



# City of Columbia, Missouri

## Meeting Minutes

### Columbia Community Development Commission

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Wednesday, February 7, 2018

7:00 PM

Regular Meeting

Room 1A, City Hall, 701

E. Broadway, Columbia

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#### I. CALL TO ORDER

MR. FLETCHER: Well, it is 7:00, so let's call the meeting to order. This is the February meeting for the Community Development Commission meeting.

**Present:** 7 - Michael Fletcher, Pamela Forbes, Mitchell Ritter, Blaine Regan, Paul Whatley, Michael Salanski and Diane Suhler

**Excused:** 1 - Michelle Lambert

#### II. INTRODUCTIONS

MR. FLETCHER: We always start out with introductions, so, Gary, would you start, please?

MR. ANSPACH: Gary Anspach, City Staff.

MS. CLARK: Darcie Clark, City Staff.

MR. AMELUNKE: Jacob Amelunke, City Staff.

MR. SALANSKI: Michael Salanski, Fifth Ward.

MR. REGAN: Blaine Regan, Sixth Ward.

MR. FLETCHER: Mike Fletcher, Member at Large.

MR. COLE: Randy Cole, City Staff.

MS. FORBES: Pam Forbes, First Ward.

MS. SUHLER: Diane Suhler, Human Services Commission Representative.

MR. WHATLEY: Paul Whatley, Member at Large.

MR. FLETCHER: Thank you. And welcome.

MS. CLARK: Thank you.

MR. FLETCHER: So you're the newest member of the group?

MS. CLARK: Yes

#### III. APPROVAL OF AGENDA

MR. FLETCHER: Next item is approval of the agenda. Does anyone have any comments or changes on tonight's agenda? Hearing none, we need a motion to approve.

**MS. SUHLER: I move we approve.**

**MR. WHATLEY: Second.**

**MR. FLETCHER: All in favor, say aye.**

**(Unanimous voice vote for approval.)**

**MR. FLETCHER: Motion carries. So we have an approved agenda.**

Staff Memo

**Attachments:** [CDC Memo 2-7-18](#)

Discussed throughout the course of the meeting.

#### IV. APPROVAL OF MINUTES

## Meeting Minutes

**Attachments:** [Draft 1-10-18 CDC Meeting Minutes](#)

MR. FLETCHER: Next is approval of last month's meeting minutes. Does anyone have any changes or comments to the meeting minutes? A show of hands who read them? Just checking. Thank you.

MR. SALANSKI: I always make sure they quote me appropriately.

MR. FLETCHER: You just read your --

MR. SALANSKI: Yeah. I make sure I get quoted appropriately, which is --

MR. FLETCHER: Just checking. All right. Since there are no changes, we need a motion to approve.

**MR. REGAN: I'll motion to approve the minutes from the January 10th meeting.**

**MR. SALANSKI: Second.**

**MR. FLETCHER: Thank you. All in favor, say aye.**

**(Unanimous voice vote for approval.)**

**MR. FLETCHER: Motion carries. So we -- the minutes are approved.**

## V. OLD BUSINESS

### Council Policy Resolution

**Attachments:** [Council Policy Resolution](#)

MR. FLETCHER: On to old business. So the Council Policy Resolution, when I got -- when I got the agenda, I asked Randy to put together a slide -- and there it is -- that kind of laid out what we had funded for the last three years, so we could kind of look to see, you know, what we had done and if there was any particular funding area where -- you know, some of what we fund is to a large extent based on the requests that we get. And so I was just wondering if there were any areas where we are consistently seeing a lower request that would allow us to maybe change the funding ranges for those areas to give us more flexibility in some of the other areas where we see an increase in requests. So do we see anything like that on the draft? Obviously, Administration stays the same because that's a flat percentage.

MR. COLE: When I was going through this, the Community Facilities really stood out to me. It was a little bit lower than -- than I would expect. If I would have looped in 2015, that would been a big year because we had Welcome Home that year.

MR. FLETCHER: Right. Yeah.

MR. COLE: But the last three seems to be lower. The zero is in the 2017 because we did have \$50,000 in there for --

MR. FLETCHER: Somebody backed out.

MR. COLE: -- but they backed out. So that would have boosted that up to probably around 1 percent.

MR. FLETCHER: That was for the day -- the day center?

MR. COLE: Yeah. But that seems like one where if you had --

MR. FLETCHER: What would that percentage have been had they stayed in?

MR. COLE: It would have been right around 10 percent. So it seems like going into the next funding cycle, if you get a few really good Community Facility applications -- you want to fund something beyond the percentage, it seems like that would be very prudent, given the last few years.

MR. FLETCHER: And what's the -- what's the range for that?

MR. COLE: That is zero to 30 percent.

MR. FLETCHER: Yeah. I'm surprised more folks aren't coming to us with requests.

MR. COLE: Just so everybody knows, the -- the way we planned our goals for like how many facilities we do and how many houses we build or rehab, they were -- those

numbers were all determined on a dollar value that's at the midpoint of those percentages. So we extrapolated how many units would fall kind of in the midpoint, for what it's worth.

MS. SUHLER: Is there any kind of outreach or solicitation like for community facilities programs --

MR. COLE: Uh-huh.

MS. SUHLER: -- or is it just kind of whatever happens to come down the pike?

MR. COLE: Yes. So we do outreach to all of our -- the people on our Listserv, and that typically grabs just about every social service agency in town that would apply for community facility funds and then forward them to Steve Hollis in Human Services, and he gets that notice out as well. So that gets interest.

I have talked with at least two agencies that plan to submit a facilities application this year, now whether or not they are viable, I haven't seen those applications yet of course, but there are people interested.

MR. RITTER: I need to announce myself? Mitch Ritter, Ward Two, is now present.

MR. FLETCHER: We're discussing allocation percentages, and there's a slide that shows the percentages for the last three years. So we were just wondering if there was any need for any correction. And it doesn't really appear like there is anything, you know, remarkable. Is the decline like in -- in the Affordable Housing more based on the funds that were available?

MR. COLE: No. I think we had some other projects. I have it by -- these are more round numbers, but it is not as pretty. So we funded our Demo program quite a bit less this last year, and we had a large infrastructure, Economic Development, and then a Community Facility. I would say because we had a pretty good size Community Facility and an infrastructure project, those two things probably pulled the most from that top category.

MR. FLETCHER: Well, it seems like to me that we have enough flexibility in the ranges that are -- that are in the plan that we're able to flex and give funding where it's needed each year. I don't recall there being a year when the -- this was an impediment to us funding somebody.

MR. COLE: Uh-huh.

MR. FLETCHER: Even the year we funded the Welcome Home project to a large extent one of the largest funding amounts we had ever given out, we were able to do that.

MR. COLE: Correct. Because if you look on the second page of the Council Policy Resolution, we build in some flexibility so you can see beyond the percentage ranges if we need to get our portions back in line. That would fall under number one if you guys wanted to do more Community Facilities within the percentage or go beyond it. If there's a unique project that needs a larger level of funding like the Welcome Home --

MR. FLETCHER: We can always --

MR. COLE: -- or if nobody submits funding requests within a category or if the requests within a category are not viable because you don't want to fund something and not -- that's not viable just because you have percentages.

MR. FLETCHER: Now, do we need to -- since we don't want to make any changes, do we just leave it as is? We don't need to take any motion or approve anything. Correct?

MR. COLE: Correct.

MR. FLETCHER: Okay. So does everyone agree the funding ranges that are here -- the resolution is fine? All right.

## VI. REPORTS

### Community Development Needs Survey

MR. COLE: All right. So real quick we've got the Community Development Needs Survey. We're just checking in on how many responses -- we have 143 so far right now. We do have quite a few from the Fourth Ward -- 53 percent of our responses are from the

Fourth Ward.

MR. WHATLEY: That works.

MR. COLE: So is that just a personal Listserv you have?

MR. WHATLEY: Well, you know, it's -- Nextdoor is the site and if you saw on -- I don't remember the numbers in my email, but it serves over 3,900 households, so it can't just be Ward Four. I'm sure that Ward Five is tied in there and maybe Three, you know, but there is -- so I just -- you know, you saw the email this time. I sent out just a personal note saying, hey, you know, I serve on this Commission and I'd love your input to help allocate the money appropriately.

And I got responses back saying, hey, thanks for sending this out. I mean, I'm actually getting replies, you know, thanking, you know, for sending out the surveys. So that was kind of cool.

MR. FLETCHER: So for all of the wards you think that there is a similar Listserv for everybody wherever you live?

MR. WHATLEY: You know, I don't know. I don't -- I don't know where Nextdoor originated. I live -- I live in the Village of Cherry Hill, so I -- we just happened to be one of the neighborhoods. And I'm on the board of directors, you know for the Village of Cherry Hill too, so, you know, my goal was to get all the households in our neighborhood connected, you know, for various reasons. So -- and so this served a purpose with that.

MR. COLE: So I can email the rest of the Commission that link, so if you have connections to other organizations, similar groups, even if it's just a handful and not a few thousand, every one of them makes a difference. So I'll forward it on to everyone.

MR. RITTER: What's the deadline?

MR. COLE: May 1st.

MR. RITTER: Oh, okay. That's plenty of time.

MR. SALANSKI: Paul, do you have a -- with regards to the responses that you've gotten, is it just simply thank yous or do you ever get asked follow-up questions that you feel obligated to provide answers to? Are we even allowed to have that banter back and forth?

MR. WHATLEY: You know, I -- I get the thank yous, and basically I just reply and say, hey, thanks for, you know, participating in the survey. And, you know -- and I don't know where the line stops, you know.

MR. COLE: I think it's always your guys' role to talk about --

MR. WHATLEY: Yeah.

MR. COLE: -- how our funds are used, what we use them for, and why they are important.

MR. WHATLEY: Yeah. Now, in --

MR. COLE: Anyone can always have --

MR. FLETCHER: You represent --

MR. COLE: -- that discussion.

MR. FLETCHER: -- those folks.

MR. WHATLEY: You know, and in my email letter with the link, I do ask if you have any questions about anything on the survey, please reach out. And I always put in there that if I don't know the answer, I'll -- I'll reach out and find out and get back with you. So I never have had a question yet.

MR. COLE: Yeah. You all serve in kind of an oversight capacity for making decisions how we make and utilize our funds, but it is also good to serve in a more advocacy capacity where you are willing to show an importance of the work you do.

MR. WHATLEY: And I think last year I think I sent the email three times just to -- some people won't -- won't probably react to it right away, but then if they see it again, maybe they'll participate. You never know.

MR. SALANSKI: So, Randy, you're sending us, the other Commissioners, a link --

MR. COLE: Uh-huh.

MR. SALANSKI: -- to the survey in which we can then forward on to kind of our folks to

hopefully get that much more participation?

MR. WHATLEY: You know, and if you want, I can forward, you know, my email to you guys, and if you want to use it as a draft, you know, make it your own. I don't mind.

MR. RITTER: Yeah. It kind of fell off the rolling news.

MR. COLE: Yeah. It's still on the website, but, yeah, we can get it back on the ticker again.

MS. SUHLER: Just a question and this might be very naïve, but a lot of the projects that are funded, do they tend to be more specific to particular wards in the City? And, if so, is there a way to make sure we get adequate input from those wards how the funds are being used?

MR. COLE: Yeah. So a lot of our Affordable Housing and infrastructure falls in the central area, mainly, Ward One. But then some of the -- you know, Ward Three and Two, but Ward One does see a big portion of the funds. And we fund projects City wide, but just by the nature of the need, the money follows the need, so a lot of it goes into the First Ward.

One way in the past that we've helped get input from the First Ward was by having some students set up shop in Oak Tower and Paquin Tower and then Centro Latino. And we are in the process of getting a volunteer service learning student to do that, so that will help get some more direct solicited feedback from populations of the neighborhood.

MS. SUHLER: And when you tabulate the results, do you kind of look for patterns by ward like you look at what, say, respondents from Ward Four, what their responses are compared to other wards or is it just all mixed together?

MR. COLE: We haven't in the past, but luckily Mitch volunteered to do some analytics this year --

MS. SUHLER: Oh, good.

MR. COLE: -- on it with some software.

MR. RITTER: Yes. Whenever we want to stop the responses we'll download it and it looks like you've got quite a bit going, so we'll see.

MR. SALANSKI: Randy, do you recall, I think you shared this with me last time as to how many responses collectively when it was all said and done that Ward Five had? Do you recall what that was for --

MR. COLE: I don't recall.

MR. SALANSKI: -- because I feel like I'm -- like Ward Five is trending higher than --

MR. COLE: Right now it is twelve.

MR. SALANSKI: -- years past. I don't necessarily say that proudly based on Paul's numbers, but --

MR. COLE: Let's see what you had last year. Last year you had 32.

MR. SALANSKI: So it's --

MR. COLE: This year you have 12.

MR. SALANSKI: Yes. So it's spot on essentially percentagewise to what we currently have as opposed to years past.

MR. COLE: Uh-huh.

MR. SALANSKI: Okay.

MR. RITTER: That's the 2017?

MR. COLE: This one is 2019.

MR. FLETCHER: Certainly, you know, I think we need to make sure we put forth a good effort to get a feedback from those wards where we spend the most, which is Ward One. You know, it, you know, should be focused on, so I'm sure with your efforts, like you said, you're going to -- you're going to focus on that area. You said Ward One is -- One, Two and Three?

MR. COLE: Uh-huh.

MR. FLETCHER: So primarily where we have expenditures.

MR. COLE: We have --

MR. FLETCHER: So I would expect those folks to show up well.

MR. COLE: Uh-huh.

MR. FLETCHER: And, you know -- so you're -- I would recommend your efforts focus in those wards.

MS. FORBES: Do you have a PSA announcement that you could send to KOPN maybe?

MR. COLE: Yeah. We could do that. Actually, I'm going to be on one of the radio shows in April.

MS. FORBES: Okay.

MS. SUHLER: And if you need some students, let me know.

MR. COLE: Oh, yeah.

MS. SUHLER: Yeah. Also I might be able to run some of it for you.

MR. COLE: That would be wonderful. It works well because we'll just hand them an iPad and they can do this all online as they interview people.

MS. SUHLER: Okay. Send me what you would need there's an Erasmus group that I think is looking for projects.

MR. COLE: Okay. All right. Excellent. Do you want me to move on to the next item?

MR. FLETCHER: Sure, if you're done.

### CHDO Update

MR. COLE: Sure. CHDO update. So we were going to send the RFP out, but I wanted to have a conversation. So we met with the local CHDOs after the meeting -- the last month's meeting, and we're going to release funding for doing these homes on Third Avenue, and there was kind of a bit of discussion on a couple of things that I feel need to be figured out before we move forward. So I looked at our spending deadline and we have until July to get the funds committed, so we're not under a tight deadline.

And so I didn't want to just get the money out the door without doing a thoughtful planning process because if you'll see on Third Avenue there is this alleyway behind here. And right now it's not surfaced; it's not improved. Public Works is in the process of getting bids to improve it with asphalt, which by doing that would increase options for how you can redev-- how we can redevelop these two lots here, which is 7 and 9 Third Avenue.

So these lots are really narrow. They are about 35 foot wide. So under the City ordinance, you have to have six-foot setbacks on both sides, 25 in the front and 25 in the rear. So it presents a challenging narrow lot, but if we do two homes or if we utilize both properties we can get two homes versus combining it into one to get one home. But to get two homes, we have to have the alleyway resurfaced, so, I mean --

MR. FLETCHER: Where's the alleyway up there?

MR. COLE: It's this right here.

MR. FLETCHER: Okay.

MR. COLE: So if I put it on the satellite view, you'll see it is not improved at the moment. So there's a lot of desire from the neighborhood and from people all around this surrounding block to -- for the City to improve the alleyway because right now it is filled with saplings and brush, and collects trash, and people do bad stuff back here. There was a shooting right out at this end of it about I think three months ago, so the neighborhood has a strong desire to see the alleyway improved.

And there's a -- there's several alleyways like this, so I think this would be a great opportunity if Public Works did do one alleyway to show what could be done throughout the whole neighborhood.

MR. FLETCHER: So on this view, show us where the three lots are --

MR. COLE: So there's --

MR. FLETCHER: -- that we are talking about so we can -- this will give us a better feeling of how small or narrow --

MR. COLE: So we were going to put out just two lots because that's the amount of

funds we have available for it.

MR. FLETCHER: Right.

MR. COLE: So this one and this one, and if I go back to the other view, it will be a little bit better to see. So it would be these two. So if we -- there's -- you could combine both of the lots into one lot and just do one house, and that's -- that's what one of the CHDOs -- or actually two of them were wanting to do because they have house designs built for larger lots, so they already have the designs ready to go and they know how to do it. But I get the sense that the neighborhood would like to see the character maintained without the front-loading garage just from -- we've had three different public meetings with neighborhoods about the alleyways --

MR. FLETCHER: So they use that alleyway to drive into their property? So their garages are rear entry behind that?

MR. COLE: So if we improved it, that's how that would have to work. So we didn't release the RFP because I want to have a neighborhood meeting. So I have the thought just from experience in the neighborhood -- we're out there quite a bit meeting with them - - that they would rather see two homes versus one, but I could be wrong.

I also think that they would prefer the rear-loading garage rather than the front-loading garage just from conversations I've had. So I wanted to take a meeting and verify if I'm right or wrong, and if I'm wrong --

MR. FLETCHER: So would you offset then in the front yard? Set the property back -- the dwelling back further on the lot --

MR. COLE: No.

MR. FLETCHER: -- and make the front yard essentially the largest open space area? Because, I mean, if you put the garage in the back, then you're taking up the back yard.

MR. COLE: Not really. So it's a 132-foot long lot, and if you put about a 1,100-square foot house, it would have to be 24-foot wide by about 48 foot long, which would still give you about 60 foot of setback in the rear. And if you did a detached garage, you would still have about 50 foot by 35 foot wide of yard space, which would be bigger than the front yard.

MR. FLETCHER: Okay. So it's going to be a detached garage --

MR. COLE: So you could do --

MR. FLETCHER: -- right at the alley?

MR. COLE: Yeah. You could do a detached garage within a foot of the alleyway or they could attach it to the back of the house and just have a bigger setback off of the drive. So you still would have a larger back yard space than the front yard. Yeah.

But, I mean, they're going to --we're going to get proposals and I'm assuming that we'll get one proposal to combine them and have one house there, and we'll probably get one that has two. And you guys --

MR. FLETCHER: Yeah. It probably doesn't fit with their standardized design with that --

MR. COLE: Yeah. Yeah.

MR. FLETCHER: -- ordinarily.

MR. COLE: But you guys will have the opportunity to sift through which one looks the best and which one you like, but I really feel it's important to, one, wait to see how this alleyway funding turns out. I'm meeting with the Public Works staff this Friday. I feel like I'll have more information to make more informed decisions -- or for you guys to make a more informed decision.

And then we'll have a meeting with the neighborhood the last week of February. So I think we will just be able to make a more thoughtful decision rather than -- rather than doing what's easy and plopping one house on two lots just because that's how we've always done it, even though that may be where we end up. It may be the best for that lot. I just -- I think -- I think we just need to make a thoughtful decision.

MR. FLETCHER: Well, I like the idea of getting the neighborhood input --

MR. COLE: Uh-huh.

MR. FLETCHER: -- because they're really the customer to a big extent. They have to look at it every day.

MR. COLE: We also had one CHDO that was floating around the idea of a container home, and that's -- that would be --

MS. FORBES: A what?

MR. COLE: A container home.

MS. FORBES: Okay.

MR. COLE: And they can be an innovative way to do affordable housing, but it's also -- also might not be as well accepted in the neighborhood or they might be all for it. So I want to float all these different ideas out and see what they think.

MS. SUHLER: What is a container home?

MS. FORBES: Yeah.

MR. COLE: So like shipping containers --

MS. SUHLER: Oh, okay.

MR. COLE: -- they get remanufactured into homes.

MR. WHATLEY: Yeah.

MS. SUHLER: Okay.

MR. COLE: So there's a lot of issues that need to be worked out with -- if it meets building codes, you know, how it would look, and those sorts of things. But I want a lot of neighborhood feedback before we make -- because this is going to be a unique lot or a couple lots depending on how we go. I think we need more feedback from the neighborhood.

MR. WHATLEY: Are there any detached garages right now up against the alleyway or are they pretty much detached on the back side of the home?

MR. COLE: There's a couple -- they're more detached sheds. Here is one here and there.

MR. WHATLEY: Okay. That's probably a shed right there too.

MR. COLE: Yeah.

MS. FORBES: and what would you be doing with the alley?

MR. COLE: So the neighborhood would like to see it resurfaced just so it's usable so people could use it. It would -- I think it would also open up additional opportunities for neighboring lots to be able to put potential and accessory dwelling on that lot because that's another item that was included in the Comprehensive Plan, and you know, another way to help with Affordable Housing and creating a denser development.

MS. FORBES: I know that the City has sold their -- their property rights to some of the alleyways in town.

MR. COLE: Uh-huh.

MS. FORBES: Okay.

MR. COLE: I'll show you which --

MS. FORBES: That's an issue.

MR. COLE: Yeah. There's one right up here.

MS. FORBES: Yeah. Yeah. I see it.

MS. SUHLER: What do --

MS. FORBES: One of my neighbors did that.

MS. SUHLER: Who did we sell them to?

MR. COLE: This one is owned by Paul Hinshaw.

MS. FORBES: They bought the -- the City abandoned their property ownership of the alley.

MS. SUHLER: And they sold it to --

MS. FORBES: So they -- the people that lived in the house bought that part -- that portion.

MS. SUHLER: Interesting.

MR. COLE: So the vision --



MS. FORBES: Some of the alleys aren't all alleys anymore.

MR. FLETCHER: Go back to the actual house view -- you know, the bird's eye view. Where does that lot -- where does the alley come out between the houses?

MR. COLE: Here's one right here. And here's --

MR. FLETCHER: Yeah. So those folks -- that's pretty narrow between those two houses.

MR. COLE: Uh-huh.

MR. FLETCHER: Are they going to like having the alley come out several feet from their house?

MR. COLE: So far we had three different neighborhood meetings and have done a lot of outreach -- the Ridgeway Neighborhood Association put them on, and we haven't had anybody that has said don't do it. Everybody said they would like to see the alleyways improved.

MR. SALANSKI: Not to regress, but what was the -- what was the -- do you know, Randy, of the reasoning why the City forfeited essentially the rights to these various alleyways? Like, what was their advantage to doing so?

MR. COLE: I wouldn't know just because it probably happened when I wasn't even employed here.

MR. SALANSKI: So it was some time --

MR. COLE: Yeah.

MR. SALANSKI: I mean, we're talking some time ago then?

MR. COLE: Yeah. But it may have happened while I was employed here, but I wasn't part of, you know, whatever that was.

MS. FORBES: What's interesting about the one that I was talking about is the sewer line runs right underneath there. They've gone ahead and she bought back to -- or the middle of the alley. But it runs right -- that line runs right across -- right on top of the sewer line. So I don't know how that is.

MR. COLE: So I don't need you guys to vote on anything. I just wanted to let you know why I haven't released the CHDO RFP, and that's to make sure you guys have more information and the right information to make a decision. You might end up voting on putting two houses there or you might end up putting one house there. I think it --

MR. FLETCHER: And what's the --

MR. COLE: -- will reveal itself.

MR. FLETCHER: What's the deadline for the proposals?

MR. COLE: I'll make it the end of March, so you guys will -- well, actually --

MR. FLETCHER: Is that going to give you enough time?

MR. COLE: You don't have an April meeting, so I would make it in May probably.

MS. FORBES: So do you propose to asphalt the whole section between arteries there between streets?

MR. COLE: That's what Public Works is --

MS. FORBES: The length of it?

MR. COLE: -- looking at. So right now this one is all gravel.

MS. FORBES: Right.

MR. COLE: So it would be similar to that, but asphalt.

MS. FORBES: Okay.

MR. COLE: Here's another one that's gravel.

MR. SALANSKI: I suspect there's a correlation between an asphalt alleyway on increasing property value as opposed to --

MR. COLE: Uh-huh. Yeah. And then I've also met with Water & Light. They are really interested in putting in some additional street lighting back there that would help with safety.

MR. FLETCHER: Yeah. Yeah. That's exactly what I was thinking. Otherwise, it will just be a place where people --

MR. COLE: Uh-huh.

MR. FLETCHER: -- pull in and pull down.

MR. COLE: All right.

MR. FLETCHER: Great idea. We love it.

### FY 2019 RFP & Neighborly Software Demo

MR. COLE: Okay. Very good. So do you want me to move on to the Neighborly Software Demo?

MR. FLETCHER: Let's be neighborly.

MR. COLE: So we've got our new software system, so it's different than the Apricot system. I'll be sending you all a link out to sign up as reviewers. It's the -- the sign-up process is a lot easier. I'll just send you this link and you'll click on it and it takes you to the software.

And you go over here to register and you put your email address in and whatever password you want, retype it, and then hit continue. And then it will email you a verification to verify it. And then you'll be in.

So -- but I'm going to go in through my login. I wasn't necessarily going to do a full-on training tonight, but just wanted to introduce you to it. And then I'll do a training in May. So we'll go to the grant management system. I'll go into a test case.

So this is our application that our agencies will fill out. This should look pretty familiar. This is all the organizational information we collect -- you know, who they are, their D-U-N-S number, their federal EIN number, address, all of that good stuff -- their mission statement. So this is all out of what we used to call the organizational profile that is still in the Apricot system and still matches what United Way and Human Services collect.

MR. FLETCHER: So -- so are you repopulating this database or are they going to have to enter all that info again --

MR. COLE: Yeah.

MR. FLETCHER: -- or can you just carry it over?

MR. COLE: They'll have to enter all this info again.

MR. FLETCHER: Okay.

MR. COLE: And then all their upload documents, tax information, their board information, and then back to our proposal. So this is the same questions you all have had for -- I don't know, since the beginning of the strategic plan -- or Five Year Consolidated Plan.

MR. FLETCHER: Once it is in here though, they don't have to redo it every year, do they? Doesn't it --

MR. COLE: The organizational profile will stay --

MR. FLETCHER: -- just carry over? All that will be --

MR. COLE: -- but the proposal summary won't.

MR. FLETCHER: Right. That's going to be different every time.

MR. COLE: Yeah.

MR. FLETCHER: But the rest of that will stay the same.

MR. COLE: They will still need to update it.

MR. FLETCHER: Update it based on, yeah, the board or changes, but --

MR. COLE: Uh-huh. So we've got the summary of it and then what Consolidated Plan goal that they fit with, these are all the things that are in our plan. It should look familiar from the survey. These are all the things we survey on. Kind of where they will serve, how many they'll serve, outcomes, outcome data -- they have site control.

So these are just all of the -- all of the same questions we've always used. We have the same character limits. This all should look pretty familiar. And we have our budget section. There it is. What they can apply for funding-wise. The thing that makes this such a big benefit to me and the rest of our staff is whoever you vote to get funding, we put that in budget.

After you guys have reviewed it and -- of course, and made your votes, that budget amount now gets tied directly into our budget that we track. So instead of having two separate systems for that, they are both tied together. We've got our required document

upload, and then the certification at the end.

So -- and then I also have a spot that's more tailored to what I need to show that it's eligible as far as HUD is concerned. So it matches all the different HUD criteria that is in their billing software system, and I think eventually they're looking at linking these two at some point. And this is the scoring section. Here's a test case.

This is where you guys will be. You'll be viewing the proposal summary, of course, but then completing your points awarded.

MS. SUHLER: Can one go back and revisit the scoring after you've done it?

MR. COLE: Uh-huh. Yeah.

MS. SUHLER: Okay.

MR. COLE: Yeah. Even if you accidentally close it or submit it, I can go reopen it for you too.

MS. SUHLER: Okay. One thing that we've done on the Human Services Commission with scoring proposals is it used to be everybody would rate their proposals and then we would come and discuss them. And now we have kind of reversed that process and we kind of do -- everyone goes in and does all of their analysis of their proposals and then we come and talk about them.

And then we go back and rate them. And sometimes it helps to hear the input from other Commissioners, but that's just a -- a thought.

MR. COLE: It seems like ours, we've kind of done each of those things depending on the person. Some people like to have their ratings in and then have the discussion and hear the proposals and then go back and change them. Some people like to wait until everything and then go back, but that's certainly up to you guys.

MR. FLETCHER: Or some people just wait too late and don't get them in.

MR. COLE: Oh, yeah. I forgot about that.

MS. SUHLER: That's -- we have that problem too.

MR. COLE: So then in the end here, it shows whatever they get allocated and then it connects to our overall budget that we have in here. So that's -- that's kind of what it is. So I would plan on our May meeting -- before then, I'll send you all out the link so that you can get signed up, and make sure you have a user id and login, so that when we have our next month's meeting, we can start diving in.

MR. FLETCHER: See before, we could always count on you to have our password, so when we forgot it because we hadn't used it for a year, we could email you and you would provide it.

MR. COLE: That was part of the draw.

MR. FLETCHER: That's part of the pitfall of this one that we'll be responsible for that.

MR. COLE: I think it's easier now. You don't have to depend on me. You can do the thing where it will send you an email for your password. So there you go. That's it for my report.

I did have one other announcement to see if anybody was available next Monday. I don't know if you all know Rachel Finch. She used to work for the United Way. They are doing a Community Needs assessment -- a Community Health Needs assessment, I think as it pertains to food and nutrition.

I think they're -- I believe they are working with Missouri Foundation for Health, but there's a lot of local funders that are going to be there. I know folks from the United Way, Human Services -- Accounting. And they wanted me to ask and see if anyone from this Commission wanted to attend. It's this Monday afternoon between I believe 12:30 and 4:00. So if anybody is interested, I just got an email on it today.

MS. FORBES: You say it's 12:30 and 4:00?

MR. COLE: Between 12:30 and 4:00. So if no one is interested --

MS. FORBES: I can do that.

MR. COLE: You can? Okay. Excellent.

MS. FORBES: And where is it? The Health Department?

MR. COLE: Let's see. It looks like --

MS. FORBES: Over on West Worley?

MR. COLE: It will be at the MU Family Impact Center.

MS. FORBES: Oh.

MR. COLE: So, yeah, that is on Ash Street, right up the street from where the United Way is. It's from 12:00 -- oh, excuse me, it's only 12:00 to 1:30. So it's only an hour and a half.

MS. FORBES: That's all right.

MR. COLE: And they said if more than one from our group wanted to come, that would be just fine, or just one, that's fine as well.

MS. FORBES: I'll go.

MR. FLETCHER: Do you have any update -- we talked last month about this new initiative for another panel.

MR. COLE: Oh, the Fair Housing?

MR. FLETCHER: Yes.

MR. COLE: Yeah. I have a report going to the Council in the next meeting on February 19th.

MR. FLETCHER: And in the meeting minutes I recall we were looking for somebody to volunteer for --

MR. COLE: So we need to have the Council establish it first, and that would basically authorize me to send out, hey, we need people. And then we would collect names and then come back to the Council and have them confirm who is on there. So I would assume at our next month's meeting, we would be in a position to say, hey, who wants to serve on the Fair Housing Task Force?

I typically want to wait until the Council has acted before we do stuff even though I think they are in support of it and they will say, yeah, let's do it.

MR. SALANSKI: And, Randy, at that same meeting next month, do you think you'll have the ability to provide us some foresight on whoever chooses to volunteer or get selected in some way? I know it's essentially a year-long commitment, but has it already kind of been decided as to what sort of frequency or what day or what is the time obligation that you'll be able to kind of share with --

MR. COLE: Yeah. So we haven't decided what day, of course, but we're looking at eight meetings as a task force, but then also two to four public engagement type meetings - but lean more towards two and then see how it goes. So probably ten meetings overall over the course of a year.

MR. FLETCHER: Is that it for reports?

MR. COLE: Yeah.

## **VII. GENERAL COMMENTS BY PUBLIC, MEMBERS AND STAFF**

MR. FLETCHER: Does any -- there are no members of the public here. But does anyone else have any items they want to bring up?

MR. WHATLEY: Just a quick question back to Randy. Randy, if I can attend this, can I just show up?

MR. COLE: Yeah.

MR. WHATLEY: Do I have to reserve --

MR. COLE: Absolutely.

MR. WHATLEY: -- or RSVP or anything like that?

MR. COLE: Just say -- actually, you do. I'll -- I'll just tell them we might have two coming and I'll give them your names. I'll just forward -- I'll forward you both the email and you can respond yourself. But I'll also give Rachel a heads up so she knows that we could have two people.

MR. WHATLEY: Okay.

MR. COLE: And just say you're with the Community Development Commission and I'm sure it will be fine.

MR. WHATLEY: Okay.

#### **VIII. NEXT MEETING DATE**

MR. FLETCHER: Okay. Next, the next meeting is March 7, so get that on your calendar.

#### **IX. ADJOURNMENT**

MR. FLETCHER: And the next thing I need is a motion to adjourn. I think we've covered everything.

(The meeting adjourned at 7:42 p.m.)

**MR. REGAN: Motion to adjourn.**

**MR. FLETCHER: We need a second.**

**MR. WHATLEY: Second.**

**MR. FLETCHER: All in favor?**

**(Unanimous voice vote for approval.)**

**MR. FLETCHER: The meeting is adjourned. Thank you.**