

Minutes of the
HOME Board Meeting
July 15, 2021

Members Present: Joseph Birbaum, John Kannard, Russell Kutz, Duane Paulson, Kathleen Schilling, Jay Schreurs, Jay Shambeau, Karl Zarling

Staff: Kristin Silva, Lori Rutzinski and Christina Brockish;
Waukesha County

Excused Absence: Christine Howard, Peter Sorce, Maria Watts

Guests: Roxanne Witte, Jefferson County

- I. The meeting was called to order by Duane Paulson, Board Chairperson, with a quorum of the Board present at 9:00 a.m.
- II. The Board Chair led the Pledge of Allegiance.
- III. On a motion by Joe Birbaum and seconded by Jay Schreurs, the minutes from the June 17, 2021 HOME Board meeting were unanimously approved.
- IV. There were no public or staff comments.
- V. The financial status report was reviewed. The Downpayment Assistance program is still moving slow, while the rehabilitation program continues to be very active. The housing market is not favorable for a buyer at this time, there is a low inventory of available houses coupled with high home prices. There may be a need to transfer money within the core programs at the next meeting to address the changing needs.
- VI. Melissa Songco participated via telephone regarding the Habitat for Humanity's application for \$100,000 to be used for the construction of 914 N. Grandview Blvd. in Waukesha. This project request is to fund one home that will be built in the summer of 2021 and sold to the owner occupant in 2022.

The Executive Committee of the HOME Board met on 6/30/2021 and gave the application a score of 81 out of 100. The HOME Board discussed terms of the loan.

On a motion by Joe and seconded by John Kannard, the Board unanimously approved awarding the \$100,000 as follows:

- \$25,000 will be forgiven as a grant to Habitat for humanity
- \$40,000 will be forgiven in 20 years, incrementally by \$10,000 every five years
- \$35,000 will be a 0% interest loan with a balloon payment due when the house is sold.

Board members discussed working towards a standard loan agreement with Habitat for Humanity, possibly with other Habitat for Humanities in the surrounding areas.

- VII. Tim Michalak represented Washington County on the Executive Committee of the HOME Board and will need to be replaced.

On a motion by Jay Shambeau and seconded by Karl Zarling, the Board unanimously approved Peter Sorce as the member from Washington County to represent on the Executive Committee.

VIII. The 2021 Annual Action Plan is complete, and the public comment period has expired. Kristin Silva will submit the plan to HUD next week.

On a motion by John and seconded by Russell Kutz, the Board unanimously approved the final 2021 Annual Action Plan to be submitted to HUD.

IX. The 30-day public comment period for the 2022 HOME allocation expired yesterday. We received numerous public comments approving a CDBG award to fund a bike path in the Town of Lisbon; however, there were no comments on the HOME funding.

On a motion by Joe and seconded by Kathleen Schilling, the Board unanimously approved passing the 2022 allocation as follows:

HOME PROGRAM		
	Administration	\$166,050
	Housing Development	\$275,380
CHDO Reserve	TBD	\$219,076
TBRA Program	TBD	\$300,000
CORE Programs	Downpayment Assistance Program	\$300,000
	Housing Rehabilitation Program	\$225,000
	Purchase Rehabilitation Program	\$175,000
Total		\$1,660,506

X. On a motion by John and seconded by Russell, the Board unanimously approved the meeting adjourned at 9:39 a.m.

Respectfully submitted,



Duane Paulson
Chair, HOME Board