



# Dane County

## Minutes - Final Unless Amended by Committee

### Community Development Block Grant (CDBG) Commission

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Thursday, May 25, 2017

5:30 PM

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

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#### A. Call To Order

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

*Staff present: Peter Ouchakof.*

*Chair Solberg welcomed new member Teresita Torrance to the CDBG Commission.*

**Present** 6 - DAVE RIPP, GODWIN AMEGASHIE, GAIL SHEA, NEIL STECHSCHULTE,  
OSCAR MIRELES, and CYNDA SOLBERG

**Excused** 1 - MATT EGERER

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

*None.*

#### C. Consideration of Minutes

*Motion by Johnson, seconded by Amegashie, to approve the Minutes of the March 16, 2017 CDBG Commission meeting. Motion carried by a voice vote.*

[2017](#)  
[MIN-023](#)

MINUTES OF THE MARCH 16, 2017 CDBG COMMISSION MEETING.

**Attachments:** [03.16.17 Meeting Minutes](#)

**This Minutes was approved**

## D. Action Items

*Shea nominated Solberg for Chair of the Commission; seconded by Stechschulte. Solberg was re-elected as Chair of the CDBG Commission unanimously by a voice vote.*

*Amegashie nominated Johnson as Vice Chair of the Commission, seconded by Oberle. Johnson was re-elected as Vice Chair of the CDBG Commission unanimously by a voice vote.*

## E. Reports to Committee

[2017  
RPT-127](#) EXPENDED FUNDS REPORT- MAY 2017.

**Attachments:** [May2017ExpendedFundsReport](#)

*Staff reported on the May 2017 Expended Funds report.*

[2017  
RPT-124](#) MAY 2017 RLF LOAN REPORT.

**Attachments:** [5-15-2017](#)

*Staff reported on the May 2017 Loan Report.*

## Staff Updates

*Staff reported to the Commission that the County received a letter from the HUD field office acknowledging satisfactory completion of the 2016 program year plans, activities, and accomplishments.*

*A new federal requirement mandates that the annual Timeliness Ratio, which ensures that communities expend their grant funds in a timely manner, now includes the balance of entitlement loan funds. Dane County's CRLF fund had \$775,028 in available funds as of May 2017, and this amount must be reduced in order to bring the County below the timeliness ratio which is measured annually in November by HUD. The Commission would like to continue the discussion of expending RLF funds at the next meeting, as well as, discuss new ways for the County to promote and market the RLF funds.*

*Staff provided a handout of the 2018 RFP respondents, and reviewed information about the 4-member application review team and applicant interview sessions.*

*Staff reported that City and County staff met earlier in the month to confer about application processes and RFP respondents, and plan to meet quarterly to better coordinate administrative activities for housing, community, and economic development activities.*

## F. Future Meeting Items and Dates

*Next meeting: June 22, 2017 in the Town of Westport administrative building.*

## G. Adjourn

*Motion by Stechshulte, seconded by Oberle, to adjourn. Motion carried unanimously by a voice vote, and the meeting adjourned at 6:25 p.m.*

**This was adjourned**