

Winnebago County Industrial Development Board

July 23, 2020 Meeting Minutes

County Administrative Building

112 Otter Ave., Oshkosh WI

Meeting held Virtually via Zoom and Phone-in

Board Members Present: Rob Keller, George Dearborn, Jim Wise, Mark Harris, Mary Anne Mueller, Shiloh Ramos, Bob Warnke, Linda Kutchenriter

Board Members Excused: Mary Krueger, Joel Rasmussen

Others Present: Jerry Bougie, Art Rathjen, Jason White, Tori Straw, Brian Noe, Adam Dorn

Chairman Rob Keller opened the meeting at 1:30 pm.

1. Conduct a Public Hearing regarding Winnebago County proposed application for Community Development Block Grant – Close – Public Facilities Program (CDBG-CL-PF) funds – Art Bahr, MSA Professional Services.

PUBLIC HEARING MINUTES

CDBG-CL-PF Funds

Winnebago County

County Administrative Building, 112 Otter Ave., Oshkosh WI

July 23, 2020

Public Hearing opened at 1:30 pm.

See above for list of Attendees.

Art Bahr of MSA gave a basic overview of the CDBG Program

CDBG was enacted through the Housing and Community Development Act of 1974. The Wisconsin Department of Administration (DOA) has administered CDBG funds since 1982; its goals include benefit to LMI (low- and moderate-income) households; targets funding to areas of greatest need; housing, public facilities and economic development.

1. Identification of total potential funds - DOA historically receives approximately \$28 million (general estimate) per year for housing rehabilitation, public infrastructure improvements (Water, sewer, storm sewer, etc.), emergency infrastructure and economic development in exchange for job creation. Approximately \$10.0 million would be available in this year's cycle Public Facilities competition. If awarded, CDBG can fund \$2.00 for every \$1.00 of match up to a maximum award of \$1.0 million.

2. Eligible CDBG activities
 - a. Economic Development: low interest loans to business in exchange for job creation.
 - b. Public Facilities: water facilities including mains, looping, extensions, treatment, source, hydrants, valves; sewerage including collector and interceptor mains, lift stations, treatment plants and lagoons, and dechlorination facilities; storm sewers; fire stations, libraries, senior centers, handicapped accessibility; and community centers.
 - c. Public Facilities for Economic Development: business or industrial park water systems; sewerage systems; roads; infrastructure in support of business attraction/expansion and job creation.
 - d. Planning Grant: The program's goals are to help communities develop clear and actionable strategies for addressing site specific, neighborhood, community or regional economic or development needs and to improve the quality of community or economic development projects by helping to fund local plans.
 - e. Housing: rehabilitation for owner-occupied and renter-occupied units: LMI home buyer ("Homestead") programs; handicapped accessibility projects; housing site preparation; housing site acquisition and occupant relocation; blight elimination through demolition of structures; and neighborhood public facilities projects.
 - f. CDBG-CLOSE: This program utilizes remaining fund balances and loan receivables from Economic Development Revolving Loan Funds for CDBG eligible projects. These funds must be committed by January 31, 2021. The County does not have any of these funds.
3. Presentation of identified community development needs – Art Bahr discussed the identification of an eligible project that was in the County Highway CIP,
4. Identification of any community development needs by public – Art asked the attendees for any comments from the public, no comments were received.
5. Presentation of activities proposed for CDBG application, including potential residential displacement Art discussed the County Highway Project, areas that will be addressed and the overall estimated cost.
6. Citizen input regarding proposed and other CDBG activities. Art asked for any comments, 3 times, No comments were received.

Public Hearing closed at 1:37 pm by Chairman Keller.

2. Approval of Minutes from March 26, 2020 IDB Meeting.

Motion by Shiloh Ramos to approve the meeting minutes, seconded by George Dearborn. Motion passed 8-0.

3. Board Review and action on resolutions required for the County's CDBG-CL-PF application.

IDB Resolution 3: Create a Residential Anti-Displacement and Relocation Assistance Plan. Art Bahr explained the resolution to the Board. Art indicated that the resolution and accompanying plan is

required by the State even though this particular project – County Road Y project – in which the County is applying for CDBG funds for will not have any residences affected by the County Y project that would lead to displacement or relocation. Linda Kutchenriter made a motion to approve the resolution as submitted, seconded by Shiloh Ramos. Motion passed 8-0.

IDB Resolution 4: Authorize the Adoption of a Citizen Participation Plan. Art Bahr indicated this resolution is required as part of the application for funding and it lays out how the public will be informed on the project’s progress during construction and allows for opportunities for the public to provide input, including scheduling 2 separate Public Hearing at different stages in the project. Mary Anne Mueller made a motion to approve the resolution as submitted, seconded by George Dearborn. Motion passed 8-0.

IDB Resolution 6: Authorize Winnebago County to commit other funds for the CDBG-CL-PF Application related to the County’s participation in the CDBG Program. Art Bahr explained that this resolution demonstrates a commitment by the County to provide additional adequate funding in the amount of \$23,500 for expenditures related to the CDBG application and project that will not be paid for by the CDBG grant. For Winnebago County this resolution will provide for County IDB funding to contract for admin costs to administer the CDBG grant and project. Shiloh Ramos made a motion to approve the resolution as submitted, seconded by Jim Wise. Motion passed 8-0.

4. Board review and action on entering into a contract with MSA Professional Services to conduct administrative services for the County’s CDBG-CL-PF Program project funds and to transfer needed funds from the IDB reserve fund balance for this purpose.

Jerry Bougie recommended to the Board to contract with MSA Professional Services to perform the administrative functions for the CDBG-CL-PF when the grant is received from the state for the County Road Y project. He indicated there is substantial complicated reporting required of the program and MSA’s expertise is vital to ensure compliance with the CDBG program. He further indicated the contracted amount would be \$23,500 which would need to be transferred into the IDB budget for 2020 from the IDB reserves, and the contract would cover all activities through completion of the project toward the end of 2021. Some discussion pursued by Board members. Mark Harris made a motion to approve entering into a contract with MSA Professional Services for \$23,500 and transferring that amount from the IDB reserves into the 2020 IDB Budget Professional Services line item for that purpose. Mary Anne Mueller seconded the motion. Motion passed 8-0.

5. Board review and action on 2020 Per Capita funding applications for the Towns of Clayton and Omro, tabled from the February 19, 2020 IDB meeting.

Jerry Bougie indicated these applications are holdovers from the IDB’s February 19 meeting.

The Town of Clayton application for \$4,688 was summarized by Tori Straw, Town Administrator. They intend to utilize the funding to partially offset the cost of a new hybrid Economic Development/Public Works Employee for the Town. The position will work on Economic Development matters half time for

the Town. Jerry Bougie indicated that this proposal is an eligible use of the funding. Discussion pursued. Motion by Shiloh Ramos to approve the Town of Clayton's \$4,688 funding application as proposed. Motion seconded by Jim Wise. Motion passed 8-0.

The Town of Omro application for \$2,603 was summarized by Brian Noe, Town Chairman. The Town proposes to utilize the funding as seed money to establish a program that can be added to in future budgets to help it grow into a sustainable program. Discussion pursued. The consensus of the Board was that the funding application needs to be better targeted to economic development activities for the current year and the application should contain more specificity on what the dollars will be used for. Motion made by George Dearborn to table the application as presented and allow the Town to approach the Board with a revised application at a future meeting in 2020 if desired, or provide the Town with an opportunity to reallocate its funding share to another community that provides job opportunities for town residents. Motion seconded by Mary Anne Mueller. Motion passed 8-0.

6. Update on Winnebago County Covid-19 Rapid Response Loan Program for Small Businesses.

Art Rathjen, Greater Oshkosh Economic Development Corporation, provided the Board with an overview and update on the County IDB's \$750,000 Rapid Response Loan Program for small businesses in Winnebago County with up to \$300,000 earmarked for businesses in the City of Oshkosh and \$450,000 for businesses outside of Oshkosh. Art indicated that the program was set up through a Partnership with the Greater Oshkosh EDC, Oshkosh Chamber and Fox Cities Regional Partnership. The individual loan amounts range from \$5,000 up to \$10,000 each at 2% interest over 3 years with a 6 month deferment of principal and interest, and no closing costs or early repayment fees. Loans are reviewed by the partner organizations weekly and turned around within a week. To date the program has provided 31 loans for a total of \$293,000. Discussion pursued. Board members thanked the partnership organizations for the excellent work in administering the program for the benefit of small businesses in the County.

7. Adjournment. Shiloh Ramos made a motion to adjourn the meeting. Motion seconded by Linda Kutchenriter. Motion passed 8-0. Meeting adjourned at 2:14 pm.

Submitted by:

Jerry Bougie,
Recording Secretary