



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?

Tuesday, June 4, 2024

5:00 PM

Hybrid Meeting: Attend in person at the City-County
Building

A. Call To Order & Roll Call

Chair Brown welcomed new appointee, Supervisor Jeff Glazer, who gave a brief introduction. Supervisor April Kigeya was not able to attend the meeting. Chair Brown also recognized and thanked Supervisor Maureen McCarville for her service on the CDBG Commission.

Meeting was called to order at 5:03pm with a quorum present.

Staff Present: Joanna Cervantes, Cindy Grady, Michelle Bozeman, Caleb Odorfer

B. Consideration of Minutes

[2024](#)

05-07-2024 CDBG COMMISSION MINUTES

[MIN-075](#)

Attachments: [05-07-2024 CDBG COMMISSION MINUTES](#)

Motion was made by Kamp and seconded by Johnson to approve the 5-7-2024 meeting minutes. No discussion and no opposition. Motion passed unanimously.

C. Presentations

1. Progress on Northpointe Development II Corporation Projects – Caleb Odorfer

[2024](#)

BROADWAY LOFTS & TOWNHOMES UPDATE

[PRES-016](#)

Attachments: [CDBG Committe Update - Broadway - Monona](#)

[2024](#)
[PRES-017](#)

SKY RIDGE APARTMENTS & TOWNHOMES UPDATE

Attachments: [CDBG Committe Update - Sky Ridge - Sun Pairie](#)

Caleb Odorfer gave an overview of Northpointe Development II Corporation's new construction progress and inspections, as well as the environmental review mitigation conditions for both Broadway Lofts & Townhomes, Monona. Several mitigation factors were required for the environmental reviews, including installing 1-inch thick insulation for noise reduction.

The Sky Ridge Apartments & Townhomes is in development, with an expected completion date of February 2025. They are currently laying down the foundation of the buildings.

Commissioners asked to stay updated on the progress of the properties, and look forward to future reports.

D. Action Items

1. Election of Chair and Vice Chair

Joanna Cervantes stated that Chapter 15 requires that the CDBG Commission must elect a Chairperson and Vice Chairperson each year at the first meeting occurring on or after the third Tuesday in April.

Chair Brown opened up nominations for the position of CDBG Commission Chairperson. DeGollon nominated Chair Brown for a second term as Chair. Nominations were called three times, then closed.

Chair Brown opened up nominations for the position of CDBG Commission Vice-Chairperson, and nominated Vice Chair DeGollon for a second term. Nominations were called three times, then closed.

Motion made by Amegashie and seconded by DeGollon to approve Chair Brown as Chairperson. Motion passed unanimously by voice vote.

Motion made by Chair Brown and seconded by Kamp to approve DeGollon as Vice-Chairperson. Motion passed unanimously by voice vote.

2. Habitat for Humanity Waiver Request

[2024](#)
[ACT-040](#)

HABITAT FOR HUMANITY WAIVER REQUEST & STAFF
RECOMMENDATION

Attachments: [Habitat for Humanity Waiver Request & Staff Recommendation](#)

Caleb Odorfer gave an overview of Habitat for Humanity's waiver request for a specific family. The request is to waive the Dane County policy regarding the maximum amount of "liquid assets" the borrower may have in reserves at the time of the loan review and approval. HUD has no asset limits. In this case, the borrower experienced a death in the family and life insurance benefits were transferred to the children's' life insurance benefits. HUD considers life insurance benefits as "liquid assets", and therefore put the family's income over the allowed threshold for loan eligibility. The family/borrower would have been eligible otherwise. The CDBG Staff recommendation is to grant the waiver request.

Paul Sukenik of Habitat for Humanity spoke to the Commission and gave more information on the waiver request. The family has put in the 275 hours of sweat equity into the home, and Sukenik has not received any type of request like this during his time at Habitat for Humanity. Without the waiver, the family cannot move into the home.

Sukenik thanked the Commission and let the members know that the home dedication is scheduled for the family is June 25th at 4:30 pm. In addition, other home dedications are scheduled for June 17th at 4:30 pm in Stoughton and another home in Oregon at June 25th at 4:30 pm.

Motion was made by DeGollon and seconded by Glazer to approve the request for a waiver of the asset limit for the mortgage assistance of this family, due to extenuating circumstances. Motion passed unanimously by voice vote.

3. Report and Possible Action Item from Loan Review Team

Chair Brown informed the Commission that the Loan Review Team (LRT) met to make edits to the Micro-enterprise Business Loan Program loan manual. The LRT will continue reviewing the manuals at their next meeting; and also recommended that loan forgiveness will not be an option for future loans. There is no action at this time.

E. Future Meeting Items and Dates

Tuesday, July 9, 2024 at 5pm

F. Public Comment on Items not on the Agenda

None.

G. Adjourn

Motion was made by Amegashie and seconded by Johnson to adjourn the meeting at 5:30pm. Motion passed by voice vote.