

Meeting Minutes

Housing & Community Development Advisory Council

Date/ Time: Wednesday, September 4, 2024, at 4:00 pm

Location: 2101 O'Neil Avenue, Room 104

Attendees:

- Chair Wendy Soto
- Vice Chair Steve Ganison
- Secretary Liz Haigler
- Councilman Raymon Moya
- Councilman Joseph Bainbridge
- Councilman J.C. Manalo
- Councilman Brandon Gilchrist
- City Councilman Ken Esquibel

Absent:

- Councilman Justin Huntley

City Staff Present:

- Community Development Manager Amy Gorbey

Sub-recipient Representatives Present:

- Dan Dorsch, Executive Director, Habitat for Humanity of Laramie County Inc.
- Justin McCurry, Development Director, Comea Shelter (via Zoom)

I. Call to Order

Chair Soto called the meeting to order at 4:01 pm.

II. Welcome New Members

New Council Member Brandon Gilchrist introduced himself. Chair Soto welcomed him, and the council introduced themselves to him.

III. Approval of the Minutes for July 7, 2024 (Note: No meeting was held in August.)

Chair Soto requested a motion to approve the minutes at 4:05 pm.

- Motion: Secretary Haigler
- Second: Councilman Manalo
- Discussion: None

III. Sub-Recipient Agreement Amendments

Comea Shelter Women's Expansion Project Update:

The contractor has fallen behind due to overlapping projects. An extension until December 31, 2024, is requested, and the contractor is confident the project will be completed by this deadline. The women clients have been relocated to a temporary space, and preparations for construction are underway.

Chair Soto sought clarification on the contractor's responsibility for Davis Bacon's paperwork. Mr. McCurry confirmed they are aware. Ms. Gorbey requested the Executive Builder's contact regarding the Davis Bacon Payroll. Vice Chair Ganison inquired about the specifics of the delay, which were attributed to changes in project scope and unforeseen issues with other projects. Ms. Gorbey confirmed that Comea had submitted an extension request letter.

Chair Soto requested a motion to approve the amendment extending the Sub-Recipient Agreement for the Women's Dorm expansion to December 31, 2024, at 4:12 PM.

- Motion: Councilman Moya
- Second: Councilman Ganison
- Discussion: None

Habitat Modification to the Scope of Work Rehabilitation for LMI Homeowners Agreement:

Dan Dorsch requested modifications to the Rehabilitation for LMI Homeowners Agreement. Due to HUD Environmental Review restrictions, they've updated the scope to fall under the HUD Maintenance category, allowing for more project coordination and client service.

Chair Soto requested a motion to approve the scope modification at 4:18 PM.

- Motion: Councilman Bainbridge
- Second: Vice Chair Ganison
- Discussion: None

Acquisition & Rehabilitation for a Future Habitat Family Agreement Modification:

Director Dorsch explained the need to demolish a property rather than rehabilitate it. Chair Soto recommended maintaining rehabilitation in the agreement's scope of work for flexibility. Councilman Bainbridge asked for assurance regarding future complications, which Ms. Gorbey addressed, stating that she did not feel issues were modifying the Agreement's scope of work to include demolition.

Chair Soto requested a motion to add demolition to the Acquisition and Rehabilitation Agreement at 4:23 PM.

- Motion: Secretary Haigler
- Second: Councilman Bainbridge
- Discussion: None

10th Street Update:

Director Dorsch reported that the East 10th Street project had been delayed due to their staff losing a licensed General Contractor. The current supervisor is studying for the license, and the next remediation phase may push the project back to Spring 2025.

V. Staff Report

Ms. Gorbey provided several updates:

- Annual Action Plan for PY 2024: Submitted in May; awaiting HUD's acceptance notification.
- Amended Action Plan for Program Year 2023: Awaiting HUD notification to begin construction on the Lincoln Park Sidewalk and ADA Upgrade Project.
- Consolidated Plan: Following the completion of the CAPER, the sub-committee will outline priority needs and goals.
- CAPER: Extension requested due to pending HUD approval.
- Analysis of Impediments to Fair Housing Study (AI): Mayor Collins approved a \$30,000 proposal from the University of Wyoming to conduct the study, which will meet HUD requirements.
- Vice Chair Ganison inquired if the study would cover slum and blight issues, which Ms. Gorbey confirmed.
- PY25 Grant Cycle Dates: Ms. Gorbey reviewed the timeline. Councilman Manalo asked about YMCA eligibility, and discussions ensued regarding recent coverage of the YMCA's need for a new roof.

VI. Project Balance Report (Financial Report)

Ms. Gorbey provided Councilman Gilchrist with an overview of the Project Balance Sheet, explaining that sub-recipient contracts are typically signed in late September/early October. She will attend a meeting with Habitat and the City Planning Department regarding E. 10th Street Phase 2 remediation requirements and will report back next month. Chair Soto inquired about the HUD timeliness requirement deadline of May 15, 2025; Ms. Gorbey will confirm the balance next month.

VII. Policy and Procedure Review

Secretary Haigler reported on updates to the by-laws and plans for further revisions for the council's review.

VIII. Annual Action Plan Update

The Annual Action Plan is expected to be approved soon. Councilman Moya inquired about tree removals for the Lincoln Park project; Ms. Gorbey confirmed that one tree, an old cottonwood, would need to be removed.

XI. Consolidated Plan

Ms. Gorbey reported positive consultations regarding the Consolidated Plan and will provide a PowerPoint summary in the future.

X. Election of Officers

Chair Soto announced her intent to step down after three years but offered to serve as a coach.

- **Vice Chair:** Secretary Haigler expressed interest in the Vice Chair position, which was unanimously approved.
- **Chair:** Vice Chair Ganison was nominated and accepted the role of Chair, receiving unanimous approval.
- **Secretary:** Councilman Moya expressed interest in the Secretary role and was unanimously approved.

XI. Other Business

- Upcoming Unhoused Needs Discussion Meeting: 09/27/24
- Connect Cheyenne Open House Event: Vice Chair Haigler offered assistance; Councilman Bainbridge noted its promotion on Facebook.
- E. 15th St. EPA Building Blocks Workshop: Councilman Gilchrist shared information about the workshop.

XII. Adjournment

Chair Ganison requested a motion to adjourn the meeting at 5:00 PM.

- Motion: Secretary Haigler
- Second: Councilman Huntley

Next Meeting: The next meeting is scheduled for **October 2, 2024, at 4:30 p.m. (Note the time change).**