



**COMMUNITY DEVELOPMENT ADVISORY BOARD
MONDAY, September 13, 2021, 4:15 P.M.
COMMISSION ROOM, CITY HALL
LEAVENWORTH, KANSAS**

Chairman Charles Davis called the meeting to order at 4:35 p.m. and noted a quorum was present. Board members present Charles Davis, Ralph Taylor, Mike Seufert and Ellen Bogdan. Brian Keeley, Bobby Snyder and Sr. Paula Rose were absent. Staff members present were Community Development Coordinator Mary Dwyer and Administrative Assistant Michelle Baragary.

Chairman Davis called for the first item on the agenda: Approval of the minutes from April 12, 2021 meeting. Mr. Seufert moved to approve the minutes as presented, seconded by Ms. Bogdan and approved by a vote of 4-0.

Chairman Davis called for the next item on the agenda: election of Chairman and Vice Chairman. Mr. Taylor nominated Charles Davis for Chairman; approved by a vote of 4-0. Mr. Seufert nominated Ralph Taylor as Vice Chairman; approved by a vote of 4-0.

Chairman Davis called for the next item on the agenda: Public Hearing #3 2020-21 CAPER.

Chairman Davis opened the public hearing and called for staff comments.

Community Development Coordinator Mary Dwyer stated the CAPER report is the Consolidated Annual Performance & Evaluation Report, which is a required annual report by the U.S. Department of Housing and Urban Development (HUD) describing activities carried out during the program year. Ms. Dwyer stated the City received two additional CDBG awards this year for Covid related programs, which are not included in the CAPER report.

Ms. Dwyer stated the Coronavirus affected our ability to effectively carry out some of our CDBG programs. The activities for the year were 15 home repairs, four first time homebuyer grants and five residential demolitions (including a multi-unit building). Additionally, partial funding was provided to replace a faulty sewer line along Olive Street, which served 15 low/moderate income residents. Finally, funding was provided to seven public service agencies, which served 13,311 individuals versus the projected 7,800 individuals.

Mr. Davis made a comment about the heavy increase of individuals served by public agencies were most likely due to individuals who were laid off because of the pandemic.

Ms. Dwyer agreed stating they did not need to have a Covid related need for this money. However, for the CDBG-CV funds, they must have a Covid related need.

With no further discussion, Chairman Davis closed the public hearing and called for a motion to accept the CAPER plan. Mr. Seufert moved to accept the 2020-21 CAPER Final Plan, seconded by Ms. Bogdan and approved by a vote of 4-0.

Ms. Dwyer stated the board's recommendation will go to the City Commission for final approval.

Chairman Davis called for the next item on the agenda: other matters, correspondence.

Ms. Dwyer stated we will begin working on the five-year Consolidated Plan. Ideas to strengthen the community input include a survey monkey survey for the community at large, focus groups with public service agencies and focus groups with professionals who work with our programs, such as banks, mortgage companies, realtors, contractors, etc.

Ms. Dwyer further stated she has been working with Sr. Vicki Perkins about getting in touch with individuals who are in a lower income bracket by doing a collaborative housing survey at one of the community meals. Staff has requested the board members to be thinking of additional ideas to address gathering input for the study. This is not just information about our programs but also information about housing in general in the City of Leavenworth.

Ms. Dwyer stated the next meeting will either be the middle of October or November to discuss the 5-year plan further.

With no further discussion, Chairman Davis call for a motion to adjourn. Mr. Seufert moved to adjourn, seconded by Ms. Bogdan and approved by a vote of 4-0.

Meeting adjourned at 4:54 p.m.

Minutes taken by Administrative Assistant Michelle Baragary.