

Minutes of the  
HOME Board Meeting  
June 21, 2018

Members Present: Joseph Birbaum, Christine Howard, John Kannard, Russell Kutz, Kathleen Schilling, Peter Sorce, Mike Wineke

Staff: Kristin Silva, Lori Rutzinski and Christina Brockish, Waukesha County; Debbie Narus, Wisconsin Partnership for Housing Development

Excused Absence: Duane Paulson, Jeffrey Schleif, Jay Schreurs, Jay Shambeau, Maria Watts

Guests: RoxAnne Witte, Jefferson County Economic Development Consortium; Michael Carlson, Impact Seven, Inc.

- I. The meeting was called to order by John Kannard, Board Chair, with a quorum of the Board present at 9:25 a.m.
- II. The Board Chair led the Pledge of Allegiance.
- III. On a motion by Joe Birbaum and seconded by Peter Sorce, the minutes from the May 17, 2018 HOME Board meeting were unanimously approved.
- IV. Kristin Silva passed around a card for HOME Board member Duane Paulson who was in a bad car accident. Duane is doing much better and is expected to be back in Waukesha next week. Kristin and Christina Brockish visited the Family Promise shelter in West Bend, Karl's Place is a shelter for single men and women. The building is finished and Kristin thought the building was very nice.
- V. Debbie Narus from the WI Partnership for Housing Development updated the Board on the core programs: there is approximately \$184,000 available for Down Payment Assistance (DPA), \$168,000 available for Rehab, and \$82,000 available for Purchase/Rehab. She provided an update to the Board regarding the number of applications that were affected by the debt-to-income (DTI) ratio increase that was approved at the last Board meeting: two of the seven new applicants had between 45%-50% DTI.
- VI. The 2019 recommended HOME allocation was projected based on actual 2018 grant received and presented as follows:

Grant	\$1,410,331
Projected Program Income	<u>\$ 200,000</u>
	\$1,610,331
Administration	<u>\$ -161,033</u>
	\$1,449,298
15% CHDO Reserve (required)	<u>\$ -211,550</u>
	\$1,237,748
Housing Development	<u>\$ -437,748</u>
	<u>\$ 800,000</u>
Core Programs	
Down Payment Assistance	\$ -400,000
Housing Rehabilitation	\$ -225,000
Purchase/Rehabilitation	<u>\$ -175,000</u>
Total	<u>\$ 800,000</u>

On a motion by Joe and seconded by Mike Wineke, the Board unanimously approved the 2019 recommended HOME allocation .

- VII. Horizon Development Group, Inc. submitted an application for \$440,000 to build Spring Harbor Senior Apartments which will have 40 units; 11 of them will be HOME units.

On a motion by Kathleen Schilling and seconded by Christine Howard, the Board unanimously approved sending this application to the Executive Committee of the HOME Board for further review.

- VIII. Michael Carlson was present from Impact Seven, Inc. to discuss their application for \$400,000 to renovate two adjacent 14-unit housing properties in Mukwonago. Eleven units will be HOME units with an income restriction of 30% AMI. This is a similar project to the 2017 proposal that was approved by the HOME Board and then subsequently dismissed as a result of Impact Seven's inability to secure State funding for this project. The scope of work has been scaled back a little from the first proposal.

On a motion by Kathleen and seconded by Christine, the Board unanimously approved sending this application to the Executive Committee of the HOME Board for further review.

- IX. On a motion by Kathleen and seconded by Joe, the Board unanimously approved the meeting adjourned at 10:14 a.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'John Kannard', with a stylized flourish at the end.

John Kannard  
Chair, HOME Board