



DOUGLAS COUNTY

Planning, Zoning & Land Information Offices

1313 Belknap Street, Room 206
Superior, WI 54880

Stephen Rannenberg
Administrator

Keith Wiley
Assistant Administrator

Zach DeVoe
Land Information Officer

August 29, 2016

DOUGLAS COUNTY RURAL HOUSING AUTHORITY

Tuesday, September 6th, 2016 at 8:15 am
Conference Room 204, Government Center
1316 North 14th Street, Superior, Wisconsin

Please notify the Zoning Office at 715-395-1380 if you cannot attend.

MEMBERS: Diane Zimmerman, Chair Robert Mock, Vice Chair Patricia Ryan

AGENDA

(Committee to maintain a two-hour meeting limit or take action to continue meeting beyond that time)

- 1) Roll Call.
- 2) Approval of Minutes from the June 16, 2016 meeting **(attached)**.
- 3) Action Items:
 - A) 2017 Rural Housing Authority Budget **(attached)**.
 - B) Douglas County Rural Housing Authority loan program applications.
- 4) Informational:
 - A) Federal and County loan accounts.
 - B) CDBG Program / CDBG-EAP Program up-dates **(attached)**.
- 5) Future Agenda Items.
- 6) Adjournment.

cc: County Board Supervisors
Superior Telegram
Andy Lisak
Sue Sandvick

The County of Douglas complies with the Americans with Disabilities Act of 1990. If you are in need of an accommodation to participate in the public meeting process, please contact the Douglas County Clerk's Office at (715) 395-1341 by 4:00 p.m. on the day prior to the scheduled meeting. Douglas County will attempt to accommodate any request depending on the amount of notice we receive. TDD (715) 395-7521. Posted – Courthouse; Government Center; Superior Telegram e-mailed.

Name: Susan E. Radzak Date: 08/29/16

**MINUTES
DOUGLAS COUNTY - RURAL HOUSING AUTHORITY**

Meeting of the Douglas County Rural Housing Authority, **Thursday, June 16, 2016**
at 9:30 A.M, Courthouse, Room 207C, 1313 Belknap Street, Superior, WI

Meeting called to order by Chair Diane Zimmerman

1) Roll Call: Present – Diane Zimmerman and Pat Ryan; Absent – Robert Mock;
Others Present – Kimberly Gifford, NWRPC, Steve Rannenberg and Sue Radzak-
Committee Clerk.

2) Approval of Minutes from the July 29, 2015 meeting: **Action:** *Motion by Ryan, second by Zimmerman to approve the July 29, 2015 minutes. All members voted in favor. Motion carried.*

Kimberly Gifford from Northwest Regional Planning Commission introduced.

3) Action Item(s):

A) Community Development Block Grant (CDBG) Program:

1) Discussion and approval of an emergency project exceeding the emergency limit of \$15,000 for applicant 16-D-12. Kim Gifford explained application and application profile was reviewed. **Action:** *Motion by Ryan, second by Zimmerman to approve emergency project application 16-D-12 and approve funding of \$12,000 from the Douglas County Revolving Loan Fund. All members voted in favor. Motion carried.*

B) Douglas County Rural Housing Authority program:

1) Application(s). Discussion for additional funding for application 16-D-12. **Action:** *Motion by Ryan, second by Zimmerman to approve additional funding from the Douglas County Federal Loan Program if needed. All members voted in favor. Motion carried.*

4) Informational:

- A) Federal and County loan accounts: Reviewed
- B) CDBG Program up-date: Discussion

5) Future Agenda Items: Loan Applications, CDBG Up-date, Sanitary Maintenance Tracking Program and September 6, 2016 budget meeting.

6) Adjournment: **Action:** *Motion by Ryan, second by Zimmerman to adjourn. All members voted in favor. Motion carried.*

Meeting adjourned at 10:06 A.M.

Respectfully submitted, Sue Radzak, Clerk

CC: Rural Housing Authority Members
Sue Sandvick, County Clerk
Kimberly Gifford, Northwest Regional Planning Commission
County Board Supervisors

Requested Budget

Rural Housing

2017

BUDGET



83500
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0061

DOUGLAS COUNTY, WISCONSIN
BUDGET SUMMARY
Rural Housing
With % Increase

1
08/15/16
16:05:07

Account	Description	2013 Actual Amount	2014 Actual Amount	2015 Actual Amount	2016 Actual YTD Amount	2016 Amended Budget	2017 Proposed Budget	Percentage Increase /Decrease
Revenues								
	Miscellaneous Revenues	495	341	516	2	0	0	.00 %
	Revenues	495	341	516	2	0	0	.00 %
Expenses								
	Personnel Services	64	0	0	0	0	0	.00 %
	Contractual Services	605	115	225	55	390	390	.00 %
	Supplies & Expense	582	47	118	36	514	500	2.72-%
	Fixed Charges	36	46	30	38	50	50	.00 %
	Allocations	116	142	246	154	268	281	4.85 %
	Total Operating Expenses	1,403	350	619	283	1,222	1,221	.08-%
	Net Cost without Capital Outlay	908	9	103	281	1,222	1,221	.08-%
	Net Cost	908	9	103	281	1,222	1,221	.08-%

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83410
 MZONINGR09
 0004

DOUGLAS COUNTY, WISCONSIN
 Rural Housing Department
 Budget Detail For All Cost Centers (L6)
 As of June 30, 2016

1
 08/15/16
 16:05:16

Account	Description	2013 Actual Amount	2014 Actual Amount	2015 Actual Amount	2016 Amended Budget	2016 Actual YTD Amt	2017 Requested Budget
172	Zoning - Rural Housing						
	63110 Rural Housing Authori						
5219	Other Professional	125.00	25.00	75.00	150.00	25.00	150.00
5252	Recording Fees	480.00	90.00	150.00	240.00	30.00	240.00
5311	Postage	48.87	30.33	37.84	75.00	12.79	50.00
5312	Office Supplies & E	20.46	.00	6.38	10.00	5.68	30.00
5313	Printing & Duplicat	32.65	.00	22.23	59.00	.00	50.00
5321	Publication of Lega	256.17	.00	.00	250.00	.00	250.00
5331	Mileage	84.75	16.80	51.75	120.00	16.20	120.00
5510	Insurance	36.00	46.00	30.00	50.00	38.00	50.00
5978	Info Services Alloc	115.75	142.13	245.75	268.00	137.07	281.00
	63110 Rural Housing Authori	1,199.65	350.26	618.95	1,222.00	264.74	1,221.00

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DOUGLAS COUNTY, WISCONSIN
Rural Housing Department
Budget Detail for All Cost Centers (L6)
As of June 30, 2016

2
08/15/16
16:05:16

Account	Description	2013 Actual Amount	2014 Actual Amount	2015 Actual Amount	2016 Amended Budget	2016 Actual YTD Amt	2017 Requested Budget
4811	63120 Rural Housing Septic Interest Income	495.02-	340.91-	516.13-	.00	.00	
	63120 Rural Housing Septic	495.02-	340.91-	516.13-	.00	.00	

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DOUGLAS COUNTY, WISCONSIN
Rural Housing Department
Budget Detail for All Cost Centers (L6)
As of June 30, 2016

3
08/15/16
16:05:16

Account	Description	2013 Actual Amount	2014 Actual Amount	2015 Actual Amount	2016 Amended Budget	2016 Actual YTD Amt	2017 Requested Budget
67187	CDBG-Rural Housing						
4811	Interest Income	.00	.00	.00	.00	.87-	
5111	Wages	41.60	.00	.00	.00	.00	
5199	Fringe Benefit Allo	22.47	.00	.00	.00	.00	
67187	CDBG-Rural Housing	64.07	.00	.00	.00	.87-	

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DOUGLAS COUNTY, WISCONSIN
Rural Housing Department
Budget Detail for All Cost Centers (L6)
As of June 30, 2016

4
08/15/16
16:05:16

Account	Description	2013 Actual Amount	2014 Actual Amount	2015 Actual Amount	2016 Amended Budget	2016 Actual YTD Amt	2017 Requested Budget
5321	67191 CDBG-Emergency Assist Publication of Lega	139.20	.00	.00	.00	.00	
	67191 CDBG-Emergency Assist	139.20	.00	.00	.00	.00	
172	Zoning - Rural Housing	907.90	9.35	102.82	1,222.00	263.87	1,221.00

Date ... 8/15/16
 Time ... 10:32:31

Douglas County Wisconsin

BUDGET DETAIL

2017

Cost Center: 53110 Rural Housing Authority

<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>YTD</u> <u>AMOUNT</u>	<u>2016</u> <u>BUDGET</u>	<u>2017</u> <u>REQUEST</u>	<u>UNITS</u>	<u>EXPLANATION</u>
5219	Other Professional Serv.	25	150	150		
5252	Recording Fees	30	240	240		Per Diem for six meetings for one member
5311	Postage	12	75	50		Recording of eight documents
5312	Office Supplies & Expense	5	10	30		
5313	Printing & Duplication	0	59	50		
5321	Publication of Legal Notice	0	250	250		Publication of Loan Programs in local papers
5331	Mileage	16	120	120		Mileage for six meetings for one member
5510	Insurance	38	50	50		Per Finance Dept
5978	Info Services Allocation	154	268	281		Per Finance Dept
COST CENTER TOTAL:		281	1,222	1,221		

Northwest Regional Housing Program

April 1, 2016 – June 30, 2016

Below is a summary of activity during the second quarter of 2016. Through the first six months of 2016 a total of 174 applications have been sent to prospective clients, with 55 applications returned to determine eligibility.

County Name	Applications Mailed During Q 2 – 2016	Applications Received and Processing During Q 2 – 2016	Regional Mortgages Secured During Q 2 – 2016	Regional Funds Obligated Ending Q 2 - 2016
Ashland	5	3	2	\$420,397
Bayfield	9	3	1	\$268,033
Burnett	9	1	2	\$298,083
Douglas	9	0	2	\$218,065
Iron	6	3	0	\$225,905
Price	17	5	1	\$204,934
Rusk	12	7	0	\$300,116
Sawyer	14	6	1	\$269,113
Washburn	10	7	0	\$481,869
Totals	91	35	9	\$2,686,521

A second E-Newsletter was distributed to our contact database in efforts to make the program and its services more available to the general public.

The Environmental Review process begun in the first quarter of 2016 has concluded and correspondence received from the Wisconsin Department of Administration identified all requirements had been satisfactorily completed. The previously announced next round of funding for the Regional housing program has not been formally secured by contract by the end of June. It is expected Douglas County will sign an agreement on behalf of the Region in early July securing the next round of funding.

As always, if you have any questions please contact Sheldon Johnson at 715-635-2197 or sjohnson@nwrpc.com.

FOR IMMEDIATE RELEASE

Contact Kim Gifford
 Northwest Regional Planning Commission
 715-635-2197

Beginning on July 11, 2016 several homes, businesses and roads stretching across Ashland, Bayfield, Burnett, Douglas, Iron, Price, Sawyer and Washburn Counties sustained varying levels of damage due to flooding and high winds. These eight Counties are considering a joint Community Development Block Grant-Emergency Assistance Program (CDBG-EAP) application to the Wisconsin Department of Administration, Division of Energy, Housing and Community Resources, that would provide assistance for repair of public infrastructure in low-moderate (LMI) communities, housing rehabilitation to low-moderate (LMI) income homeowners and business assistance to businesses that create or retain low-moderate (LMI) jobs.

In general, CDBG-EAP activities include: repairs to public facilities and public infrastructure; repair and/or replacement of dwelling units; and business assistance. The CDBG-EAP activities must be in direct response to disaster damage.

The proposed application must contain information that identifies the repairs and financial needs of public infrastructure, homes and businesses damaged by the storm beginning on July 11th. The level of need for repairs attributed to the July 11th storms is critical to the success of funding being available to assist qualifying applicants make the necessary repairs.

Local units of government, owner-occupied residences and businesses that sustained damaged from the storm beginning July 11, 2016 are encouraged to contact Kim Gifford - Housing Specialist, Northwest Regional Planning Commission at 715-635-2197. Information regarding the damages and financial assistance will be collected and your name will be placed on a waiting list for an application should the counties receive funding assistance.

Ashland County

Douglas County*

Sawyer County

Bayfield County

Iron County

Washburn County

Burnett County

Price County

CDBG-EAP housing assistance is available to eligible homeowners and tenants whose primary residence was affected by the July storms and flooding in the eight counties of northwest Wisconsin included in the Declaration of a State of Emergency signed by Governor Scott Walker on July 12, 2016. The CDBG-EAP assists with activities directly related to damages incurred during the July disaster event. CDBG-EAP funding is awarded as a grant not a loan.

Rehabilitation Projects

- Roofing repair/replacement
- Siding repair/replacement
- Water heaters
- Furnaces
- Electrical
- Insulation
- Foundation
- Windows & Doors
- Sewer & Water Laterals
- Well & Septic



Ineligible projects

- Repairs to vacation homes
- Repairs to storage sheds or outbuildings
- Repairs to driveways or other means of ingress or egress (unless related to accessibility)

Contact Information

Kim Gifford
 Housing Specialist
 Northwest Regional Planning Commission
 1400 S River Street
 Spooner WI 54801
 Phone: 715-635-2197
 Fax: 715-635-7262
 Email: kgifford@nwrpc.com



Eligibility

To qualify for the program, a household must meet the income limits established by the U.S. Department of Housing & Urban Development.

2016 HOUSEHOLD INCOME LIMITS

Ashland, Bayfield, Burnett,
 Iron, Price, Sawyer,
 & Washburn CountiesDouglas County

\$33,750.....	1 Person.....	\$35,750
\$38,550	2 Persons	\$40,850
\$43,350	3 Persons	\$45,950
\$48,150.....	4 Persons	\$51,050
\$52,050.....	5 Persons	\$55,150
\$55,900.....	6 Persons	\$59,250
\$59,750	7 Persons	\$63,350
\$63,600.....	8 Persons	\$67,400

Total household income shall include all income sources from all members of the household who are at least 18 years of age (except full-time students under 22 years of age).

Household size includes all full-time household members, foster children, and other minor children who reside in the household for more than 50 percent of the year.

*Residents of the City of Superior are ineligible to apply for funding assistance due to the city's "entitlement" status.