

AGENDA
COMMUNITY DEVELOPMENT ADVISORY BOARD
4:15pm on Monday,
March 13, 2023
City Hall
100 N. 5TH Street
Leavenworth

- 1.** Call to order, roll call
- 2.** Vote to approve or disapprove 2-13-23 Meeting Minutes
- 3.** Agencies to present & answer CDAB questions:
 - a. CASA*
 - b. Catholic Charities of NE KS*
 - c. Leavenworth Interfaith Community of Hope*
 - d. The Guidance Center*
 - e. Alliance Against Family Violence*
 - f. Saint Vincent Clinic*
- 4.** Results of aggregate sheet to be discussed.
- 5.** Vote on funding & determine the amount of award.
- 6.** Possible score sheet changes for next year
- 7.** Discussion of possible changes to the Home Repair Program.
Radon testing will be reviewed and possible vote for changes to 2023 program year.
- 8.** Other matters, correspondence.
- 9.** Next meeting April 10, 2023 to approve or disapprove 2023 PY AAP.
- 10.** Adjourn



**COMMUNITY DEVELOPMENT ADVISORY BOARD
MONDAY, FEBRUARY 13, 2023, 4:15 P.M.
COMMISSION ROOM, CITY HALL
LEAVENWORTH, KANSAS**

Call to Order:

Chairman Charles Davis called the meeting to order at 4:15 p.m. and a quorum was present.

Board members present in the commission chambers:

Chairman Charles Davis Vice Chairman Ralph Taylor Sr. Paula Rose Tony Majors Brian Keeley
Mary Mack arrived at 4:30pm

Board members absent:

Mike Seufert

City Staff members present:

Community Development Coordinator, Julie McKeel
CD Clerk, Jennifer Ellis

Approval of the September 12, 2022 minutes:

Board Member Brian Keeley called a motion of the minutes, as presented.
Seconded by Board Member Sr. Paula Rose.
Approved by a vote of 5-0

Open Public Hearing:

Public Hearing for 2023-24 unmet needs for low/moderate income citizens and input for 2023-24 Annual Action Plan.

Chairman Charles Davis called to open the Public Hearing
Board Member Brian Keeley motioned to open the public hearing
Seconded by Board Member Ralph Taylor
Passed by a vote of 5-0

Public Comment:

Mr. Michael Trapp, Executive Director of Alliance Against Family Violence

- expressed a need for handicap accessibility funding or physical improvements for nonprofit organizations
- expressed opinion that nonprofits are not considered to be economic development by the City

Close Public Hearing:

No additional public comment
Board Member Tony Majors motioned to close the public hearing
Seconded by Board Member Brian Keeley
Approved by a vote of 5-0

Discussion of Scoring Sheets & Aggregate:

Mrs. McKeel reviewed current status of the public service agencies and how their funds are trending for the current grant year. There are no issues and funds are trending well with expectation to be expended on time.

Mrs. McKeel discussed the blank CDBG application provided to Board Members to reference as they score each agency utilizing the aggregate sheets. McKeel provided her personal cell number on their copies so the Board Members can reach out to her any time due to everyone having full time jobs during the day.

Total of 6 agencies that submitted an application and the Board Members were provided with a score sheet for each agency. McKeel reviewed the point system of Needs, Project, Budget/Timeliness, and Performance Measures to assure everyone is scoring with fluent concept. McKeel requested score sheets be completed by March 1st, 2023.

Chairman Charles Davis asked if these score sheets can be reconfigured. McKeel replied with not wanting to change anything up on them this year, yet encouraged if there is anything they wanted to add or omit to please make notes for changes to be made for next year. Aggregate data of the scoring sheets will be provided at the next meeting before voting.

Vice Chairman Ralph Taylor questioned remaining funds from St. Vincent. Mrs. McKeel stated that by the end of the fiscal year in June of 2023, all agencies will not have any funds remaining. The applications they will be scoring for the next program year beginning, July 1, 2023. Reimbursement request provisions in the contracts were explained.

Mrs. McKeel asked CDAB to keep in mind this is a competitive grant and to jot down questions for the next meeting when they have an opportunity to have those answered by the public service agencies.

Mrs. McKeel stated that the current public service agencies receiving these funds have all applied again and now the addition of Alliance Against Family Violence, as they had been closed for a duration and have not received CDBG funds in the recent past. Chairman Charles Davis welcomed them back.

Discussion of possible changes to Home Repair Program:

Mrs. McKeel gave an update to the current, 2022 program year, Home Ownership Program & Home Repair Program.

Home Ownership Program

- goal of 5 homes and it has already been met
 - 3 were Female Head of Household

Home Repair Program

- Goal of 11 households and has served 6
 - 3 new roof, 1 furnace-AC, 1 furnace-AC-water heater, 1 hole in roof with furnace-AC & ventilation piping
 - 5 were Female Head of Household
 - 4 were over age of 65

Mrs. McKeel stated that currently the Home Repair awards up to \$8,000.00 for moderate income household & up to \$10,000.00 for low income. Discussed materials and labor cost continue to rise. Requested Board Members to bring questions if they need further data to consider voting to raise the award amount up to \$15,000.00.

Vice Chairman Ralph Taylor asked how citizens are notified of the Home Repair Program. Mrs. McKeel advised from social media, First City Connection, Channel 2, emails, and phone calls. The Public Information Officer helps advertise every quarter. More often the citizen references the First City Connection or they heard from a friend.

Board Member Brain Keeley asked where the additional funding would come from. Mrs. McKeel advised there is no additional funding. The award amount can be raised and goal of homes lowered to meet the need. A substantial amendment may be needed.

Other Matters:

The 2023 Annual Action Plan will be posted by March 10th on the City's website, Leavenworth Public Library, and at the Community Development Office.

4 CDAB seats expire in August

Next Meeting:

March 13, 2023 @ 4:15pm

All CDBG applicants were requested to be in attendance.

With no further discussion, the meeting adjourned.

Meeting adjourned at 4:57 p.m.

Minutes taken by Community Development Coordinator, Julie McKeel

DRAFT