

**CITY OF MERRILL
COMMUNITY DEVELOPMENT COMMITTEE
Wednesday, January 16, 2013 at 8:00 A.M.
Basement Conference Room at City Hall
1004 E. First Street**

**Voting members: Ronald Peterson, Chairman, Alderman Ryan Schwartzman,
Pete Koblitz, Nancy Kwiesielewicz, Adam Rekau, Daniel Schneider
and Betsy Wiesneski.**

AGENDA

1. Call to order
2. October 24, 2012 meeting minutes
3. Discuss receiving credit bureau reports with new applications.
4. Handout of CDBG/RLF Housing Monitoring Report results.
5. Consider homeowner loan application requested for File#9750 and verify consideration of applicable of conflict of interest requirements.
6. Public Comment
7. Adjourn

Ronald Peterson, Chairman

Merrill City Hall is accessible to the physically disadvantaged. If special accommodations are needed, please contact Merrill City Hall at (715) 536-4880.

COMMUNITY DEVELOPMENT COMMITTEE MINUTES
October 24, 2012, City Hall, Merrill, WI

Present: Ron Schwartzman, Adam Rekau, Pete Koblitz and Nancy Kwiesielewicz.

Others Present: Shari Wicke, Community Development Program Administrator

The meeting was called to order at 8:00 a.m. Ms. Kwiesielewicz made a motion to approve the minutes of the previous meeting; seconded by Mr. Koblitz. The motion carried.

Ms. Kwiesielewicz made a motion to approve transferring \$40,000. Community Development Block Grant (CDBG) Administrative funds to Rehabilitation CDBG funds; seconded by Mr. Koblitz and motion carried.

Shari Wicke presented the following homeowner application:
File#9741 – (A family of three with an income of \$23,880.) – The limit is \$44,950. The tax statement shows a Fair Market Value (FMV) of 109,000 owing approximately \$71,000 on the property. There was an appraisal in 2010 with a value of \$119,000 on the property. Requesting to insulate, finish siding on house, gutters, fascia and handrails.

Ms. Kwiesielewicz made a motion to approve the above homeowner loan applications; seconded by Mr. Koblitz, motion carried.

File#9749 – (Family of five with an income of \$39,483.) – The limit is \$53,900. The tax statement shows a Fair Market Value (FMV) of \$59,200 owing approximately \$51,468 on the property. Requesting to roof the house.

Ms. Kwiesielewicz made a motion to approve the above homeowner loan applications; seconded by Mr. Schwartzman, motion carried.

No public comment.

There being no further business to discuss, Mr. Koblitz made a motion to adjourn; seconded by Ms. Kwiesielewicz. The motion carried. Adjournment was at 8:20a.m.

Respectfully submitted,
Shari Wicke



WISCONSIN DEPARTMENT OF
ADMINISTRATION

SCOTT WALKER
GOVERNOR
MIKE HUEBSCH
SECRETARY

Division of Housing
101 E. Wilson Street, Floor 5
P.O. Box 7970
Madison, WI 53707-7970

December 7, 2012

The Honorable Bill Bialecki
City of Merrill
1004 East First Street
Merrill, WI 54452

Subject: Housing CDBG-RLF Monitoring Visit City of Merrill

Dear Mayor Bialecki:

The purpose of this letter is to summarize the Department of Administration, Bureau of Affordable Housing September 13, 2012 monitoring and technical assistance visit of the City of Merrill Housing Community Development Block Grant (CDBG) Revolving Loan Fund (RLF). Monitoring is a federal and state requirement to ensure that local units of government are following state and federal guidelines.

I met with the City of Merrill's CDBG-RLF Program Administrator, Shari Wicke, at the Merrill City Government Building. During this monitoring visit, I reviewed:

1. Individual housing project files;
2. Tracking Outstanding Loans and Loan Repayments;
3. One on-site project visit;
4. Equal Opportunity; and
5. Financial management files

Below are the results of the monitoring visit:

Individual Housing Project Files: A review of individual project files was done to determine if proper procedures were followed. The Housing CDBG-RLF project files contained all the required documents. The monitoring review found the following:

- Housing Quality Standards (HQS): Carpet was replaced for Project Number 9707, even though the flooring did not receive a failing grade. In the future, replace or repair only items that receive a fail grade.

Tracking Outstanding Loans and Loan Repayments: Ms. Wicke is tracking Housing CDBG-RLF outstanding loan and loan repayments for the City of Merrill. Add to the tracking report the date the loan was issued and the date the loan was repaid or foreclosed.

On-Site Visits: One on-site project visit was done for Project Number 9743. The homeowner was happy with the work done on her home. She stated that the contractors

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were polite and did a good job. She was also pleased with the loan process and liked working with Ms. Wicke.

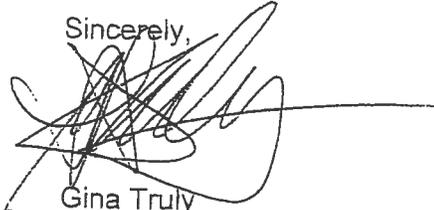
Equal Opportunity: Equal opportunity language must be added when advertising the Housing CDBG-RLF to property owners. All future advertisement for the Housing CDBG-RLF shall include equal opportunity language to encourage a diverse pool of applicants.

Financial Management Files: Ms. Wicke is doing an excellent job of managing financial files.

This monitoring visit was scheduled to observe how a successful Housing CDBG-RLF Administrator manages these funds. Ms. Wicke is very responsive to inquiries and is willing to give insights into how a large successful Housing CDBG-RLF Administrator operates. She has a genuine concern for the property owners she serves in the City of Merrill. During the September 13, 2012 monitoring visit, Ms. Wicke immediately corrected the deficiencies found and mentioned in this letter.

If you have any questions regarding this monitoring visit or the Housing CDBG-RLF, feel free to contact me at 608-267-4574 or gina.truly@wi.gov.

Sincerely,

A handwritten signature in black ink, appearing to read 'Gina Truly', with a horizontal line extending to the right.

Gina Truly
Community Service Specialist
Bureau of Affordable Housing

Cc: Oscar Herrera, Director, Bureau of Affordable Housing
Shari Wicke, City of Merrill CDBG-RLF Program Administrator

BOARD SUMMARY SHEET

Meeting Date: 1-16-2013

Application #: 9750

ASSESSED VALUE:

Land\$ 14,700. Improvements \$ 48,600. Total: 63,300.

ESTIMATED TOTAL FAIR MARKET VALUE: \$ 63,500.

OBLIGATIONS:

Mortgage Amount \$ _____

Liens and Judgments (total) \$ _____

Back Taxes \$ _____

TOTAL OBLIGATIONS \$ Ø freed clear

OWNERS EQUITY:

Owners equity (value less obligations) \$ 63,500.

ESTIMATED LOAN AMOUNT: \$ 24,000.

Siding, windows, doors, insulation, elec. and fascia
+ soffit

FAMILY DATA:

Income Limit: \$ 44,950.⁰⁰ Actual Income: \$ 14,776.⁰⁰

STATE HISTORICAL SOCIETY REVIEW REQUIRED? YES NO

PROJECT IN A FLOOD PLAIN AREA? YES NO