



**COMMUNITY DEVELOPMENT ADVISORY BOARD  
MONDAY, September 11, 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 Jauernig  
Mary Mack (arrived @ 4:18pm)      Tony Majors

Board members absent:

Brian Keeley      Mike Seufert

City Staff members present:

Community Development Coordinator, Julie McKeel

Approval of the June 12, 2023 minutes:

Chairman Charles Davis requested a motion to approve the minutes, as presented.

Motioned by Board Member Sr Paula Rose.

Seconded by Vice Chairman Ralph Taylor.

Approved by a vote of 4-0

Public Hearing of 2022 Consolidated Annual Performance Evaluation Report (CAPER):

Chairman Charles Davis requested a motion to open the public hearing.

Motioned by Board Member Tony Majors.

Seconded by Board Member Sr Paula Rose Jauernig.

Approved by a vote of 4-0

Ms McKeel advised no public comments had been received, no public was in attendance, or signed in for public comment.

Chairman Charles Davis requested a motion to close the public hearing.

Motioned by Vice Chairman Ralph Taylor.

Seconded by Board Member Sr Paula Rose Jauernig.

Approved by a vote of 4-0

Discussion of 2022 CAPER:

Ms McKeel advised of updates/changes that will be made to the CAPER before submission to HUD.

- Pg 1 and 28 will be updated that no public comments were received.
- Pg 11, leveraging approx. \$33,000 needs updated to the exact dollar amount once last invoice is paid.
- Facts, spelling, clerical errors, or any information that is misconstrued will be updated.

Board Member Sr Paula Rose Jauernig inquired about rental rates. Ms McKeel reviewed Fair Market Rental Rates by HUD.

Vice Chairman Ralph Taylor inquired about Pg 11 and Public Works infrastructure on Dakota and how it was decided that location. Ms McKeel explained this was a planned location that the City had already chosen and it was an opportunity for CDBG funds to be expended in the infrastructure category. It was further explained the NE corner of the City is in an Opportunity Zone.

Vice Chairman Ralph Taylor inquired if St Vincent Clinic was going to relocate. Ms McKeel shared knowledge that they were going to move, but no confirmation and believes they are not moving, at this time.

Board Member Tony Majors asked how it is going to be decided the next infrastructure project locations. Ms McKeel reviewed the need to utilize infrastructure funds consistently and not waiting multiple years to expend. It was explained that doing small projects in the Opportunity Zone can be effective for low and moderate income person, as well as, jumping in on the opportunities of projects with Public Works.

Ms McKeel reviewed highlights of accomplishments throughout the 2022 program year and status of goal measurement for the 5 year Consolidated Plan. Details of Home Repair and Home Ownership Programs were reviewed with plans of improvements. Public Service Agency data was reviewed and explained that compliance may require a substantial amendment next year to reflect accurate data.

Vice Chairman Ralph Taylor reported on his visits to the public service agencies that are receiving CDBG funding.

2022 CAPER Submission:

Chairman Charles Davis requested a motion for the 2022 CAPER to be submitted to City Commission on 9-26-23 for approval of HUD submission, as presented, and to include any updates and any corrections needed found by City Staff.

Motioned by Board Member Tony Majors.

Seconded by Vice Chairman Ralph Taylor.

Approved by a vote of 5-0

Election of Chair and Vice Chair:

Ms McKeel reviewed process and options of Chair and Vice Chairman voting. The Board then discussed.

Board Member Tony Majors motioned to keep the current Chairman, Charles Davis, and the Vice Chairman, Ralph Taylor in their positions for the next year.

Seconded by Board Member Mary Mack.

Approved by a vote of 5-0

Next Meeting:

February 12, 2024 @ 4:15pm

February meeting will be the 1<sup>st</sup> public hearing in regard to unmet needs in our community for the 2024 AAP.

Adjourn:

Chairman Charles Davis requested a motion to adjourn.

Motioned by Board Member Tony Majors.

Seconded by Board Member Sr Paula Rose Jauernig.

Approved by a vote of 5-0

Meeting adjourned at 5:01 p.m.

Minutes taken by Community Development Coordinator, Julie McKeel