

## Meeting Minutes

Housing & Community Development Advisory Council  
Wednesday, June 5, 2024, at 4:00 pm  
Location: 2101 O'Neil Avenue, Room 104

### Attendees:

- Chair Wendy Soto
- Vice Chair Steve Ganison (Zoom)
- Secretary Liz Haigler (Zoom)
- Councilman Joseph Bainbridge
- Councilman Ramon Moya
- Councilman J.C. Manalo (Zoom)
- Councilman Justin Huntley
- City Councilman Ken Esquibel

### City Staff Present:

- Economic Development Administrator (EDA) Renee Smith & Community Development Manager (CDM) Amy Gorbey

### I. Call to Order

- Chair Soto called the meeting to order at 4:02 pm.

### II. Approval of the Minutes for April 2024

- Chair Soto requested a motion to approve the minutes at 4:02 pm.
- Motion: Councilman Moya
- Second: Councilman Huntley
- Discussion: None

### III. Staff Updates

- The CDM explained that delays in the two Program Year 2023 projects are delayed. Habitat's Sub-recipient agreement ends on December 31, 2024. Habitat Executive Director Dan Dorsch said that the 10<sup>th</sup> Street project would be completed before the end of the grant contract period and does not foresee the need to request an extension.
- The Comea Shelter Women's Dorm project is delayed. The construction timeline included in the Sub-recipient Agreement stated that they would be 50% completed by June 2024. The H&CD staff will meet with Comea on Friday, June 14, 2024, for a construction update and to determine if there is a need to extend the Sub-recipient agreement. Comea's Sub-recipient Agreement ends on October 9, 2024.
- The extended project timelines will not affect our timeliness deadlines for the city's CDBG Program Year if completed before May 2025. The CDM explained that delays were partly caused by a lack of available subcontractors, environmental regulations for home rehabilitation, and non-profit capacity to take on extensive home repairs in the Habitat Home Repair Project due to a spending cap for repairs projects.

#### **IV. Financial Report**

- The CDM explained that the HUD timeliness goal of \$672,107 was met by the May 1, 2024, deadline. The council had no further questions.

#### **V. Lincoln Park Project Presentation**

- The CDM presented a potential project for Lincoln Park in south Cheyenne to replace the ineligible Habitat Streets, Sidewalks, Curb, and Gutter project. The amount of funds available is \$190,000. The CDM explained that Southside resident Angela Sylvester suggested a sidewalk installation project for South Cheyenne in a fall meeting with H& CD staff.
- The CDM gave a PowerPoint presentation illustrating the park's condition and supported the need for sidewalks and accessibility ramps.
- If the council approves the project, a resolution will be required to amend the Annual Action Plan for the current program year. The H&CD policies and HUD regulations require a 30-day public comment period for plan amendments, allowing citizens or organizations to comment on the project. The council discussed the need to review procedures annually and update them to include new procedures to cover unique situations as they arise. Chair Soto asked to add an agenda topic to discuss this more at the next council meeting.
- The Council discussed having a mini-grant cycle, but there were concerns that selecting a project would take several months. We did not anticipate receiving any applications, as Habitat for Humanity was the only applicant for the General Service category in the Program Year 2024, and a new grant cycle would be opening in four months.
- The council determined that the project is defensible if there are objections and asked the city to submit a request/ application with the budget, plans, and letter of support from southside resident Angela Sylvester or WICC. The decision to approve will be considered in the next Advisory Council on Wednesday, July 3, 2024.

#### **VI. Consolidated Plan Presentation**

- The CDM presented a PowerPoint presentation about the Consolidated Plan. The presentation reviewed the current Consolidated Plan Goals. The presentation included H&CD staff recommendations for the next Con Plan, including having a 3-year Consolidated Plan cycle instead of a 5-year cycle, conditional renewal of funding, a Limited Clientele (Presumed benefits) requirement for Public Service grants, establishing a minimum grant award of \$20,000, and requiring that the program directly address homelessness or homelessness prevention.
- The H&CD staff requested that the council create a temporary sub-committee to discuss the proposed changes and report to the council at the next meeting.
- Chair Soto requested a motion to form a sub-committee to support the Consolidated Plan development process at 4:57 pm.
  - Motion: Secretary Haigler
  - Second: Councilman Manalo
  - Discussion: Chair Soto and Secretary Haigler offered to serve on the sub-committee.

**VII. Other Business**

- None

**VIII. Adjournment**

- Chair Soto requested a motion to adjourn the meeting at 4:59 pm.
  - Motion: Councilman Bainbridge
  - Second: Councilman Huntly

**Next Meeting:** The next meeting is scheduled for July 3, 2024, at 4:00 p.m.