

**MINUTES**  
**COMMUNITY DEVELOPMENT BOARD MEETING**  
**May 18, 2010**

The regular meeting of the Community Development Board was held in the City Council Chambers, 715 Mulberry Street, Waterloo, Iowa, and called to order by Chairman Eric Johnson at 4:00 p.m. on Tuesday, May 18, 2010.

**Members present:** Kenneth Adderley, Jim Carstensen, Mickye Johnson, Gary Rankin, Bernie Stroh and Eric Johnson.

**Members absent:** Anesa Kajtazovic.

**Also present:** Rudy D. Jones, Community Development Director; Nancy Gulick, Community Development Coordinator; Ron Welper and Quentin Hart, both Council Liaison; Danielle Rohret, Administrative Assistant and Ann Northey, Administrative Secretary.

**A. APPROVAL OF THE AGENDA.**

Chairman Johnson indicated Board packets were mailed out. An updated agenda was mailed separately.

**It was moved by Mickye Johnson and seconded by Jim Carstensen to approve the updated Agenda as mailed. Motion carried.**

**B. APPROVAL OF THE MINUTES FOR THE REGULAR MEETING ON APRIL 20, 2010.**

**It was moved by Kenneth Adderley and seconded by Jim Carstensen to approve the minutes for the April 20, 2010 meeting. Mickye Johnson abstained, as he wasn't at the meeting. Motion carried.**

**C. OLD BUSINESS.**

**1. Update on State of Iowa, New Construction Unit Production Application, Round 1 and Round 2.**

Rudy Jones stated Round 1 of the New Construction activities was going well. The two developers, Iowa Contracting Services and Black Hawk Contracting have begun their projects. The Summerland Park area is moving along extremely well and all 15 units have been sold or pre-sold. Most of these homes are within the \$180,000 price range with a 30% down payment subsidy to the home buyer.

Construction has been delayed in the Lafayette, East 8<sup>th</sup> and Sycamore Street areas due to the archeological survey. This survey is now complete and we anticipate activity within the next 60-90 days.

Rudy Jones indicated a proposal was submitted for Round 2 of New Construction funding for approximately \$1 million for an additional 20 units, ranging from \$120,000 to \$180,000. Informally, we have received word from the State that we will be approved and paperwork is forthcoming for a budget amendment. This will give the Summerland area an additional 10 units and allow more units in the Lafayette / Sycamore Street and Madison / Monroe Street areas.

Chairman Johnson inquired about the subsidy. Rudy Jones stated the second round would be 25% subsidy per unit.

Gary Rankin inquired whether the archaeological report was a normal procedure, or whether there was

something of interest in the area.

Rudy Jones indicated these projects garner more interest due to their location along the river. The scope of the area we are working includes East 6<sup>th</sup> Street all the way to East 18<sup>th</sup> Street to join in with the other service-oriented campus projects. There has been minimum dialogue with the consultant and no discoveries to note.

Board members requested this item continue on the agenda for future updates.

## **2. Neighborhood Stabilization Program Update.**

Rudy Jones indicated NSP funds were issued to address the housing crisis with \$850,000 awarded for this purpose. Habitat for Humanity is our partner with a commitment of seven units to rehabilitate and/or demolish and establish new construction on two sites. Rudy indicated Ms. Linda Morgan, Executive Director of Habitat may be able to make a formal presentation at the next meeting to discuss this project and answer any questions.

## **3. Round 2 – Multi-Family Rental Housing Funds. Set application review date.**

Chairman Johnson indicated a subcommittee was appointed at the last meeting, which includes: Gary Rankin, Jim Carstensen and Kenneth Adderley. Rudy indicated we hope to meet once with the subcommittee next week to review the four applications for Multi-Family Rental Housing.

Kenneth Adderley asked to be excused from the review committee as he would be out of town for his mother's funeral in the Bahamas. Chairman Johnson indicated that he and Bernie Stroh could not serve as there would be a conflict of interest. Micky Johnson volunteered to fill in.

Rudy Jones distributed application packets for the subcommittee and will contact members by email to schedule the review time. He noted once the subcommittee decision is confirmed, staff will poll Board members for a final vote prior to submission to the City Council.

## **D. NEW BUSINESS:**

### **1. Endorse Rehabilitation Contracts for April 2010. (Report attached.)**

**It was moved by Micky Johnson and seconded by Jim Carstensen to endorse the Rehabilitation Contracts for April 2010 as presented.**

**On roll call: Kenneth Adderley, Jim Carstensen, Gary Rankin, Bernie Stroh and Eric Johnson voted aye. Nays: None. The Chairman declared the motion carried.**

### **2. Adopt CDBG/HOME Monitoring Policy.**

Nancy Gulick indicated this policy was drafted after consultation with another entitlement city who recently was cited for not having a formal policy in place during their monitoring visit. Nancy indicated we are trying to be proactive by proposing this policy prior to our HUD monitoring visit this summer.

Micky Johnson asked what determines additional assistance by some agencies. Nancy Gulick stated if a subrecipient has any problems with their financials, or collection of income documentation, then she can offer technical assistance to keep them on track with their reporting requirements. Nancy noted there is a criteria worksheet given to each agency and serves as a checklist when our monitoring visit is conducted.

Kenneth Adderley questioned bullet number five, are we certain that all documents were being reviewed by

City legal staff. Nancy Gulick stated all agreements are reviewed by the legal department every ten years, or more often if changes are required.

Kenneth Adderley also asked about the affirmative marketing plan.

Nancy Gulick explained that each agency receiving funds for rental units must have an approved marketing plan in place that is reviewed annually. If something appears questionable during a monitoring visit, then we refer that agency to the Human Rights department, whereby suggestions are made for procedure changes to the agency.

Rudy Jones indicated these items are minimum criteria that each agency must meet in order to be considered in compliance with the HUD regulations.

Mickye Johnson inquired which rental units / agencies are covered by this criteria. Nancy Gulick reported right now we have Roosevelt Apartment, Stokes Senior Housing, Highland Apartments, Marsh Place and any flood rentals utilizing federal funds must also be included.

Chairman Johnson noted, in the staff's viewpoint these are already steps that are taking place and the Board is being asked to formally adopt this policy.

Nancy Gulick stated, yes, this information is already part of our Action Plan, however, we were informed a formal policy will be required by HUD.

**It was moved by Bernie Stroh and seconded by Jim Carstensen that the Monitoring Policy, as written, be adopted. Motion carried. (Copy attached)**

#### **E. DISCUSSION ITEMS:**

##### **1. 2008 Flood Recovery Power Point Presentation.**

Danielle Rohret, Administrative Assistant, reported there are two major objectives to the Flood Recovery presentation, one is to provide a visual representation utilizing the Google Earth program, and secondly to describe the demographics of the population that we serve. These tools are important and will provide a better understanding of how well we are meeting our HUD objectives.

Ms. Rohret's presentation indicated three major activities have taken place: rehabilitation, down payment assistance and new construction. Over \$2 million dollars of Jumpstart flood recovery money has been invested in the community. Areas affected were clustered along the Cedar River, with a few exceptions due to relocation properties for tornado victims. Comparisons were made for individuals served to neighborhoods served, along with various other charts. Ms. Rohret explained other possible uses for charting and reporting department activities.

The presentation was well received and Board members followed up with some questions.

Chairman Johnson inquired when 2008 flood recovery activities will be concluded.

Nancy Gulick reported we are hoping to conclude the program by June 30, 2010.

Rudy Jones indicated we have started to transition out of this program and have a few rental rehabilitation projects to finish.

Nancy Gulick indicated if someone that qualifies for federal funds would come in to apply, we would have to process their application, but the State of Iowa application deadline has expired.

Chairman Johnson noted that everyone should have received a copy of the FY2011 One-Year Action Plan for review. The plan has been submitted to HUD for approval.

Mickye Johnson inquired about the Chamberlain project buyouts for property owners in the area and asked staff to look into this process. Rudy Jones explained this is a separate project through the Planning and Zoning Department, and that he would convey this request to Noel Anderson.

**F. ADJOURN MEETING**

With no further business to come before the Board, the Chairman adjourned the meeting.

Respectfully submitted,

Kenneth Adderley, Secretary