



**RLF/HOUSING COMMITTEE  
MINUTES  
JULY 10, 2008**

PRESENT: John H. Tramburg, Robert L. Hamele, Robert R. Westby, and Debra L. H. Wopat

ALSO PRESENT: Lois Schepp

EXCUSED: Mark A. Witt

The meeting was called to order at 11:05 a.m. and was legally noticed and published.

MINUTES

MOTION: On motion by Wopat, second by Hamele, the minutes of the May 15<sup>th</sup> and May 21<sup>st</sup>, 2008, meetings were approved.

REPLACE FAX MACHINE

The Accounting Department's current fax machine is unreliable and needs to be replaced. This is an allowable expense under the State RLF guidelines. Various equipment options/quotes were considered.

MOTION: On motion by Westby, second by Wopat, the Committee approved replacing the fax machine for a total of \$899.

REVIEW PROCESS TO APPLY FOR CDBG FUNDS

Discussion was held regarding the application process/requirements for Emergency Assistance Program CDBG funds. A resolution authorizing the CDBG application must be approved by the County Board, and submitted within 60 days of the disaster date. Concern was noted regarding the timeframe required to apply for the funds and the funding formula. Schepp is working with the State to prepare the resolution in the correct format and to determine the disaster declaration date.

The Committee will meet prior to the July 16<sup>th</sup> County Board meeting to review and approve the resolution.

MOTION: On motion by Westby, second by Hamele, the Committee approved going to the County Board with the resolution to apply for the Emergency Assistance Program CDBG funds.

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REVIEW ADMINISTRATION PROPOSALS FOR THE CDBG BLOCK GRANT

Schepp reported that administration of this program, which involves working directly with homeowners and contractors, would be extremely time-consuming. Two organizations have submitted proposals to administer the program for the County: MSA Professional Services and Central Wisconsin Community Action Council.

The proposals were reviewed.

MOTION: On motion by Hamele, second by Westby, the Committee approved contracting with MSA Professional Services for the administration of the EAP-CDBG Program at the rates specified in the contract formula.

It was asked that MSA review the application, attend the public hearing, be available for all questions/calls from the public, and attend the County Board meeting on July 16<sup>th</sup>.

Schepp reported that several new RLF applications had been received, and another meeting will be needed in the near future. An exact date was not set at this time.

Adjournment

Motion: On motion by Westby, second by Hamele, the meeting was adjourned at 11:50 a.m.

Respectfully Submitted:

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Robert L. Hamele, Secretary

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Cindy Devine, Recording Secretary

cc: RLF/Housing Committee  
Lois Schepp  
Joseph Ruf III  
Susan M. Moll  
Internet