2017
ACT-699](#)

DISCUSSION AND POSSIBLE ACTION ON 2017 CONSOLIDATED ANNUAL PERFORMANCE & EVALUATION REPORT (CAPER) PRIOR TO HUD SUBMISSION.

Attachments: [2017CAPERdraft](#)

Motion by Mireles, seconded by Stechschulte, to approve the 2017 CAPER. Motion passed unanimously by a voice vote.

This Action Item was approved.

[2017
ACT-700](#)

DISCUSSION AND POSSIBLE ACTION ON PRIORITY AREAS FOR WHICH REQUESTS FOR PROPOSALS WILL BE ISSUED FOR 2019 CDBG/HOME FUNDS.

Attachments: [2019 RFPs](#)

Motion by Stechschulte, seconded by Mirales, to accept the proposed Project Area Categories and application dates for 2019 RFPs. Motion passed unanimously by a voice vote.

This Action Item was approved.

[2017
ACT-701](#)

DISCUSSION AND POSSIBLE ACTION ON EVALUATION CRITERIA FOR REQUESTS FOR PROPOSALS.

Attachments: [Dane County CDBG 2019 Evaluation Criteria](#)

Staff provided the Commission members an updated scoring sheet with staff recommended changes. The recommended changes were due to the more stringent timeliness requires that were recently set in place; to emphasize the importance of project outcomes; and to add consistency and clarity to the past performance criteria. The specific staff recommended changes were to:

- Decrease Project Description from 10 to 5 points.*
- Add "/Timeliness" to Work Plan section and increase from 5 to 10 points.*
- Increase Outcomes from 3 to 8 points.*
- Decrease Staff Resources from 10 to 5 points.*

Amegashie remarked on including additional clarity between past performance and new applicants by adding a line under "Experience and Qualifications" for New Applicants. Motion by Amegashie, seconded by Ripp, to amend the Review Criteria by adding a line for "New Applicants" worth 3 points under the Experience and Qualifications section. Motion pass unanimously by a voice vote.

Motion by Solberg, seconded by Stechshulte, to amend the Review Criteria by decreasing the Past Performance section from 10 to 7 points. Motion passed unanimously by a voice vote.

Motion by Mireles, seconded by Stechschulte, to approve the Application Review Criteria with the staff recommendations and amendments listed above. Motion passed unanimously by a voice vote.

This Action Item was approved as amended.

[2017](#)
[ACT-702](#) DISCUSSION AND POSSIBLE ACTION ON APPLICATION REVIEW
TEAM MEMBERS; MEETING DATES, TIMES, AND LOCATIONS.

Attachments: [CDBG-Application Review Team](#)

Commission members volunteering to serve on the Application Review Team subcommittee were:

1. Ron Johnson
2. Dave Ripp
3. Godwin Amegashie
4. Neil Stechsulte
5. Richard Oberle

Application Review Team meeting dates proposed were July 14th and July 21st, location TBD pending room and site availability, and 9:00 am meeting start time.

Motion by Mireles, seconded by Stechsulte, to approve the Application Review Team members and meeting dates as listed above. Motion passed unanimously by a voice vote.

This Action Item was approved.

F. Reports to Committee

[2017](#)
[RPT-742](#) MARCH 2017 RLF LOAN REPORT.

Attachments: [03-22-2018_RLF_Report](#)

Staff reported on the March 2018 RLF Loan Report. The Commission requested that staff provide a summary on the status of the Camrock loan at the next Commission meeting.

[2017](#)
[RPT-741](#) MARCH 2018 EXPENDED FUNDS REPORT.

Attachments: [March18_ExpendedFundsReport](#)

Staff reported on the March 2018 CDBG and HOME Expended Funds Reports. The Commission asked that staff give an update at the next meeting on the TBRA project awarded to CAC to determine the ability and interest of CAC to administer the program moving forward.

G. Future Meeting Items and Dates

April 26, 2018 at 5:30 pm in the Village of McFarland Municipal Center.

H. Adjourn

Motion by Mireles, seconded by Stechsulte, to adjourn. Motion passed unanimously by a voice vote, and the meeting adjourned at 6:50 p.m.