



COMMUNITY DEVELOPMENT ADVISORY BOARD
MONDAY, February 8, 2021, 4:15 P.M.
COMMISSION ROOM, CITY HALL
LEAVENWORTH, KANSAS

Chairman Charles Davis called the meeting to order at 4:15 p.m. and noted a quorum was present. Board members present in the commission chambers Ralph Taylor and Mike Seufert. Brian Keeley and Ellen Bogdan participated remotely. Bobbi Snyder and Sister Paula Rose were absent. Staff members present were Community Development Coordinator Mary Dwyer.

Chairman Davis called for the first item on the agenda: Approval of the minutes from January 11, 2021 meeting. Mr. Seufert moved to approve the minutes as presented, seconded by Mr. Taylor and approved by a vote of 5-0.

Chairman Davis called for the next item on the agenda: 2021-22 AAP discussion.

Community Development Coordinator Mary Dwyer stated the 5-year plan covers home repair, demolition of dangerous structures, rapid rehousing/homeless prevention, public service agencies, homeowner assistance program, institutional rehabilitation and program administration. Other areas may be added through a substantial amendment.

Mr. Taylor asked about the timeline for people using the home repair program.

Ms. Dwyer responded the applications are processed on a first-come-first-serve basis, unless the repair is deemed an emergency repair. Typically, it takes a couple days to process the application, then the Community Development Coordinator meets with an inspector to look over the house. The project is then put out to bid to companies who are prequalified with the City of Leavenworth. Per federal regulation, the lowest bid is accepted. A business arrangement is then made between the city, the contractor and the homeowner.

With consensus from the board, Ms. Dwyer will base this year's fund distribution for the various categories off of last year's distributions.

Next item on the agenda: Discuss increasing home repair limit.

Ms. Dwyer stated the upper limit for lower income families is at \$5,000 and the limit for moderate income families is at \$3,000. With many projects going over the \$5,000 limit, Ms. Dwyer suggested increasing the limit to \$8,000 and \$5,000 respectively. Money from the housing trust fund is being loaned to the homeowner to cover anything over the \$5,000 limit. Ms. Dwyer asked board members to keep in mind, if the limits are increased, any project over \$5,000, requires lead base paint remediation per the federal government, which makes the project more complex.

After discussion, Chairman Davis called for a motion to increase the maximum limit for lower income families to \$10,000 and moderate income families to \$7,000. Mr. Seufert moved to to increase the maximum limit for lower income families to \$10,000 and moderate income families to \$7,000, seconded by Mr. Taylor and approved by a vote of 5-0.

Next item on the agenda: Explain public service funding and the March meeting with the agencies.

Ms. Dwyer stated each board member receives a copy of all public service agency applications. A rating sheet needs to be completed for each agency. Staff compiles the information from the rating sheets and provides this to the board members. The meeting with the agencies is the time for board members to ask the agency questions. Ms. Dwyer further stated funds are used for rent or utilities, depending upon if they rent or own their facility, up to the amount the agency was awarded by the board members.

Chairman Davis asked if staff would go over the rating system.

Ms. Dwyer stated there are four areas to be rated: need, project, budget & timeliness, and performance measures.

Need can be worth up to 30 pts.

Project can be awarded up to 20 pts.

Budget & Timeliness can be worth up to 20 pts.

Performance Measures can be worth up to 30 pts.

For each agency, the board member will add the rating they gave for each of the four categories to determine the total rating for that particular agency. Staff will take each board member's total score for each public agency to determine the average. Staff provides this information to the board to help the board decide how they want to award the funds.

With no further discussion, Chairman Davis call for a motion to adjourn. Mr. Seufert moved to adjourn, seconded by Mr. Keeley and approved by a vote of 5-0.

Meeting adjourned at 5:01 p.m.

Minutes taken by Administrative Assistant Michelle Baragary via recording of meeting.

MD:mb