

Housing Commission Meeting Agenda

Wednesday, December 16, 2020 – 3:30 PM

VIA ZOOM: <https://us02web.zoom.us/j/83072580271>

Call: 312-626-6799 Meeting ID: 830 7258 0271

1. CALL MEETING TO ORDER

_____ A. Davenport (7/9)	_____ R. Little (7/9)	_____ N. DeBerry (6/9)
_____ M. Mast (6/9)	_____ L. Gleason (C) (8/9)	_____ S. Dechant (4/4)
_____ R. Patton (VC) (6/9)	_____ L. Soltow (7/9)	_____ K. Lanham (6/9)

Ex-Officio Members:

_____ D.Rich (2/9)	_____ J. Thomson (5/9)
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2. APPROVAL OF MINUTES – November 18, 2020

3. ANNOUNCEMENTS

- a. Update from Julia Westfahl on FHLB grant status.

4. WRITTEN REPORTS

- a. November 2020 Housing Dashboard

5. NEW BUSINESS

- a. Featured Neighborhood Report – Adam Stewart
- b. Update on CDBG Grant for Creekside (Seitnater)
- c. Update on COVID and Housing (Hvitløk)

6. Update on Kansas Eviction Protection Program from SCKEDD – Julia Westfahl

7. OPEN COMMENTS

8. OTHER

- a. The next Housing Commission meeting is scheduled for January 27 at 3:30pm

9. ADJOURN



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1. ROLL CALL

The Housing Commission meeting was called to order at 3:30 p.m. with the following members calling in via Zoom conference call: Roy Little, Ryan Patton, Lucas Soltow, Nathan DeBerry, Steve Dechant, and Lisa Gleason. Kelly Anne Lanham, Angie Davenport, Marvin Mast, Jeff Thomson and Dan Rich were absent. Adam Stewart, Neighborhood Coordinator; Julia Westfahl, SCKEDD; and Diane Crabtree, Interfaith Housing and Community Services, were also in attendance. Staff present were Ryan Hvitlæk, Director of Planning and Development; Jim Seitnater; Downtown and Housing Coordinator; and Charlene Mosier, Planning Technician.

2. APPROVAL OF MINUTES

The minutes of the October 28, 2020 meeting were approved on a motion by Dechant, seconded by Little, passed unanimously.

3. ANNOUNCEMENTS

a. Update on FHLB grant status

Westfahl said the project is moving along and questions are being asked which is a good indication we are in the running for the grant. The weatherization program received a grant from Kansas Gas that will be available to Kansas Gas customers for repair of sewer and gas lines. The funds should be available after the first of year.

4. WRITTEN REPORTS

a. October 2020 Housing Dashboard

Hvitlæk said due to covid and a smaller staff, there have been fewer inspections. To date, there have been 18 new residential permits and 31 demolitions. There have not been any infill houses, or new NRP applications. Brush Up Hutch is mostly done for the year.

b. Presentation of Down Payment Match Houses

Seitnater presented a powerpoint of photos showing Down Payment Match homes. This program is partnered with Interfaith Housing Services and the Hutchinson Area Homebuyers Club. Seitnater reviewed the requirements of the program. There were four homes that were purchased in 2017 in College Grove. In 2018, three homes were purchased in College Grove. Two homes were purchased in 2019 in College Grove and in 2020 five homes were purchased in College Grove and two in Houston Whiteside. There have been 16 Down Payment Match owners totaling \$35,159.96 in matching funds with a remaining fund balance of \$7,340.04.

5. NEW BUSINESS

a. Featured Neighborhood Report

Stewart said Creekside neighborhood reviewed proposed plans for Bernard White Park improvements and gave their feedback to the Park Department. The trailhead improvements have been approved. Neighborhood development for Phase II includes working on an ADA curb

grant to allow a route by sidewalk to the grocery store and medical clinic. The tree trimming program was discussed at the Grace Arbor meeting.

b. Request from Grace Arbor on use of Featured Neighborhood Project funds

Stewart said Grace Arbor rented dumpsters for their neighborhood clean-up. There is approximately \$1,700 remaining of their funds for neighborhood improvements and they would like to trim tree limbs that are blocking sidewalks and intersections, particularly around Faris School. Some areas around utility lines also need trimming. They would like to work with an arborist and utilize the funds so the homeowner does not have to come up with so much of the money up front. This project would be a one to one match reimbursement program to the individual homeowner rather than to the neighborhood. Seitnater said the Park Department may be able to help with tree limbs blocking the intersections and this could help leverage the funds. Everygy may be willing to help with areas near utility poles. With the name Grace Arbor, a tree improvement project seemed appropriate.

Motion by Dechant, seconded by Little to accept the proposal to use the funds for tree trimming and reimburse individual homeowners, passed unanimously.

c. Update on CDBG Grant for Creekside

Seitnater reported four contractors took a bid tour and have until December 1 to submit bids which will be opened that day. Work will begin on three houses by the end of December or early January. One house needs to be tested for lead paint. The homes are located at 108 West 7th Ave, 124 West 7th Ave and 618 N Adams St. More applications are being reviewed and should be ready early next year. A second group of homes will be selected and repaired with the remaining funds. SCKEDD is reviewing the applications for this grant. Weatherization funds can be used to leverage funds if needed, as well as the Kansas Gas Grant and FHLB funds.

d. Update on COVID and Housing

Hvitløk said there was nothing new to report.

6. Update on Kansas Eviction Protection Program from SCKEDD

Westfahl said there is still funding available. Application deadlines for tenants and renters is December 15. Gleason said United Way is referring clients to this program. United Way continues to assist families with utility bills. Those who were struggling before covid are now struggling even more. Connecting with all available community resources to help stabilize these individuals is the goal.

7. Resolution of Meeting Dates in 2021

The Resolution of Meeting Dates for 2021 was presented with a new meeting time of 3:30 pm rather than 4:00 pm. Motion by Patton seconded by Dechant, to approve the Resolution passed unanimously.

HOUSING COMMISSION MINUTES
Meeting of Wednesday, November 18, 2020

8. OPEN COMMENTS

- a. Diane Crabtree asked about the Down Payment Match program and if it will continue next year. Hvitløk said staff will be reviewing programs in January and the Down Payment Match is a popular program. The Housing Commission will be looking at this as well and we will be asking the City Council for an infusion of cash for these programs. Crabtree said she is processing a new Down Payment Match application for a house in Grace Arbor. The budget for 2021 will be similar to past years with a 7% increase over last year and \$136,000 for housing. Seitnater will be retiring the end of this year. He said it is the work and efforts of citizens like those serving on the Housing Commission and other boards that make such a difference in our community.

There have not been any interviews for the Building Official position at this time. A Housing Commission member could be a part of the interview team.

9. OTHER

- a. The next Housing Commission meeting is scheduled for December 16 at 3:30 p.m.

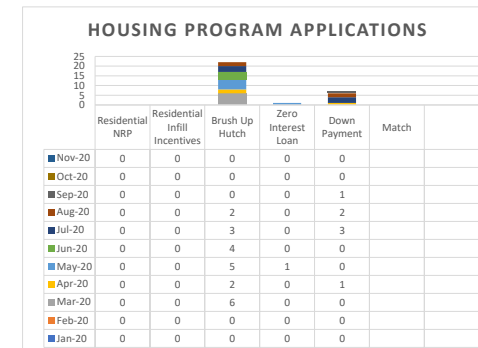
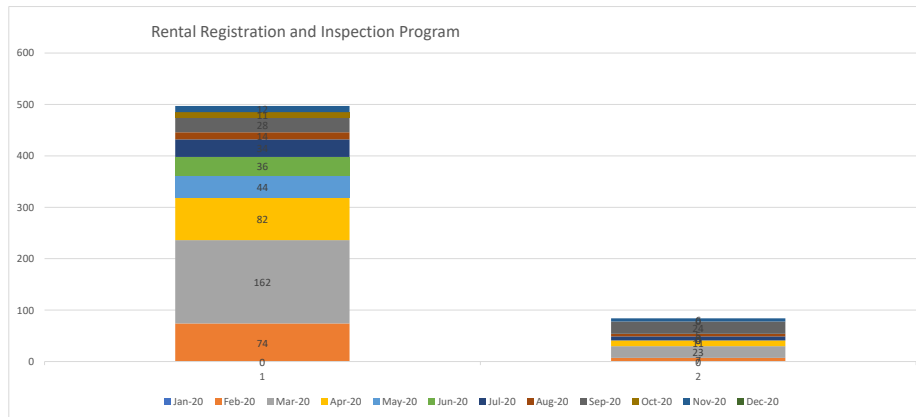
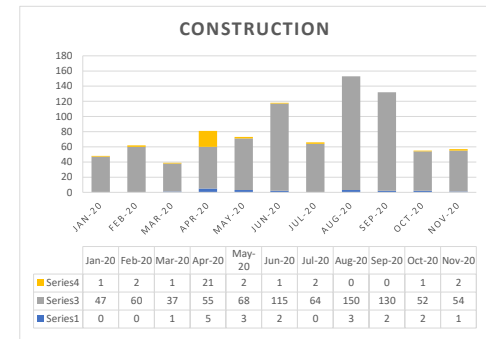
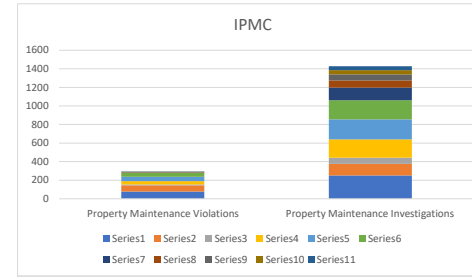
10. ADJOURNMENT – The meeting adjourned at 4:20 p.m.

Respectfully Submitted,
Charlene Mosier, Planning Technician

Approved this _____ day of _____, 2020.

Secretary

	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	2020 Total	2019 Total
Rental Inspections	0	74	162	82	44	36	34	14	28	11	12		497	4608
Rental Violations	0	7	23	11	0	0	8	5	24	0	6		84	2492
	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	2020 Total	2019 Total
Property Maintenance Violations	79	66	10	35	47	42	1	5	5	2	4		296	790
Property Maintenance Investigations	252	124	66	199	215	205	137	77	66	45	42		1428	1174
	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	2020 Total	2019 Total
New Residential Permits	0	0	1	5	3	2	0	3	2	2	1		19	10
Residential Alterations	47	60	37	55	68	115	64	150	130	52	54		832	883
House Demolitions	1	2	1	21	2	1	2	0	0	1	2		33	34
	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	2020 Total	2019 Total
Residential NRP	0	0	0	0	0	0	0	0	0	0	0			4
Residential Infill Incentives	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Brush Up Hutch	0	0	6	2	5	4	3	2	0	0	0		22	51
Zero Interest Loan	0	0	0	0	1	0	0	0	0	0	0		1	2
Down Payment Match	0	0	0	1	0	0	3	2	1	0	0		7	2





CDBG Housing Grant Staff Report

MEETING DATE: 12/15/2020

December 2, 2020

TO: City Council

FROM: Jim Seitnater
Housing Coordinator

THROUGH: Ryan Hvitlok
Planning & Development Director

SUBJECT: Approving bids from D & H Home Improvements Hutchinson (618 North Adams & 108 West 7th) and New Windows for America of Wichita (124 West 7th) for CDBG Housing Rehabilitation funds for 618 N. Adams and 108 & 124 West 7th

BACKGROUND: On January 17, 2020 the City of Hutchinson was awarded \$256,500 in CDBG (HUD) funding from the Kansas Department of Commerce for Housing Rehabilitation for Improvements and repairs to homes in the targeted Creekside neighborhood from West 6th Street to 8th Street between Main and Adams. The City selected (SCKEDD) South Central Kansas Economic Development office to write the grant and administer the grant funds. Following all of the grant requirements which included adoption of the City's Housing Plan and Contractor Guidelines, Environmental Review, Public Meetings with residents and contractors, contractor bid tour and bid process. The following bids were received and opened via ZOOM on Tuesday, December 1, 2020 by City and SCKEDD staff. Three bidders participated: D & H Home Improvements, New Windows of America and Arambula Construction all experienced on CDBG & SCKEDD Weatherization projects. The low bids were all from D & H Home Improvements of Hutchinson. Based on SCKEDD's advise and experience with many CDBG Housing projects in other cities two bids from D & H Home Improvement for 618 N. Adams and 108 West 7th and the bid by New Windows of America for 124 West 7th are being recommended for approval to the City Council. The bid on 124 West 7th was \$800 more but SCKEDD advised us that based on their recent experience during the pandemic by using two contractors working at the same time will shorten the construction completion time this Spring and it is favored by the Kansas Department of Commerce to utilize multiple contractors. A second wave of homes can then be inspected and put out to bid while work is being done on the first three homes. Construction can begin right away on the second wave of houses when the first three are completed and closed out.

STAFF RECOMMENDATION:

Staff agrees with SCKEDD's assessment and strategy and recommends approval of the bids from D & H Home Improvement for 618 N. Adams of \$24,850 and 108 West 7th of \$21,200 and New Windows of America bid of \$17,750 for 124 West 7th.

MOTIONS NEEDED:

- 1) Motion to (approve / deny) the two bids from D & H Home Improvement for 618 N. Adams for \$24,850 and 108 West 7th for \$21,200 and the bid from New Windows of America for 124 West 7th of \$17,750.