

## **City of Ashland- Housing Committee Meeting Notice**

A meeting of the Ashland Housing Committee will be held on **Wednesday July 11<sup>th</sup>, 2018 at 8:30 a.m.** in the **Ashland Fire Station (215 6<sup>th</sup> St E).**

### **Agenda**

- 1) Consent Agenda
- 2) Approval of minutes from June 13, 2018
- 3) Citizen Comments
- 4) Old Business
  - a) Update on progress with CDBG, HIP and property maintenance.
  - b) Continued discussion and finalization of strategic plan action items to address housing in the City
- 5) New business.
  - a) Set next meeting date and discuss possible agenda items.
- 6) Announcements
- 7) Adjournment

*It is possible that members of and a possible quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information or speak about a subject, over which they have decision-making responsibility. Any governmental body at the above stated meeting will take no action other than the governmental body specifically referred to above in this notice.*

*The City of Ashland does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or provision of services, programs or activities.*

*NOTE: Upon reasonable notice, the City of Ashland will accommodate the needs of disabled individuals through auxiliary aids or services. For additional information or to request this service, contact Megan McBride at (715) 682-7041.*

cc: Daily Press with Staff Reports

## City of Ashland- Housing Committee Meeting Minutes

A meeting of the Ashland Housing Committee was held on **Wednesday, June 13, 2018 at 8:30 a.m.** in the **Ashland Fire Station.**

**Committee Members Present:** Mayor Lewis, Ana Tochterman, Ginger Nuutinen, Betty Harnisch, Kathy Beeksma, Sam Ray

**Committee Members Absent:** Mark Hoglund, Liz Franek

**In Attendance via Phone Conference:** Sheldon Johnson, Kim Gifford (representing Northwest Regional Planning Commission)

**Staff Present:** Megan McBride, Chris Luebben

Mayor Lewis opened the meeting at 8:30 a.m.

### Agenda

1) **Consent Agenda**

Motion to approve the agenda by Betty Harnisch. Seconded by Ana Tochterman. Passed unanimously.

2) **Approval of minutes from April 11, 2018**

Motion to approve minutes by Ana Tochterman. Seconded by Kathy Beeksma. Passed unanimously.

3) **Citizen Comments**

No comments.

4) **Old business**

- a) Updates on progress with:  
i. CDBG

Sheldon Johnson explained that members of the NWRPC housing staff will be coming to Ashland to get all the files they'll need to get going on current projects and applications. Items that their staff will be working on in the near future include updating their housing related flyers and provide to the City for advertising, letting contractors know the new point of contact for the City's CDBG program, and reviewing/updating all financial tracking information. Their first goal will be reaching out to people who have submitted applications in the last few weeks/months to follow-up and get projects moving forward as quickly as possible.

Ana Tochterman asked where they plan to advertise the program.

Sheldon Johnson said that they will use the local newspaper, provide information to be advertised through Ashland County Health and Human services, and will work with City staff to identify other appropriate locations. They will also develop flyers which the City can use for additional advertising.

Ana Tochterman asked if they would be able to share a simple summary report for the committee outlining how much funding is available and how much is currently obligated to projects.

Sheldon Johnson said that they will provide a quarterly report for the committee.

ii. HIP

Megan McBride provided an update of upcoming HIP projects and future fundraising and advertising efforts.

Ginger Nuutinen suggested that local corporate sponsors who have programs to give back to the community could be approached for donations.

Kathy Beeksma suggested that there be different tiers of donor recognition as this tends to be more effective.

Ana Tochterman recommended that businesses be approached to see if they will do the CHIP for HIP program continuously as opposed to just for a few days at a time.

iii. Property Maintenance

Megan McBride provided updates on work that will be done on 509-513 Main Street West including repainting the façade and replacing existing windows.

Chris Luebben, the property maintenance specialist for summer 2018, gave some information about her background and also provided an update on trends she has seen through her inspections so far. She explained that an important piece of her job is following up with the property owners and tenants to find out who may need assistance due to financial or health limitations. She then works to put them in contact with appropriate resources to ensure that the items are being addressed.

- b) Continued discussion and finalization of strategic plan action items to address housing in the City, reviewing committee recommendations and prioritizing action steps moving forward.

There was continued discussion and editing of the draft strategic plan focusing on action steps, prioritization, and setting timelines for items to occur. This will be the central topic of conversation at the next meeting to try to finalize the plan and present to Council in the near future.

**5) New business**

- a) Set next meeting date and discuss possible agenda items  
- The next meeting will take place on July 11<sup>th</sup>.

**6) Announcements**

The Planning & Development department received a preliminary conceptual plan for a housing development on the Beaser Avenue Redevelopment site. The conceptual plan includes 4 10-unit townhome style buildings which will consist of a mix of 2 and 3 bedroom units, and also a mix of market rate and affordable units. Additional details will be determined when they submit their full proposal.

Kathy Beeksma was appointed to the committee as the Housing Authority representative, replacing Jen Lucius.

Bob Miller has retired from the City of Ashland, and Steve Schraufnagel has been retained as the City's contracted Building Inspector in the interim.

**7) Adjournment**

Motion to adjourn by Ginger Nuutinen. Seconded by Betty Harnisch. Passed unanimously.

*Meeting was adjourned at 10:00am. Minutes done by Megan McBride.*