



# Dane County

## Minutes - Final

### 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, July 26, 2018

5:30 PM

City of Sun Prairie- Council Chambers  
300 E. Main Street  
Sun Prairie, WI 53590

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City of Sun Prairie- Council Chambers  
300 E. Main Street  
Sun Prairie, WI 53590

#### A. Call To Order

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

*Staff and others present: John Mckenzie (in support of Boys and Girls Club Skills Trade proposal); David Bachhuber (Lovefood, LLC); Paul Esser (City of Sun Prairie); Peter Ouchakof (staff).*

**Present** 5 - CYNDA SOLBERG, RON JOHNSON, GODWIN AMEGASHIE, NEIL STECHSCHULTE, and MATT EGERER

**Excused** 4 - RICHARD OBERLE, TERESITA TORRENCE, BILL CLAUSIUS, and JENNI DYE

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

*None.*

#### C. Consideration of Minutes

[2018](#)  
[MIN-150](#)

MINUTES OF THE JUNE 28, 2018 CDBG COMMISSION MEETING.

**Attachments:** [06.28.18 CDBG Minutes](#)

*Motion by Johnson, seconded by Amegashie, to approve the minutes of the June 28, 2018 CDBG Commission meeting. Motion carried unanimously by a voice vote.*

**The Minutes were approved.**

[2018  
MIN-151](#)

MINUTES OF THE JULY 21, 2018 CDBG APPLICATION REVIEW TEAM MEETING.

**Attachments:** [CDBG-ART 7.21.18 Minutes](#)

*Motion by Johnson, seconded by Stechschulte, to approve the minutes of the July 21, 2018 CDBG Commission Application Review Team meeting. Motion carried unanimously by a voice vote.*

**The Minutes were approved.**

**D. Presentations**

1. Commissioner Stechschulte, who serves as the Economic Development Director for the City of Sun Prairie, provided an update on the recent explosion in downtown Sun Prairie.

*-The DNR has prohibited additional cleanup until they are able to sift through the remaining debris and test for potentially hazardous materials.*

*-The WisDOT is committed to rebuilding the highway within the existing footprint. Commissioner Amegashie cited for the record that the Commission sympathizes with the City of Sun Prairie and residents, expressing hope for the community and desire to help in whatever means possible.*

2. Commissioner Johnson, Chair of the Review Team committee, summarized the funding recommendations and contingencies from the Application Review Team. Johnson reported that there was less money available than the amount the applicants were requesting, and the review team followed a scoring/ranking system very closely. Public Service is generally the most difficult project area, and the County is limited to a 15% public service cap. He also noted that 2 of the public service applicants did not show up for their scheduled interview times; those proposals were scored and ranked, but not being able to respond to the interview questions affected their overall scores.

**E. Action Items**

[2018  
ACT-120](#)

UPDATED LOAN REQUEST- LOVEFOOD, LLC.

**Attachments:** [Lovefood MBL Request and Application](#)

*David Bachhuber, co-owner of Lovefood, LLC., summarized the changes in the business information from the application that was originally submitted in March. In the original application he used the previous 12 months income from tax returns from a full-time position he held to determine his LMI status, rather than projected income for the coming 12 months, and would therefore create an LMI job for himself rather than creating a new position for an LMI resident. The business is continuing to grow and is on pace with revenue projections for the year.*

*Motion by Stechschulte, seconded by Amegashie, to approve the \$8,000 loan request with a 7-year term at 5.25% interest and with the opportunity for loan forgiveness after 2 years. Motion passed unanimously by a voice vote.*

**This Action Item was approved**

[2018](#)  
[ACT-123](#)

APPLICATION REVIEW TEAM 2019 FUNDING RECOMMENDATIONS.

**Attachments:** [ART 2019 Funding Recommendations](#)

*Staff reported additional HOME funds available to be allocated to 2019 projects.*

*Amegashie stated the reasons for the Review Team not recommending funding for some HOME projects and for partially funding the rest, noting that some of the applicants had large amounts of unspent money from previous years projects and others were ineligible.*

*A motion by Clausius, seconded by Amegashie, to approve the initial funding recommendations as presented and leaving the \$151,820 in CDBG and \$6,413 in HOME for reallocation at the next Commission meeting. Motion passed unanimously by a voice vote.*

*Note: Resident John McKenzie registered to speak in support of Boys and Girls Club, but was no longer present at the time of this agenda item.*

**This Action Item was approved as amended.**

[2018](#)  
[RPT-166](#)

2019 INITIAL FUNDING RECOMMENDATIONS.

**Attachments:** [2019 Initial Funding Recommendations](#)

[2018](#)  
[ACT-124](#)

CONTINGENCIES ON 2019 FUNDING RECOMMENDATIONS

**Attachments:** [2019 Funding Contingencies](#)

*Motion by Amegashie, seconded by Egerer, to accept the Contingencies on 2019 Funding Recommendations, as presented. Motion carried unanimously by a voice vote.*

**This Action Item was approved.**

[2018](#)  
[ACT-122](#)

DISCUSSION AND POSSIBLE ACTION ON ALLOCATION OF CDBG  
URGENT NEED FUNDS TO THE CITY OF SUN PRAIRIE.

*Sun Prairie Mayor Paul Esser spoke in support of this action item and provided a summary of the damage, cleanup process, and plans to address the challenges faced from the downtown explosion. One challenge is that the immediate needs of the people affected by the disaster are not quantified and not well-defined at this point. Disposal of some of the debris may be costly due to hazardous materials. Insurance claims are still being sorted out and processed, but in many cases insurance is not covering the full cost of the damage which leaves some gap financing needs. Some of the affected residents are living on short-term housing and will need longer-term solutions. The difficulty lies in the complexity and unknowns of the situation such as sorting out where responsibility lies, sorting out who pays for what, etc. Additionally, many people lost personal items and want to search for them around the damaged site but are not allowed access until the DNR completes it's hazardous material inspection.*

*Chair Solberg stated that no action is necessary from the Commission since the Disaster Assistance set-aside was approved by the County Board in previous years.*

*Clausius recommended putting the item on the next month's agenda.*

*Staff will continue to gather information from the City and talk with the HUD Field Office representative and County administration to determine if/how CDBG funds can be used to assist in the disaster relief effort.*

**F. Reports to Committee**

[2018](#)  
[RPT-146](#)

JULY 2018 EXPENDED FUNDS REPORT.

**Attachments:** [Expenditure Status Report July.19.2018](#)

*Staff reported on the July 2018 Expended Funds report.*

[2018](#)  
[RPT-147](#)

JULY 2018 RLF LOAN REPORT.

**Attachments:** [07.26.18](#)

*Staff reported on the July 2018 RLF Loan Report.*

[2018  
RPT-145](#)

HUD MONITORING RESULTS LETTER.

**Attachments:** [HUD CDBG Program Monitoring](#)

*Staff summarized the recent HUD monitoring letter and shared results with the Commission.*

*Amegashie shared his concern over statement in the first sentence of the last paragraph on page 6 which states "Based on the limited nature of this review and the previously mentioned file review, it is difficult to assess whether Dane County's efforts to collect information on beneficiaries by protected class are complete or if their overall process is acceptable." Amegashie suggested a future agenda item about coming up with ideas on how to solicit more interest in our programs in the County.*

[2018  
RPT-144](#)

2017 ANNUAL COMMUNITY ASSESSMENT.

**Attachments:** [2017 Annual Community Assessment](#)

*Staff summarized the 2017 Annual Community Assessment letter from HUD, which approves the 2017 CAPER submitted by the County in March 2018.*

**G. Discussion Items**

*Chair Solberg asked that a discussion of possible alternative days of the week for CDBG Commission beginning in 2019 be included as a future agenda item.*

**H. Future Meeting Items and Dates**

*August 23, 2018 at the Sun Prairie City Hall.*

*Note: Chair Solberg and Vice Chair Johnson stated that they will both be out of town and unable to be at the August Commission meeting. Chair Solberg requested that staff take an early quorum count to see if enough people will be available to hold the meeting.*

**I. Adjourn**

*Motion by Johnson, seconded by Stechschulte, to adjourn. Motion passed unanimously by a voice vote, and the meeting adjourned at 6:42 p.m.*