

MINUTES
HOUSING AND URBAN DEVELOPMENT ADVISORY COMMITTEE

Wednesday March 25, 2009
350 Commercial NE - 5:00 PM

MEMBERS PRESENT

Mark Wieprecht - Chair
Michael Bufalino
Barbara Chesbrough
Darr Goss
Levi Herrera-Lopez
Maria Palacio - Vice
Evelyn Roth

MEMBERS ABSENT

Craig Carlson - E
Dan Dorn - A
Brett Gomsrud - E
Sean Nikas - E

STAFF PRESENT

Rena Peck
Therese Van Vleet
Toni Payseno
Ligali Harruna

GUESTS

1. CALL TO ORDER

Chair Wieprecht called the meeting to order at 5:03 P.M. noting a quorum was present.

2. APPEARANCE OF INTERESTED CITIZENS

Chair Wieprecht noted there were no citizens in attendance to address the Committee on matters other than those items appearing on the agenda.

3. APPROVAL OF MINUTES

Ms Chesbrough **MADE A MOTION**, seconded by Ms Palacio, to approve the minutes of March 11, 2009, as presented. The **MOTION CARRIED** unanimously.

4. INFORMATION/DISCUSSION ITEMS

Ms. Peck provided copies of two funding proposals the board discussed in the March 11, 2009 meeting. She asked if the board had any changes, noting that the 15% CHDO set aside had not been discussed at the last meeting. Ms Peck asked the Committee how they'd like to allocate the 15%, due to the limited funds and the amount requested the funds could split it between both organizations or all of it could be provided to one. The following discussion ensued.

Q. Has a decision been made on the \$1 million from the workforce housing project?

A. Not yet, the extension for the workforce housing project expires on March 31, 2009.

Q. Will the Committee be notified of the outcome of the workforce housing funding?

A. Yes, the Committee will be notified after March 31.

Q. Will the applicants be told of the Committee's decision?

A. Yes, they will be given both scenarios so they can look for additional funding if necessary.

Q. Which CHDO project will receive the 15% (which must be spent for an affordable housing project)?

A. The funds must be allocated; they could be split or given to one project either Gerth or Statesman.

Q. Is it better to give all of the 15% CHDO to one project or split it between the two?

A. The decision belongs to the Committee. Over the long run Salem-Keizer Community Development Corporation (SKCDC) has had capacity issues.

Q. How many families would be helped with each project?

A. Approximately 15 families would be assisted with each project.

Ms Chesbrough favored splitting the funds. She suggested staff ask if partial funding would work for both projects. If staff finds it's not workable, staff would have the authority to fund the project most likely to succeed.

Mr Bufalino favored accepting budget option one.

Ms Palacio favored the community concept of the Statesman project, but reasoned the Gerth apartments already exist and just need renovation. She recommended staff determine if either project can use partial funding. If not, give all of the funding to the one project most likely to succeed.

Chair Wieprecht opined, while the 15% wasn't enough to fully fund either project, it could be used as seed money for both, so it would make sense to split the funds. He agreed the Statesman project was a stronger project and stated he supports the first budget option as written.

Chair Wieprecht declared a conflict of interest as he had been asked to be on the SKCDC board.

Q. What is the possibility either project would succeed?

A. Between the two projects the Statesman Project is a stronger project; also Catholic Community Services has more access to funding.

Ms Chesbrough **MADE A MOTION**, seconded by Ms Roth, to split the 15% CHDO money between the two projects and call for a vote once staff determines if one or the other project can proceed without funding. The **MOTION CARRIED** unanimously

Mr Goss was concerned the missing members wouldn't have the benefit of this discussion. Staff said these minutes would be provided to missing Committee members.

Annual Plan, Consolidated Plan, and Neighborhood Revitalization Strategy Area (NRSA)

Mr Harruna reviewed the Annual Plan and provided numerous corrections. The Committee will receive an updated electronic version. Mr Harruna stated the Consolidated Plan and NRSA had not changed since the mailing.

Policies and Procedures

The document: *Administration, Policies and Key Business Processes* had previously been e-mailed to the Committee. Ms Payseno reviewed the document. Committee members offered corrections and clarification of terms, requesting acronyms be spelled out the first time they appear in the document. Staff will discuss putting the acronym list at the beginning of the document; it now appears at the end as an appendix.

Q. Developers ask architects to create plans without being paid. Can architects be paid after a project is approved?

A. Expenses for architectural work completed before project approval can be paid after project approval, but it depends upon the project.

Q. On page 31, why is there a \$2,000 minimum for a Davis Bacon project?

A. The amount is based on Housing and Urban Development (HUD) Regulations.

Q. What is the deadline for the Consolidated Plan?

A. A recommendation needs to be made so the 30-day public comment period can begin. Comments can be made at any time during the comment period and they will be included in the final presentation.

Mr Bufalino **MADE A MOTION**, seconded by Ms Roth, to approve the Annual Plan, with the corrections as discussed, along with the Consolidated Plan and NRSA and recommended they proceed to City Council. The **MOTION CARRIED** unanimously.

Ms Paliacio **MADE A MOTION**, seconded by Ms Chesbrough, to approve the document: *Administration, Policies and Key Business Processes* as corrected. The **MOTION CARRIED** unanimously.

Election of Chair and Vice Chair

Ms Chesbrough **Nominated** Ms Palacio for Chair. Ms Palacio **accepted the nomination**. Chair Wieprecht called for other nominations for Chair. There were none. The **MOTION WAS MADE**, and seconded, to elect Ms Palacio as Chair. The **MOTION CARRIED** unanimously.

The nomination and election for Vice Chair was delayed until the next meeting with more members in attendance.

Ms Peck noted this was the last meeting for Mr Wieprecht and Mr Carlson, as their second terms end June 30. Mr Gomsrud and Mr Herrera-Lopez first terms end June 30, but they are eligible for reappointment. Staff will inquire if they wish to continue to serve on the Committee.

Ms Peck presented a certificate of accomplishment, signed by Mayor Taylor, to Mr Wieprecht and thanked him for his years of dedicated service to the Committee. Mr Wieprecht has served on the Board since October 2002 and had served as Chair since August 10, 2005.

Conflict of Interest

New *Conflict of Interest* forms were distributed, filled out and returned to staff. Any member who has not completed this form should contact staff.

5. ADJOURN

Chair Wieprecht adjourned the meeting at 6:19 PM, noting the next meeting will be announced.

For more information visit the Department web page at www.cityofsalem.net. The meeting was audio recorded.