

Menasha aldermen occasionally attend meetings of this body. It is possible that a quorum of Common Council, Board of Public Works, Administration Committee, Personnel Committee may be attending this meeting. (No official action of any of those bodies will be taken).

**Community Development Block Grant
Public Participation Committee
Minutes
August 28, 2013**

- A. Meeting called to order by Acting Chairman Joyce Klundt at 8:20 AM.
- B. Present: Joyce Klundt, Sue Steffen, John Ruck, Lee Murphy, Mary Lueke, Community Development Director Greg Keil
Also Present: Mary Fulton, Staff members Susan Nett (Health Dept.) and Jean Wollerman (Senior Center)
Absent: Thomas Stoffel
- C. MINUTES TO APPROVE
 - 1. None
- D. REPORT OF DEPT HEADS/STAFF/CONSULTANTS
 - 1. S. Nett deferred explanation of committee duties to CD Director Keil who then discussed the grant application requirements, timeline for the application process, scoring, and what happens after the grant is awarded. CDD Keil explained one of the grant requirements was to have a citizen participation committee to oversee the preparation of the block grant application and then to monitor implementation of the grant. CDD Keil further explained the requirement for public hearings, with the first public hearing scheduled on 9-3-13 prior to the common council meeting. A second public hearing will be held to provide a review of the performance of the funded activities. There will also be a resolution from the mayor on the council agenda which was another requirement. The grant funding was announced the second week in August and the application is due Sept. 13th. The Community Development Dept. is compiling the grant with assistance from the city clerk, J. Wollerman and S. Nett. CDD Keil briefly discussed some of the scoring criteria, one of which was the financial status of the applicant and he felt the city's current financial status would give us a higher score in that category. Committee members questioned if someone couldn't come to the public hearings, could they submit comments in writing and where should those comments be sent. CDD Keil indicated written comments could be submitted to the city clerk or handed to the council at the public hearing.
- E. New Business
 - 1. Election of Chairperson. Motion made by L. Murphy and seconded by S. Steffen to nominate J. Ruck as chairperson. J. Ruck was agreeable to serving as chairperson. Motion carried.
 - 2. CDBG Application is in the process of being submitted. If awarded, the project will start with the design phase by January and construction to start next spring. Committee discussion was supportive of application.
 - 3. Project Funding. S. Nett explained that the block grant will fund up to 50% of the project but not more than \$500,000. The preliminary design was estimated at \$321,438. Due to the fact the design work was done a year ago, it was decided to increase the cost to

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\$350,000 to cover any increases in costs of supplies. For this grant the city will be asking for funding of \$175,000. The remaining \$175,000 will be split evening between the city and fundraising. M. Fulton was introduced to the committee as she has agreed to assist with the fundraising. S. Nett questioned if there would be any monies committed prior to the grant submission as there is a line item on the application for outside sources of funds. J. Wollerman indicated she and M. Fulton will be discussing this after the meeting adjourns. M. Lueke reported a family member took a copy of the preliminary design to JJ Keller's grant personnel and was told funding wasn't available for brick and mortar projects. M. Fulton discussed ways to fundraise that avoids the brick and mortar and focuses on the positive program and center outcomes from the project. L. Murphy submitted names to J. Wollerman of some individuals that could be contacted. Committee members asked who to submit names of potential donors to, for contact. J. Wollerman will accept names to contact.

F. HELD OVER BUSINESS

1. None

G. Motion to adjourn at 8:57 AM made by S. Steffen and seconded by M. Lueke. Motion carried. Next meeting following the committee on aging meeting on Sept. 12, 2013.

Submitted by Susan Nett