



City of Columbia, Missouri

Meeting Minutes

Columbia Community Development Commission

Wednesday, April 12, 2017
6:00 PM

Special meeting

City Hall, Rm 1A, 701 E.
Broadway, Columbia

I. CALL TO ORDER

Mr. Fletcher called the meeting to order at 6:00 p.m.

II. INTRODUCTIONS

The commissioners and staff introduced themselves.

COMMISSIONERS PRESENT

Mr. Blaine Regan

Ms. Pamela Forbes

Mr. Paul Whatley

Mr. Michael Salanski

Ms. Cookie McCray

Mr. Michael Fletcher

Mr. Mitch Ritter

Ms. Diane Suhler

COMMISSIONERS ABSENT: Ms. Michelle Lambert

CITY STAFF:

Mr. Randy Cole

Mr. Gary Anspach

Mr. Jacob Amelunke

Ms. Kathy Sides

Present: 8 - Michael Fletcher, Pamela Forbes, Mitchell Ritter, Blaine Regan, Paul Whatley, Michael Salanski, Cookie McCray and Diane Suhler

Absent: 1 - Michelle Lambert

III. APPROVAL OF AGENDA

Mr. Fletcher said that Mr. Cole had another agenda item to add. Mr. Cole said he could introduce it under General Comments. Mr. Fletcher asked if there were any additions to the agenda. **Hearing none, he asked for a motion to approve the agenda. Mr. Regan made the motion; second by Mr. Whatley. The motion passed by a unanimous voice vote.** Mr. Ritter joined the meeting after the vote.

Mr. Regan made a motion to approve the agenda; second by Mr. Whatley. The motion passed by a unanimous voice vote.

IX. REPORTS

Staff Memo

V. SPECIAL ITEMS

FY 2016 Annual Action Plan Amendment

Mr. Cole referred to the staff memo, which explained staff's request for approval to allocate additional HOME funds to the CHDO's: CMCA, Job Point, and Habitat. Due to a change in how HUD allows projects to be committed, there is a potential risk that the city's HOME funding commitment might not be met by July 31, 2017. A funding commitment occurs when city council approves a project and formal agreement is executed between the city and the entity carrying out the project. It doesn't mean the funds have to be spent, but they have to be committed through a formal agreement for an eligible project that is going to take place. From the time the funds are committed, we typically have 4 years under HUD guidelines to get the funds spent; we usually don't have a problem with that time frame. Previously, HUD would look at funding commitments for the 2 previous years and allow cumulative funding totals. Program Income (loan payments from Rehabs and Jeff Smith projects) used to be required to be spent first. Now, commitments will be measured by year, for funds beginning with 2015. Currently, the city has \$16,860.81 in pre-2015 funds and \$108,466.40 in 2015 funds that need to be committed by July 31, 2017. Staff would rather commit the funds now to ensure they meet the deadline. Mr. Cole asked the CDC to approve \$15,000 each for solar panels for 103 Lynn, 105 Lynn, and 115 Lynn (total not to exceed \$45,000) and \$38,500 for home construction at 700 Oak. Job Point was the only CHDO that wanted 700 Oak. They applied for 2018 funds for that project. Rebates from the solar panels would go to the CHDO's, although Water and Light is currently out of rebate funds. Mr. Cole said the Lynn Street cottages will have solar panels and this would enable the three CHDO homes nearby to also have them. This would enhance the cohesiveness of the development, while providing long term energy savings to homeowners. Mr. Cole was asked if the solar panels were competitively bid. Mr. Cole said no, they've done some in the past, like on the net zero home on Ash Street; that system was about \$18,000. They've looked at a couple of systems for the Lynn Street cottages which were \$10,000-\$12,000. If they could get a system worth \$15,000, they could probably get net zero. Mr. Fletcher asked if this was a cost estimate rather than an actual bid; Mr. Cole said yes. Repair and maintenance of the panels could be accomplished by establishing a maintenance reserve fund like the Community Land Trust will have. Homeowners will pay a nominal fee (\$15-20/mo.) into an account that can be used for repairs to the panels. The reserve fund could be enhanced with proceeds from the sale of the first seven homes; estimated profit is \$10,000-\$15,000 per home. Mr. Fletcher said when he lived in a community like that in N. Carolina, the homeowners were required to warranty their homes for ten years. He asked if Missouri has anything like that. Mr. Cole said on the first homes on Lynn Street, they're doing a one year warranty on workmanship from the builder, but all the systems will have their own warranties, like the furnace, water heater, etc. The solar panels typically come with a warranty on the inverters and the panels. Mr. Fletcher asked if they approve these funds, will the city still have enough funds for their Rehab and other projects? Mr. Cole said yes, they're getting a lot of Program Income, payoffs, regular monthly payments, 2016 and 2017 funds; there's enough to fund the Rehab program at least through the end of the year. Mr. Fletcher asked Mr. Cole if he knew why the rule for calculating funding commitments had changed. Mr. Cole said he didn't know, but it could be because someone wasn't doing things correctly so the government addresses that. But in addition, they change the rule for everyone else. The Office of Inspector General could also have reviewed this rule and not liked it. One benefit of the change is that program income doesn't have to be spent first now. It can be banked, which helps with planning. Mr. Regan asked if giving Job Point these funds would eliminate their 2018 funding request; Mr. Cole said yes. **Mr. Fletcher asked for a motion to take the pre-2015 funds and uncommitted 2015 funds and commit those to the 3 solar panel projects on Lynn Street at \$15,000 each and \$38,500 for construction of the home on 700 Oak by Job Point. Mr. Regan made the motion;**

second by Mr. Salanski. The motion passed by a unanimous voice vote. Mr. Fletcher asked if the \$38,500 was a fixed number but the \$15,000 apiece for solar panels was an estimate; Mr. Cole said yes.

Mr. Fletcher asked for a motion to take the pre-2015 funds and uncommitted 2015 funds and commit those to the 3 solar panel projects on Lynn Street at \$15,000 each and \$38,500 for construction of the home on 700 Oak by Job Point. Mr. Regan made the motion; second by Mr. Salanski. The motion passed by a unanimous voice vote.

VI. SPECIAL ITEMS

Site Visits

Mr. Cole provided a list of addresses of the projects that would be on the tour.

Garth, Sexton, Oak and Lynn

Elleta Blvd Sidewalk

3606 Woodside Drive

Welcome Home Veterans Campus

X. GENERAL COMMENTS BY PUBLIC, MEMBERS AND STAFF

Mr. Cole said two letters of intent for funding applications had issues that he wanted the commission to discuss. Habitat's letter was submitted by the deadline but was missing some information; Mr. Cole was able to get the information but it was past the deadline for the letter of intent. Mr. Cole has received late applications in previous years, but wasn't sure how to handle late letters of intent. He would be comfortable letting Habitat slide in this instance, but he wanted the commission's decision on both instances. Central Missouri Community Action (CMCA) submitted their letter of intent late (Mr. Cole received it Monday; it was due the previous Friday) and didn't attend the training. Ms. Forbes asked what reason they gave for being late; Mr. Cole said he was in DC advocating for the funds that are in danger of being cut. Mr. Salanski asked how long they had to submit the letter of intent. Mr. Cole said they posted the notice 2 weeks in advance, it was sent out on our list serve (we verified they received this information); he talked to Bill and Darin about their projects and that they didn't make it to the training, and reminded them of the deadline. Mr. Salanski asked if the commission denied them CMCA the funds they requested, it would free up funds for other projects that had abided by the rules. Mr. Cole said yes. In the past, applicants have been allowed to provide information on their applications after the deadline, but Mr. Cole the commission may want to change that practice also. Mr. Fletcher asked if the letters of intent was a HUD process. Mr. Cole said he started asking for letters of intent 2 years ago; it helps filter out applications that aren't eligible. It helps determine if people are applying for the right funds from the right pot or if they should apply to Social Services, the county, United Way, etc. Mr. Fletcher thought they should use the formal application to determine if it's submitted late, their application is denied. Since the letter of intent is to screen applications, he thought they should accept Habitat's and CMCA's letters of intent. Mr. Ritter agreed. Mr. Fletcher recommended they propose a motion for each agency. Ms. Forbes asked if there should be a time limit on how long they can be late. Mr. Cole said they've already submitted their letters, so maybe the commission should vote on whether to accept them and develop a specific policy for next year. Mr. Regan asked if CMCA is asking for \$60,000; Mr. Cole said yes. Mr. Regan proposed imposing a penalty of 25% for submitting the letter of intent late. Mr. Salanski agreed with that reasoning, but asked if they have to have the consensus of all commissioners to go one way or another. Mr. Fletcher said they need a majority of commissioners to vote. Mr. Salanski agreed that the Habitat and CMCA situations are two separate things. But he didn't think it was fair to the other applicants who submitted their letter on time to impose a penalty for being late; he thought the commission should accept or deny their letters. Mr. Cole was comfortable with an "all or nothing" decision. Mr. Fletcher was concerned with imposing a penalty, which might mean the agency couldn't do the project without the full amount requested. **Ms. Forbes made a motion to accept CMCA's letter of intent but to set a policy for future submissions; Mr. Whatley seconded the motion. Mr. Fletcher asked for a show of hands on the vote. Mr. Salanski voted "no"; Mr. Regan, Ms. Forbes, Mr. Ritter, Ms. McCray, Mr. Salanski and Mr. Whatley voted to approve the motion. The motion passed by a majority vote.**

Ms. Forbes made a motion to accept CMCA's letter of intent but to set a policy for future submissions; Mr. Whatley seconded the motion. Mr. Fletcher asked for a show of hands on the vote. Mr. Salanski voted "no"; Mr. Regan, Ms. Forbes, Mr. Ritter, Ms. McCray, Mr. Salanski and Mr. Whatley voted to approve the motion. The motion passed by a majority vote.

Mr. Fletcher asked for a motion on Habitat's letter. Mr. Ritter made a motion to accept their letter of intent; second by Mr. Salanski. The motion passed by a unanimous voice vote.

XII. NEXT MEETING DATE: MAY 17, 2017

XIII. ADJOURNMENT

Mr. Fletcher asked for a motion to adjourn. Mr. Regan made the motion; second by Mr. Ritter. The motion passed by a unanimous voice vote. The meeting was adjourned at 6:41 p.m.

Members of the public may attend any open meeting. For requests for accommodations related to disability, please call 573-874-7214. In order to assist staff in making the appropriate arrangements for your accommodation, please make your request as far in advance of the posted meeting date as possible.