



# Dane County

## Minutes - Final Unless Amended by Committee

### Community Development Block Grant (CDBG) Commission

*Consider:*

*Who benefits? Who is burdened?*

*Who does not have a voice at the table?*

*How can policymakers mitigate unintended consequences?*

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Thursday, October 25, 2018

5:30 PM

Town of Westport- Kennedy Administration Building  
5387 Mary Lake Road, Waunakee, WI 53597

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**Town of Westport- Kennedy Administration Building  
5387 Mary Lake Road, Waunakee, WI 53597**

#### A. Call To Order

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

*Staff and others present: Linda Kuhlman (Village of Brooklyn), Joanna Cervantes (Sunshine Place); Peter Ouchakof and Pedro Ruiz (staff).*

**Present** 6 - CYNDA SOLBERG, RON JOHNSON, GODWIN AMEGASHIE, NEIL STECHSCHULTE, MATT EGERER, and TERESITA TORRENCE

**Absent** 3 - RICHARD OBERLE, BILL CLAUSIUS, and JENNI DYE

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

*None.*

#### C. Consideration of Minutes

*Motion by Johnson, seconded by Egerer, to approve the minutes of the September 27, 2018 CDBG Commission meeting. Motion carried unanimously by a voice vote.*

[2018](#)  
[MIN-285](#)

MINUTES OF THE SEPTEMBER 27, 2018 CDBG COMMISSION  
MEETING.

**Attachments:** [09.27.18 Meeting Minutes](#)

The Minutes were approved.

#### D. Presentations

*None.*

#### E. Action Items

[2018](#)  
[ACT-226](#)

CDBG CONTRACT AMENDMENT REQUEST- VILLAGE OF  
BROOKLYN.

**Attachments:** [Village of Brooklyn contract amendment request](#)

*Linda Coleman, Clerk-Treasurer for the Village of Brooklyn, spoke on behalf of the Village and gave an update on the project. Two businesses have purchased lots in the park and each have created one job. Another lot was sold in late 2016 to a business projecting five new jobs; however, that deal eventually fell through and the lot sold back to the Village in part due to a storm water basin on site that was erroneously included as part of the sale of the property. Another lot was sold in 2017; however, the project did not move forward because financing fell through. To-date the Village has contributed approximately \$700,000 into the business park site. The Village will continue working with the same real estate broker moving forward, but new marketing methods are being used from the previous listing such as working with Green County to help recruit and market the sites. The Village is requesting an additional two year extension of the CDBG contract due to the length of time for jobs to be created after selling a lot to a business- it typically takes a business about a year to build out infrastructure before they are up and running and jobs are created.*

*Amegashie asked staff if the County is able to grant the extension and remain in compliance with HUD requirements. Ruiz responded that staff has been in contact with the Field Office and the County is able to do one more extension with the understanding that repayment could be required if the job requirement is not fulfilled at the end of the extension period. Staff also suggests that the Village provide periodic updates to the Commission over the next two years.*

*Solberg noted that the Village would need to account for the repayment of the CDBG grant into future years budgets, and asked that the Village formally recognize and address the possible repayment by including a future line item should the CDBG contract not be fulfilled. Ruiz noted that since they have already created two jobs, the repayment could be pro-rated based on the jobs actually created.*

*Motion by Amegashie, seconded by Teresita, to approve the two year contract extension request, with the condition that the Village Board recognizes in future proceedings that they have adopted, budgeted, or otherwise planned for the repayment of the grant should the job requirement not be fulfilled at the end of the contract period. Additionally, the Commission will be briefed by a representative of the Village on a quarterly basis until the jobs are realized. Motion carried unanimously by a voice vote.*

[2018](#)  
[ACT-228](#)

CDBG CONTRACT AMENDMENT REQUEST- SUNSHINE PLACE.

**Attachments:** [Sunshine Place contract amendment request 10.25.18](#)

*Joanna Cervantes, Executive Director for Sunshine Place, spoke on the request. Sunshine Place is requesting an additional \$82,969 in CDBG funds to cover the full cost (\$200,000) of the acquisition of the property for it's new facility in Sun Prairie. Additional funds are requested due to additional and unforeseen demand for services and resources from low- and moderate-income (LMI) residents that has occurred since the organization submitted it's CDBG Public Facilities proposal. The explosion in downtown Sun Prairie on July 10, 2018 substantially and adversely impacted LMI residents of the city. The event displaced 35 predominately LMI families, nearly half of whom are still without housing. These families rely on Sunshine Place, which serves as the single point of access to social services for Sun Prairie residents in times of need, for services such as short-term housing support, employment assistance, and other critical needs. The elevated needs of LMI residents in Sun Prairie has created an unexpected financial hardship on Sunshine Place and detracted the organization's efforts and ability to carry-out ongoing programming and projects such as the facility expansion proposal.*

*Chair Solberg explained that the request made by Sunshine Place at the September 27, 2018 meeting was improperly noticed which nullifies the action taken by the Commission on their request at that meeting. Should the request at-hand be approved, the funds used to increase Sunshine Place's existing Public Facilities contract would derive from program income and unspent prior year funds and not from the County's annual disaster assistance set-aside. The Commission may still consider issuing an open-ended RFP for urgent need projects using the annual 5% set-aside notwithstanding the Commission's decision of this request.*

*Staff noted that the Sunshine Place proposal was the only response received in the Public Facility RFP, and that no other sub-recipient organizations have asked the County for additional funding.*

*Amegashie stated that the Application Review Team inquired about Sunshine Place's ability to raise local funds at the time of their application interview, noting the list of donors for the facility expansion project included in their request. Ms. Cervantes replied that the financial contributions listed in the request to the Commission are commitments but that no cash has been received from the contributing organizations.*

*Motion by Johnson, seconded by Torrence, to approve the request by increasing Sunshine Place's CDBG Public Facilities contract by \$82,969 to \$200,000. Motion carried by a voice vote (Amegashie abstained).*

## F. Reports to Committee

*Everyone who responded to the Doodle poll listed the 4th Tuesday of the month as being available for Commission meetings. Beginning in 2019, regular monthly Commission meetings will be held on the 4th Tuesday of the month.*

[2018](#)  
[RPT-278](#)

EXPENDED FUNDS REPORT- OCTOBER 2018

**Attachments:** [Expended Funds Report- October 2018](#)

*Staff reported on the October 2018 Expended Funds Report.*

*Ruiz gave an update on the Colonial Club contract, noting that the project is near completion and the final draw will be submitted soon. Ruiz also reported that the Tenant Resource Center has not been responsive to correspondence and they do not yet have a 2018 executed contract for their public service project. Chair Solberg remarked that we need to give them one final hard and fast deadline before reallocating their award to another project.*

[2018](#)  
[RPT-279](#)

LOAN REPORT- OCTOBER 2018.

**Attachments:** [RLF Loan Report- October 2018](#)

*Staff reported on the October 2018 RLF report.*

**G. Future Meeting Items and Dates**

*November 15, 2018 at 5:30 p.m. at the Westport Administration Building.*

**H. Adjourn**

*Motion by Torrence, seconded by Amegashie, to adjourn. Motion carried unanimously by a voice vote, and the meeting adjourned at 6:20 p.m.*

**This was approved**