

# City of Lawrence

## Affordable Housing Advisory Board

### July 1, 2019 minutes

MEMBERS PRESENT: Susan Cooper, Ron Gaches, Edith Guffey, Thomas Howe, Paul Nuzum, Dana Ortiz, Monte Soukup, Sarah Waters, Erika Zimmerman

MEMBERS ABSENT: Rebecca Buford, Patrick Kelly, Shannon Oury

STAFF PRESENT: Diane Stoddard, Assistant City Manager; Scott McCullough, Director of Planning and Development Services; Danielle Buschkoetter, Budget and Strategic Initiatives Manager; Jeff Crick, Planning Manager; Brad Karr, Community Development Analyst

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Chair Gaches called the meeting to order at 11:00 am. [ENTIRE VIDEO](#)

**1. General Public Comment** [VIDEO](#)

There was no public comment.

**2. Approve Minutes from the June 10, 2019 meeting** [VIDEO](#)

Zimmerman moved to approve the [minutes from the June 10, 2019 meeting](#). Ortiz seconded the motion. The motion passed 8-0.

Howe arrived at the meeting.

**3. Monthly Financial Report** [VIDEO](#)

The monthly financial report is available on the [City of Lawrence opengov.com](#) website.

Buschkoetter said the City had received just over \$74,000 as the first sales tax revenue for the Affordable Housing Trust Fund, reflecting taxes from the month of April 2019. Buschkoetter said the tax revenue includes both sales tax and use tax for online sales.

**4. Applicant Presentations** [VIDEO](#)

Zimmerman and Ortiz, as applicants, recused themselves from the discussion and left the room.

Gaches asked when the proper time was for the board to discuss the use of the housing trust fund dollars to continue supporting projects over multiple years as part of their operating budget versus funding one and done projects, and also what mix of capital versus non-capital projects the board was interested in funding. Stoddard said the proper time would be when the board is discussing the parameters of the next Notice of Funding Availability (NOFA). Stoddard also addressed the request from at least one applicant requesting future funding commitments, reminding the board of the cash basis law which must be followed.

Buschkoetter presented the board with a chart that summarized the applicants' [key project elements](#).

John Harvey presented the [Lawrence Habitat for Humanity](#) application to the board. [VIDEO](#)

Nicholas Ward presented the [Tenants to Homeowners, Inc.](#) application to the board. [VIDEO](#)

Kelsey Herr and Dave Rhodes presented the [Wheatland Investments Group](#) application to the board. [VIDEO](#)

Amy Ballinger and Bob Mikesic presented the [Independence, Inc.](#) application to the board. [VIDEO](#)

Nickie Daneke and Brenda Wahl Presented the [Lawrence-Douglas County Housing Authority/Family Promise of Lawrence](#) application to the board. [VIDEO](#)

Patrick Watkins and Tony Krsnich presented the [Ohio Mortgage Investors, LLC](#) application to the board. [VIDEO](#)

**5. NOFA timeline and procedures** [VIDEO](#)

Buschkoetter presented the board with a [timeline](#) of the application process, and the board's [NOFA Application Process and Procedures](#), for review.

Buschkoetter asked the board members to return their individual scoring sheets on each applicant to staff by July 3, 2019. Staff would compile the results and present the board with a completed key project elements chart, with each applicant's weighted score, at the next meeting.

**6. Other New Business / Next Meeting / Future Agenda Items** [VIDEO](#)

The next meeting will be on July 8, 2019. The board will discuss the applications and consider making a funding recommendation to the City Commission.

**7. Adjourn** [VIDEO](#)

Gaches adjourned the meeting.

Future Meeting Dates / Tentative Agenda items

July 8, 2019 – NOFA applicant deliberations

August 12, 2019 -

September 5, 2019 - Douglas County Community Foundation, community conversation on behavioral health,  
5:30-7:30 p.m., Theatre Lawrence

September 9, 2019 -

October 14, 2019 -

November 11, 2019 -

December 9, 2019 –

These minutes were approved by the Board: August 12, 2019

2019 Attendance	Jan	Feb	March	Apr	May	June	July		Aug	Sept	Oct	Nov	Dec
Brown, Andrew	+	U	E	E	U	U	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Buford, Rebecca	+	+	E	+	+	+	R						
Cooper, Susan	+	E	+	U	+	+	+						
Gaches, Ron	+	E	+	+	+	+	+						
Guffey, Edith	+	E	+	E	+	+	+						
Howe, Thomas	+	+	U	+	+	+	+						
Kelly, Patrick	N/A	E	+	+	+	+	E						
Nuzum, Paul	+	+	+	+	+	+	+						
Ortiz, Dana	+	+	+	+	+	+	+						
Oury, Shannon	+	+	+	+	+	+	R						
Soukup, Monte	+	+	+	+	+	+	+						
Waters, Sarah	+	+	+	E	+	+	+						
Zimmerman, Erika	+	+	+	E	+	+	+						

(+) - in attendance; (U) - unexcused absence; (E) - excused absence; (R) - recusal

A Board member having **three or more unexcused absences** or **five or more absences for any reason** during one (1) calendar year shall be deemed by the Board to have involuntarily resigned his or her position. Failing to notify the Chair of an absence at least 24 hours prior to a scheduled meeting shall count as an unexcused absence. Attendance will be reviewed regularly to ensure compliance.