

MINUTES

COMMUNITY DEVELOPMENT ADVISORY COMMITTEE MEETING WEDNESDAY, MARCH 23, 2011 – 4 PM DOWNTOWN MAIN LIBRARY CONFERENCE ROOM

Members Present: Loretta Paganini, Vice-Chairperson; Dennis Gilliam, Secretary; Mary Burd, Pat Lloyd, Langu Okall, Julie Westra (ex-officio – School Board).

Members Absent: Paul Phalen, Chairperson; and Vicki Kerkvliet.

Others Present: Randy Bartunek, Al Roettger, Paul Hess, and Suzanne Schroeder, Community Development staff.

4:00 pm – PUBLIC HEARING TO RECEIVE COMMENTS ON THE 2010 ACCOMPLISHMENTS.

No comments were received.

1. CALL TO ORDER

Vice-Chairperson Loretta Paganini called the meeting to order at 4:04 p.m.

2. ADDITIONS OR DELETIONS TO THE AGENDA

Loretta Paganini asked that the topic "Rental Rehab Program" be added under Other Business.

3. APPROVAL OF THE MINUTES FOR THE MEETING OF JANUARY 26, 2011.

Upon motion by Pat Lloyd, seconded by Dennis Gilliam, the minutes of the January 26, 2011, meeting were approved as mailed. Carried unanimously.

4. OLD BUSINESS:

There was no old business.

5. NEW BUSINESS:

- a) **2010 Annual Report of Accomplishments – Al Roettger** distributed copies of the "2010 Summary of Programs", January 1-December 31, 2010. The brochure is a brief synopsis of programs, projects, and activities funded by the CDBG program. Copies have been placed in the public libraries and on Insite for public viewing and comment. Mr. Roettger pointed out that the Single-Family Rehab Program completed 55 projects in 2010. The goal of completed projects for the Single-Family Rehab Program had been estimated at 40 per year.
- b) **Financial Status Report (Year End 2010 and Current YTD) – Al Roettger** distributed a report of 2010 HOME Program and Community Development Block Grant Expenditures through 12/31/2010. He pointed out that the HOME Program had \$92,066.26 uncommitted funds and the CDBG had \$26,898.55 of uncommitted funds at the end of 2010. These funds will be reallocated to the Homebuyers Program for 2011.

- c) **CDBG and HOME Funding for 2011 & 2012 – Randy Bartunek** distributed copies of the 2011 CDBG and HOME programs. As of 2/28/2011 CDBG Program Income received is \$39,502.09 and HOME Program Income received is \$10,805.99.

Mary Burd arrived at 4:30 p.m.


- d) **Proposed CD Advisory Rules of Procedure – Randy Bartunek** distributed copies of a draft proposal for new rules and procedures for the Committee to review and consider. The new rules would change the name of the Committee to the Affordable Housing Advisory Board and would also clarify the roles of the members. The membership would be established to include nine members with three of those members being either low income or people who reside in low income neighborhoods. A copy of the procedures has been forwarded to the City Attorney's Office for their review and we are awaiting their response. The final document is subject to recommendations from the Committee and the Attorney's Office and will be presented to the City Council for their approval sometime in May. After reviewing the proposed "Rules of Procedure," it was suggested by the Board that the sentence "A minimum of three of the voting members shall either be low income or reside in low-income neighborhoods" be changed to "It is strongly encouraged that a minimum of three of the voting members shall either be low income or reside in low-income neighborhoods." Pat Lloyd made a motion, seconded by Dennis Gilliam, that the Community Development Advisory Board approve the Rule of Procedure for the Affordable Housing Advisory Board, as amended by the Board, subject to legal direction of the City Attorney's Office. Carried unanimously.

6. OTHER BUSINESS:

Loretta Paganini shared with the Board copies of the City of Ishpeming, Michigan, Downtown Rental Rehabilitation Program, for informational purposes, which she found on the Internet. She pointed out that landlords are required to pay 25% of the rehabilitation costs upfront and the remaining 75% balance of the "loan" is forgiven in its entirety after 5 years when the landlord complies with the requirements of the program. Randy Bartunek mentioned that the proposed Community Development Rental Rehab program may be funded by the South Dakota Housing Development Authority as a loan which would be required to be paid back.

7. ADJOURNMENT:

Upon motion by Dennis Gilliam, the Committee meeting adjourned at 5 p.m.



Dennis Gilliam, Secretary