

**City of Lawrence, KS
Community Development Advisory Committee
January 28, 2016 Minutes (City Commission Room)**

MEMBERS PRESENT: Frank Brown, Jenna Coker, Alex Delaney, Steven Koprince, Blake Swenson, Patrick Wilbur

MEMBERS ABSENT: Jonathan Holley, James Minor

STAFF PRESENT: Danelle Dresslar, Brad Karr

PUBLIC PRESENT: Ted Boyle, Kate Rylander, Pat Miller, Phil Collison, Emily Winters, Pam Blackburn, Kendall Simmons

Chair Delaney called the meeting to order at 5:30 p.m.

1. Introductions.

Members introduced themselves.

2. Approval of the January 14, 2016 Minutes.

Koprince moved **to approve the CDAC meeting minutes from January 14, 2016**. Wilbur seconded the motion. The motion **passed 6-0**.

3. Discussion of 2016 CDBG Neighborhood Applications.

Delaney asked the status of a coordinated print bid for the Neighborhood Association newsletters. Dresslar indicated she was still awaiting newsletter specifications from some of the Neighborhoods before approaching the printers.

Delaney indicated the total Neighborhood Association requests this year was \$34,418, which is a significant increase over the \$22,866 allocated last year. Dresslar reminded the Committee the dollar amounts for the 2016 grant year are still an estimate based on the amount received in 2015.

Wilbur asked about the increase in printing and postage for the Brook Creek neighborhood budget. Winters explained Brook Creek would like to increase the number of newsletters from 4 per year to 6, every other month.

The Committee discussed the importance of the coordinator salary vs. the cost of printing and mailing the newsletters. Delaney asked if the Neighborhoods were required to send out a newsletter. Staff indicated quarterly meetings are required, while the newsletter is encouraged; the newsletter could be sent by email to save the cost of printing and postage. Delaney suggested the Committee fund a flat amount enough for either the coordinator salary or the newsletters, whichever each Neighborhood felt was more important. Miller asked the Committee to look at funding an even amount for each Neighborhood. Delaney felt the differences in populations in the neighborhoods did not allow for an even split. Delaney stated the Committee will have to somehow agree upon a funding amount; if they base the amount on the requested coordinator salary, the Neighborhood Association could still use the funds to pay for newsletters and use other funding sources to pay for the coordinator. Miller indicated Pinckney Neighborhood would rather have funding for a coordinator than newsletters. Winters

indicated the newsletters were important to Brook Creek at this time to increase participation. Boyle stated the newsletter and the coordinator were both important to North Lawrence, and a large number of the residents do not have access to email. Blackburn spoke to the importance of the coordinator, but also the newsletters to discuss important changes happening in the East Lawrence neighborhood and agreed with Boyle about the lack of email access for many residents. Simmons informed the Committee she has applied for a seat on the CDAC, and is a landlord in the Pinckney neighborhood. She agreed with the statements concerning residents not having email access, and felt the Neighborhood Associations should work together to increase efficiency and decrease expenses. Delaney reminded the Committee Lawrence is unique in funding the Neighborhood Associations; most other communities do not use the CDBG Public Services funds for Neighborhood Associations.

Delaney moved **to fund 1a, Brook Creek Neighborhood Association (BCNA), Operating/Coordinator Expenses at \$5,393**. Wilbur seconded the motion. The motion **passed 6-0**.

Coker moved **to fund 2a, East Lawrence Neighborhood Association (ELNA), Operating/Coordinator Expenses at \$6,675.50**. The motion **was withdrawn with no second**.

Wilbur moved **to fund 2a, East Lawrence Neighborhood Association (ELNA), Operating/Coordinator Expenses at \$6,034.75**. Coker seconded the motion. The motion **passed 6-0**.

Delaney moved **to fund 1a, Brook Creek Neighborhood Association (BCNA), Operating/Coordinator Expenses at \$5,400**. Wilbur seconded the motion. The motion **passed 6-0**.

Delaney moved **to fund 3a, North Lawrence Improvement Association (NLIA), Operating/Coordinator Expenses/Clean Up at \$5,400**. Coker seconded the motion. The motion **passed 6-0**.

The Committee discussed the differences in population and engagement between the neighborhoods; do they reward the neighborhoods with high engagement with more funding, or give more funding to the struggling neighborhoods. Delaney suggested awarding each Neighborhood Association \$5550 to use as they want for either coordinator salary or newsletter expenses. Koprince was concerned with awarding an equal amount to each neighborhood; it seemed to negate the application process. Swenson indicated BCNA and NLIA received even amounts last year, with PNA receiving slightly more and ELNA receiving a much larger amount. Coker asked how many of the applying Neighborhood Associations were low/moderate income. Dresslar stated all four of the applicants were low/mod neighborhoods, and they are not the only low/mod neighborhoods in the City.

Swenson moved **to fund 1a, 2a, 3a and 4a at \$5,550 each**. Delaney seconded the motion. The motion **passed 4-2**.

4. Discussion of 2016 CDBG Public Service Applications (time permitting)

Delaney moved **to fully fund 11a, Willow Domestic Violence Center, Shelter Upgrades**. Staff indicated some of the items on the 11a application may not be eligible expenses under CDBG guidelines. The motion was **withdrawn with no second**.

Staff suggested next year the Committee ask for bids/estimates to be submitted along with the applications to better determine eligibility.

The committee decided to halt discussion of the Public Service Agencies due to time constraints.

5. Public Comment.

There was no public comment.

6. Miscellaneous/Calendar.

The next meeting of the CDAC will be February 11, 2016 at 5:30 pm in the City Commission room of City Hall. The tentative schedule would be:

- February 11, 2016 – Public Service Agencies
- February 25, 2016 – HOME
- March 10, 2016 – Capital Improvements
- March 24, 2016 – available as a meeting day to catch up if needed
- April 14, 2016 – Public Hearing

7. Adjourn.

Delaney moved **to adjourn the January 28, 2016 meeting of the CDAC at 6:50 p.m.** Wilbur seconded the motion. The motion **passed 6-0**.

Attendance Record

Members	Jan 14	Jan 28														
Frank Brown	+*	+														
Jenna Coker	+	+														
Alex Delaney	+	+														
Jonathan Holley	U	U														
Steven Koprince	+	+														
James Minor	+	U														
Blake Swenson	+*	+														
Patrick Wilbur	+	+														

- E Excused Absence
- U Unexcused Absence
- X Meeting Cancelled – Weather Conditions
- Meeting Cancelled – Committee Vote/No Business
- * First meeting after appointment
- ** Last Meeting Prior to expired term
- ^ Last Meeting