

Minutes of the  
HOME Board Meeting  
November 21, 2013

Members Present: Mark Baldwin, Ron Buchanan, Jennifer Hanneman, Christine Howard Turowski, John Kannard, Russell Kutz, Dennis Myers, Duane Paulson, Kathleen Schilling, Jay Schreurs, Peter Sorce, and Glenn Stumpf

Staff: Kristin Silva and Nancy Mojica

Excused Absence: Mark Hoefert, Joe Birbaum and Maria Watts

Guests: Kim Haines, Waukesha County, RoxAnne Witte, Jefferson County Economic Development Consortium, Bernie Juno, Chris Lambert, Hebron House of Hospitality and Dave Porterfield, Movin' Out Inc.

- I. The meeting was called to order by Ron Buchanan, the Board Vice-Chair, with a quorum of the Board present at 9:00 a.m.
- II. The Board Secretary led the Pledge of Allegiance.
- III. On a motion by Peter Sorce and second by Dennis Myers, the minutes from October 17, 2013 were approved.
- IV. No Public Comments were heard.

Staff went over the HOME meeting reimbursement sheets for 2013.

Staff went over the Procurement for the Homebuyer Counseling Preferred Providers List. After a discussion with Purchasing it was decided because of the low dollar amount it would be an option for the HOME Board to extend the contracts to the existing list of providers. This will be an agenda item in the December HOME meeting. We can still do an RFP if that is the wish of the HOME Board. There is a new HOME requirement that all Homebuyer counselors have to be HUD certified, but we do not know when that rule will go into effect.

- V. The Wisconsin Partnership report was reviewed and accepted. The changes reflect the new Core program fund amounts. \$100,000 went into the Downpayment Assistance program; \$25,000 went to the Purchase Rehab program and \$75,000 to the Housing Rehab program.
- VI. The Executive Committee of the HOME Board met on the Movin' Out application. The Application was scored individually by the four members and then discussed at the Executive Committee of the HOME Board meeting on October 30, 2013. The Executive Committee agreed one weakness the application had was in design quality. There wasn't enough information on that aspect to score it properly. The market demand is there for this project and has the support of the City. The request is for \$340,000 of CHDO funds for the development of 11 HOME units. The Executive Committee members agreed that this is a very good project and felt comfortable with Movin' Out and their track record on these types of projects. The loan is for \$340,000 with no interest; payment is due in full in year thirty (30).

On a motion by Mark Baldwin and seconded by Peter Sorce, the HOME Board approved the Movin' Out application for the Monroe Street Apartments. The motion passed unanimously.

- VII. The Executive Committee of the HOME Board also met on the Hebron House application for the 620 Summit Avenue project that had been tabled pending additional financial information. Staff had also been waiting for information from the HUD Field Office. The developer working with Hebron House put together a first draw request for HUD showing the HOME funds if approved and how they were being used. The cost would be used for architecture and site development costs. HUD did approve this draw. Waukesha County will be paid back \$297,000 from Hebron House 811 funding. The Executive Committee of the HOME Board approved this project with the condition that it gets approved from Staff and Corporation Counsel after reviewing the information that was just received.

On a motion by Mark Baldwin and seconded by Dennis Myers, the HOME Board approved the Hebron House application request of \$133,000 of CHDO funds. The motion passed unanimously.

- VIII. On a motion by Mark Baldwin and seconded by John Kannard , the meeting adjourned at 9:20 a.m.

Respectfully submitted,

Ron Buchanan  
Vice-Chair, HOME Board