

**City of Lawrence, KS  
Community Development Advisory Committee  
February 11, 2016 Minutes (City Commission Room)**

**MEMBERS PRESENT:** Jenna Coker, Alex Delaney, James Minor, Kendall Simmons, Blake Swenson, Patrick Wilbur

**MEMBERS ABSENT:** Frank Brown, Jonathan Holley, Steven Koprince

**STAFF PRESENT:** Danelle Dresslar, Brad Karr

**PUBLIC PRESENT:** Don Dorsey, Kate Rylander, Nickie Daneke, Sarah Fox, John Weiss, Garry Braddy, Liz Stuewe, Becca Burns-Spielman, Rich Minder

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

**1. Introductions.**

Members introduced themselves.

**2. Approval of the January 28, 2016 Minutes.**

Wilbur moved **to approve the CDAC meeting minutes from January 28, 2016**. Minor seconded the motion. The motion **passed 6-0**.

**3. Discussion of 2016 CDBG Public Service Applications.**

Staff spoke to the committee about several Public Service Applications: Hearthstone has not yet received approval from the Historic Resources Commission on their application items; the committee could still review the application and allocate funds, or wait for HRC approval. The Willow Domestic Violence Center's budget item for a commercial dishwasher is not an eligible expense. Community Living Opportunities application does not contain enough detail to determine if all of the budget items are eligible expenses; the committee could still review the application and allocate funds, with eligible items being determined at a later date based upon bid reviews by City Staff.

Coker asked if Hearthstone had applied for funding in the past. Hearthstone representatives indicated funding had been received approximately 15 years ago for renovations to the house.

Wilbur moved **to fund 12a, Willow Domestic Violence Center, Shelter Upgrades at \$2,350**. Minor seconded the motion. The motion **passed 6-0**.

Wilbur asked if Catholic Charities of Northeast Kansas (CCNEK) had a dollar amount estimate per individual/family assisted. Nickie Daneke indicated approximately \$250 per homeless individual/family is used to help stabilize their situation. CCNEK has requested additional funding this year to help offset a decrease in other grants.

Wilbur moved **to fund 5a, Catholic Charities of Northeast Kansas (CCNEK), Lawrence Emergency Assistance Center at \$6,250**. Delaney seconded the motion. The motion **passed 6-0**.

Delaney suggested discussing 7a, HCCI next. Coker asked if this was for salaries, and if in the past the CDAC has tried not to fund salaries. Dresslar explained this is case management for rental housing counseling, not salaries. Delaney moved **to fund 7a, Housing and Credit Counseling, Inc. (HCCI), Rental Housing Counseling and Education Program at \$5,000**. Wilbur seconded the motion. The motion **failed 3-3**.

Wilbur suggested discussing 6a, CLO next. Wilbur asked if the CLO project would have to completely be funded, or would partial funding assist in completing some of the items listed in the application. Sarah Fox explained this request is for renovations outside of the normal repair and maintenance fund they have for each property, and any partial funding allocated would be helpful.

Delaney moved **to fund 6a, Community Living Opportunities (CLO), Elmwood Home Repairs at \$14,250**. Coker seconded the motion. The motion **passed 6-0**.

Delaney suggested going back to discuss 7a, HCCI again. Swenson felt HCCI had other sources of funding available as listed on the application budget, along with no listed quantifiable outcome to the counseling. Coker asked if there was a representative from HCCI at the meeting to answer questions. Dresslar indicated no HCCI representative was in attendance.

Swenson moved **to zero fund 7a, Housing and Credit Counseling, Inc. (HCCI), Rental Housing Counseling and Education Program**. Coker seconded the motion. The motion **passed 4-2**.

Wilbur asked about the timeline of Hearthstone's application with the Historic Resources Commission. Dresslar indicated there would be one year from August 1, 2016 to spend any allocated funds. Swenson asked if funds were to be allocated then the project was deemed ineligible, what happens to the funds. Dresslar explained the funds would return to the grant as a reallocation for the Capital Improvement category, but would not be available in the 15% capped Public Service category.

Delaney asked the current condition of the windows. The Hearthstone representatives indicated the windows are from between 1876-1886 and leak a lot of air, with some of them not even closing.

The committee discussed waiting until Hearthstone received HRC approval, and Staff suggested if the specs of the windows could be proven to be an energy efficiency upgrade, the project could possibly be moved to the Capital Improvements category.

Delaney moved **to zero fund 8a and 8b, Hearthstone, Window Replacement and Tuck point Foundation**. Coker seconded the motion. The motion **passed 6-0**.

Staff indicated they would contact Lynne Braddock Zollner to discuss the HRC timeline.

Wilbur asked if there was a representative from the Lawrence Community Shelter in attendance to answer questions about their application. Dresslar indicated there was not a representative in attendance. Wilbur questioned the application including a 2013 annual report instead of a 2014 annual report.

Wilbur moved **to fund 9a, Lawrence Community Shelter (LCS), Operating Expenses at \$30,000**. Delaney seconded the motion. The motion **passed 5-1**.

Dresslar indicated she would ask a representative from LCS to attend the next meeting.

The committee asked if a representative from the Salvation Army was in attendance to answer questions. Kate Rylander discussed the Salvation Army's application. The Ballard Center previously administered the Emergency Service Council (ESC), but this year asked the Salvation Army to submit the grant application and administer the program. Rylander explained the ESC is used by multiple local agencies to provide emergency rent and utility assistance; the Salvation Army, the Ballard Center, the Penn House, the Willow Domestic Violence Center, ECKAN and the Lawrence Senior Center. Rylander indicated they have lost a \$25,000 grant that usually helps provide this type of emergency assistance. Simmons asked how the \$25,000 grant was lost. Rylander indicated the grant provider changed the funding direction from emergency assistance to a case management program.

Wilbur moved **to fund 10a, The Salvation Army, Emergency Service Council at \$10,000**. Minor seconded the motion. The motion **passed 4-2**.

The committee next discussed 11a, Success by 6 Coalition of Douglas County (SB6), Housing Assistance Fund. Delaney felt a primary purpose of this committee is to provide funding for emergency services to help keep people housed, and those programs should get a larger share of the funding.

Delaney moved **to fund 10a, The Salvation Army, Emergency Service Council at \$15,000**. Minor seconded the motion. The motion **passed 6-0**.

Delaney moved **to fund 11a, Success by 6 Coalition of Douglas County (SB6), Housing Assistance Fund at \$7,964**. Wilbur seconded the motion. The motion **passed 6-0**.

The committee discussed what to fund with the final \$4,000 in the Public Service category. Swenson suggested distributing the remaining \$4,000 evenly between the four Neighborhood Associations.

Delaney moved **to fund 1a, 2a, 3a, 4a at \$6550 each**. Coker seconded the motion. The motion **passed 5-1**.

Wilbur asked how funding the additional amount to the neighborhoods promoted the just discussed primary purpose of the committee to provide funding for emergency services. Simmons indicated the additional \$4,000 could go to 5a, CCNEK which provides emergency assistance and was funded at less than half of their request.

Delaney moved **to fund 1a, 2a, 3a, 4a at \$5550 each**. Wilbur seconded the motion. The motion **passed 6-0**.

Minor moved **to fund 5a, Catholic Charities of Northeast Kansas (CCNEK), Lawrence Emergency Assistance Center at \$10,250**. Coker seconded the motion. The motion **passed 4-2**.

Dresslar suggested the committee could discuss item 15c, City of Lawrence Community Development Division (CDD) Administration (Subject to 20% CDBG and 10% HOME caps).

Delaney moved **to fully fund 15c, City of Lawrence Community Development Division (CDD) Administration (Subject to 20% CDBG and 10% HOME caps)**. Wilbur seconded the motion. The motion **passed 6-0**.

**4. Public Comment.**

There was no public comment.

**5. Miscellaneous/Calendar.**

The next meeting of the CDAC will be February 25, 2016 at 5:30 pm in the City Commission room of City Hall. The tentative schedule would be:

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

**6. Adjourn.**

Delaney moved **to adjourn the January 28, 2016 meeting of the CDAC at 6:29 p.m.** Wilbur seconded the motion. The motion **passed 6-0**.

**Attendance Record**

| Members         | Jan 14 | Jan 28 | Feb 11 |  |  |  |  |  |  |  |  |  |  |  |  |  |
|-----------------|--------|--------|--------|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Frank Brown     | +*     | +      | E      |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Jenna Coker     | +      | +      | +      |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Alex Delaney    | +      | +      | +      |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Jonathan Holley | U      | U      | U      |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Steven Koprince | +      | +      | E      |  |  |  |  |  |  |  |  |  |  |  |  |  |
| James Minor     | +      | U      | +      |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Blake Swenson   | +*     | +      | +      |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Patrick Wilbur  | +      | +      | +      |  |  |  |  |  |  |  |  |  |  |  |  |  |
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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