



**COMMUNITY DEVELOPMENT ADVISORY BOARD  
MONDAY, April 10, 2023, 4:15 P.M.  
COMMISSION ROOM, CITY HALL  
LEAVENWORTH, KANSAS**

Call to Order:

Chairman Charles Davis called the meeting to order at 4:17 p.m. and a quorum was present.

Board members present in the commission chambers:

Chairman Charles Davis      Vice Chairman Ralph Taylor      Sr Paula Rose Jauernig      Brian Keeley

Board members absent:

Tony Majors      Mary Mack      Mike Seufert

City Staff members present:

Community Development Coordinator, Julie McKeel

Approval of the March 13, 2023 minutes:

Board Member Brian Keely called a motion to approve the minutes, as presented.

Seconded by Board Member Sr Paula Rose.

Approved by a vote of 4-0

Open Public Hearing:

Public Hearing for comments accepted to approve or disapprove of the 2023-24 Annual Action Plan.

Vice Chairman Ralph Taylor motioned to open the public hearing

Seconded by Board Member Sr Paula Rose

Passed by a vote of 4-0

Public Comment:

None

Close Public Hearing:

Board Member Brian Keeley motioned to close the public hearing

Seconded by Board Member Sr Paula Rose

Approved by a vote of 4-0

Discussion of the 2023-24 Annual Action Plan:

Mrs. McKeel reviewed the required public hearings by HUD and the City's Citizen Participation Plan. The AAP has been made available in the public library, the City's website, and in the CD Department in City Hall for the required 30 day timeframe. Mrs. McKeel reviewed that updates made to the AAP will be results of today's public hearing, typos, and/or any changes in expected funding from HUD for the 2023 PY. Expected allocation is \$340,093.00. The synopsis reveals to be relatively uniform to allocation of program funding in the recent few years. One difference is that the Alliance Against Family Violence has been added as a public service agency to receive CDBG funds.

There were no questions or concerns from Board Members regarding the Annual Action Plan.

Voting on approval of the 2023-24 Annual Action Plan to be sent to City Commission on April 25, 2023:

Board Member Brian Keely called a motion to approve the 2023 Annual Action Plan that meets the national objectives of meeting urgent community need, benefit low and moderate income persons, and prevention or elimination of slums or blight.

Seconded by Board Member Sr Paula Rose Jauernig.

Approved by a vote of 4-0

Discussion of possible changes to Home Repair Program:

Mrs. McKeel recapped the shared radon information from the March meeting & how it may create changes to the Home Repair Program that is specific to the City with use of CDBG funds. HUD's radon open public hearing was explained & how this will likely become a requirement that would need to be addressed as soon as our next program year. Average testing of radon is \$70 and mitigation, on average, is between \$1,200 and \$2,500. Lead based paint testing could also be a factor if needing to cut walls for ventilation of radon mitigation. The result is there will be higher costs of home repair.

Chairman Charles Davis inquired about the limit of award to each home repair. Mrs. McKeel provided the last 6 years of data on home repair to reveal trend of funds spent and other related data. This was discussed with review of HUD Income Limit guidelines. There are less participants, but more funds spent, on average. The cost of mitigation would need to be included into the award. Mrs. McKeel advised that CDAB would have to vote on any changes made to the Home Repair Program.

Board Member Brian Keeley reviewed that mitigation could possibly cost the awarded amount to each home about half of what they had been approved for.

Board Member Sr Paula Rose asked where the radon came from. Mrs. McKeel advised to refer to the HUD issued radon information provided at the last meeting & referenced KDHE's radon zone map.

Board Member Brian Keeley asked if HUD realizes the cost of mitigation and if they are going to send more funding. Mrs. McKeel answered that HUD does know there are costs and they will not be sending additional funding.

Chairman Charles Davis asked if we need to raise our award amount or notify applicants of the limitations. Mrs. McKeel has suggested options for CDAB to consider in program changes.

- The award amount could be left the same as it is and there would be out of pocket expenses for the applicants if mitigation & repairs were to cost more than the award.
- A flat rate of award could be allocated to applicants as long as they are low or moderate income. This manner would not create a difference in the amount awarded based upon if they are low or if they are moderate income. The statistics reveal that most applicants are of low income anyway. Award could be raised to \$14-15,000 per home.
- Low and moderate could be left separated for their award amounts, but raise each one of them.
- Consideration could be given to have a \$5,000 amount in place for each home's mitigation, if needed, on contingency.

Board Member Sr Paula Rose asked if the funds stay with the City if they are not spent. Mrs. McKeel confirmed they stay. Board Member Brian Keeley asked if they funds have to be spent by the end of year and Mrs. McKeel explained they do not and reviewed funds expire after 8 years. Board Member Brian Keeley asked if we went with contingent funds option for mitigation if it would be held and not used. Mrs. McKeel advised it would not be held and that it would be spent on the

Home Repair Program in the future program years. Dependent upon CDAB's decision, Mrs. McKeel may need to prepare a substantial amendment to the Consolidated Plan to revise the number of homes assisted with the program to adjust to the need. Advertisement of the program was reviewed.

Chairman Charles Davis asked for opinion on changes to the amount of the award. Mrs. McKeel asked for CDAB to first consider if they would like to change the separation of low income award and moderate income award OR if they would like a flat awarded rate. This determination would allow further determination of how to proceed. Chairman Charles Davis recapped other cities that do not separate award. Mrs. McKeel advised she does speak with the cities of Lawrence & Manhattan in this regard. Sr Paula Rose pointed out that there is only a \$2,000 difference between low and moderate income award right now.

Chairman Charles Davis inquired about what other cities use as their income guideline. Mrs. McKeel advised all cities must utilize the HUD Income Limit guideline that is usually updated every April, however, HUD has issued a notice that they may not update the guideline until May 15, 2023 this year. The current guidelines were reviewed. Vice Chairman Ralph Taylor asked if CDAB could wait to make the decision after May. Mrs. McKeel concurred and stated she would have to call for another meeting in June. Waiting will also give an opportunity to possibly confirm finalized radon requirements.

Chairman Brian Keeley asked if the after effect would be more positive in these repairs. Mrs. McKeel reviewed it would because the repairs and mitigation help the current homeowner and those who may own the home many years later.

Other Matters:

Board Member Brian Keeley inquired about who the Board Members were that have expiring terms this year. Board Members whose terms expire in August 2023 are Mike Seufert, Charles Davis, Sr Paula Rose Jauernig, and Brian Keeley.

Next Meeting:

June 12, 2023 @ 4:15pm

With no further discussion, the meeting adjourned.

Board Member Brian Keely motioned to adjourn.

Vice Chairman Ralph Taylor second.

Approved by a vote of 4-0

Meeting adjourned at 5:02 p.m.

Minutes taken by Community Development Coordinator, Julie McKeel