



CITY OF ELLENSBURG

Minutes of Affordable Housing Commission, Regular Meeting

Date of Meeting

February 7, 2024

Time of Meeting

4:30 PM

Place of Meeting

**Council Chambers
501 North Anderson Street
Ellensburg, WA 98926
And remotely via Zoom**

1. Call to Order and Roll Call of Members

Chair Bedsaul called the meeting to order at 4:31 p.m.

Present: Sarah Bedsaul, John Perrie, Courtney Garzone, Dan Witkowski, Kim Funston, Peter Stone (arrived at 4:32 p.m.), Sarah Beauchamp (arrived at 4:38 p.m.)

Others Present: Jeremy Johnston-Planning Manager; Lily Frey-Housing & Grants Administrator; Kathy Boots-Planning Technician; Dan Carlson-Community Development Director; David Sturgell; Nancy Goodloe; Andi Hochleutner (Arrived at 4:42 p.m.)

2. Approval of Agenda

Commissioner Perrie motioned to approve the agenda as presented. Motion passed 5-0.

3. Approval of Minutes

Commissioner Garzone motioned to approve the minutes from January 3, 2024, as presented. Motion passed 5-0.

4. New Business

a. Subcommittee recommendation for Commissioner appointment, Council action

Peter Stone was introduced. He gave the Commission a brief background of his experience.

b. Presentation from the Diversity, Equity and Inclusion (DEI) Commission

Nancy Goodloe provided a handout regarding the DEI vision, values, and dimensions of diversity. When there is an opening in the Commission, they would like to assist in gathering applicants that increase the diversity of the Commission members. The Commission expressed interest in providing DEI with information regarding affordable housing to assist in disseminating it.

c. Review draft request for proposals (RFP)-1st and Pine property

The tentative application schedule was reviewed. The RFP will be posted to the City website six weeks prior to the application deadline. Staff will review applications and meet with

applicants to determine eligibility. Eligible applications will be posted to the City website and provided to the Commission two weeks prior to the meeting. The prevailing wage was discussed and is clearly spelled out as number four in the RFP. The background of the scoresheets was reviewed. The format of the scoresheet will be changed. A draft will be brought back to the Commission for review.

Bedsaul motioned to approve the RFP but with a change to number nine to blend the 6-9 weeks to allow flexibility for application review and applicant presentations. Motion passed 7-0.

5. Unfinished Business

a. Learning agenda survey results and draft commission work plan

Frey stated that the Housing Authority will be doing a presentation in April or May. Central Washington Home Builders Association will do a future presentation but wanted clarification on what topic the Commission would like the presentation to be on. Commissioner Perrie stated they would like to hear from a private developer that has completed an affordable housing project before, so they can hear what was successful; incentives used, barriers, and prevailing wage usage. The Office of Rural and Farmworker Housing has a funding course for non-profits. The presentation is an hour plus questions. The members decided it would be best to have a longer meeting on March 6, 2024, to hear the full presentation.

b. Proposal for Catherine park site preparation work

The background on the parcel was reviewed. Public Works would like to pipe the ditch. Once the ditch is piped, it will take at least a year before the wetland can be evaluated. Public Works is still in the process of contacting the new owners of the KXLE property to see if the ditch can be piped through the adjacent property. If they are not able to pipe the existing ditch on the adjacent property, the cost will increase, since a new ditch will need to be created and piped. The engineer has estimated the cost to pipe the ditch to be \$50,000 if the existing ditch is piped. The project will go out for bid.

Commissioner Garzone motioned to forward the approval of a recommendation to City Council of using up to \$60,000 towards the cost of piping the ditch and if the amount estimated exceeds \$60,000 then it needs to be brought back before the Commission for review. Motion passed 7-0.

6. Citizen Comment

None

7. Staff Update/Discussion Items

Frey stated the City will use the County AMI (Area Median Income) numbers because they are external numbers that are verified and consistent. The Housing Authority completes a survey every five years.

Rental assistance requirements are based off of the funding source that provides the monies.

At an upcoming meeting, staff will provide an update on the Hopesource and Habitat projects. Frey reviewed a chart that shows the different ongoing housing developments.

8. Commission Representative Update

None

9. Adjournment

The meeting was adjourned at 5:30 p.m.