

Economic Development Department

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Board of County Commissioners
Holly Williams, District 1
Carrie Geitner, District 2
Stan VanderWerf, District 3
Longinos Gonzalez, Jr., District 4
Cami Bremer, District 5

COMMUNITY DEVELOPMENT ADVISORY BOARD

MEETING MINUTES

February 15, 2023

I. CALL TO ORDER & ROLL CALL

The Community Development Advisory Board (CDAB) met on February 15, 2023, at 12:30 P.M., via an **all-virtual** Teams meeting platform. **Board Chair, Mr. Stevens, called the meeting to order at 12:33 P.M.**

ROLL CALL

The Community Development Advisory Board members **present** were:

- Matt Buffington – District 2 (virtual)
- Tamara Estes – District 4 (virtual)
- Todd Evans – Fountain (virtual)
- Denise Howell – Manitou Springs (virtual)
- Robert Null - District 5 (virtual)
- Rachel Starr – District 1 (virtual)
- Tyler Stevens – **Chair**, Green Mountain Falls (virtual)
- Madeline VanDenHoek – Monument (virtual)
- Commissioner Holly Williams – Liaison, EPC Board of County Commissioners (virtual)

The Community Development Advisory Board members **absent** were:

- Tiffany Colvert – District 3
- Cindy Tompkins - Co-Chair, Calhan/Ramah

Other persons present at the meeting were:

- Crystal LaTier - Executive Director, Economic Development for El Paso County
- Luke Houser – Community Development Analyst, Economic Development for El Paso County
- Natasha North – Project Manager, Economic Development for El Paso County
- Randi Davis – Housing Analyst, Economic Development for El Paso County

II. APPROVAL OF MINUTES

Approval of Meeting Minutes of April 12, 2022

- *Mr. Stevens motioned to approve (as-so-read); approved unanimously with no additions, deletions, or revisions.*

III. SUNSHINE LAW CONFIRMATION

Ms. LaTier explained and read the Sunshine Law: On an annual basis, the Community Development Advisory Board votes to continue to use the Sunshine Law agenda suite as the location for Community Development Advisory Board agendas and public notices. They also vote to continue to use El Paso County's Economic Development Department as the custodian of meeting minutes, posting and retaining all meeting minutes for the Community Development Advisory Board.

- *Mr. Stevens motioned to approve (as-so-read); Mr. Null seconded; approved unanimously with no additions, deletions, or revisions.*

IV. 2023 PY CDBG APPLICATION LIST

A. Overview of CDAB's role:

Ms. LaTier denoted the CDAB's role as a recommending body with all final funding decisions made by the El Paso County Board of County Commissioners (BoCC), pending the actual annual allocation amount from HUD. Ms. LaTier estimated \$163,000.00 had been allocated for Public Service (15% of budget), with a little over \$1,000,000.00 for all other CDBG categories. Mr. Null asked for additional clarification on materials presented and additional information was provided. Ms. Howell asked about a potential roll-over amount from the previous year and Ms. LaTier clarified that this amount had been included within the anticipated allocation amount (just over \$300,000.00). Ms. Howell asked for clarification on if CDAB needed to cut funds from Public Facility or Public Infrastructure specific to a 'cap.' Ms. LaTier clarified that an allocation 'cap' is placed upon Public Service – but not any other CDBG categories. Mr. Stevens reiterated that the bulk of the cuts are going to be made within Public Service later. Ms. LaTier finalized this summary by indicating that the focus of today's review is specific to Public Facility/Infrastructure requests totaling \$1,339,167.00.

V. 2023 CDBG APPLICATION REVIEW

Ms. LaTier shared a summary of the Economic Development Team's 5-year Consolidated Plan goals. Mr. Houser then introduced each of the 10 applications under review, denoting details specific to each application summary sheet and answering questions from the board.

Summary of Discussions:

1. **Calhan Housing Authority** – *Senior Resident Community Center; ADA Accessibility*
 - A generalized discussion was had about the Senior Public Housing Authority development, as well as clarification on clientele served.
2. **City of Fountain** – *Bonita Dr. (North); drainage & ADA-accessibility improvements*
 - A generalized discussion was had about LMA-specific data; Mr. Evans indicated that this is a continuation project that would be potentially delayed without funding in 2023.
3. **City of Manitou Springs** – *Carnegie Library ADA-Accessibility Improvements*
 - Mr. Houser clarified that this was initially presented as two applications with one being denied for due to ineligibility. The board reviewed the second application, specific to ADA-accessibility. Additional concerns included use of all granted CDBG funds, SHPO consideration for library renovations, and Davis-Bacon regulatory compliance.
 - Ms. Howell clarified that the library is closed due to ADA accessibility and cannot reopen until ADA is updated; the total Carnegie Library project is \$3.4-3.7 million. Ms. LaTier further clarified denial of the additional application as federal funds cannot be used for government-owned buildings *unless* for ADA improvement or if the building has a long-standing lease agreement in place. The ADA application is specific to the exterior and has less SHPO concern than the interior of the historic building.
4. **El Paso County Community Services/Parks Department** – *Fountain Creek Nature Center ADA-Accessibility*

- A discussion was had about additional funding amounts presented by applicants. A request was made to include alternative revenue streams for all applications presented.
- 5. **Pikes Peak Library District** – *ADA Accessibility Upgrade at Fountain Library*
 - Notable concerns about this first-time applicant included an initial funding amount of less than \$20,000.00. A breakdown of costs specific to applications presented was requested.
- 6. **Town of Calhan** – *ADA-Accessibility Improvement at Calhan Baseball Park*
 - It was clarified that Calhan is a 'Census Designated Place' and that LMA-specific data would be different than surrounding areas. Since this is an ADA project, it can be deemed eligible under the LMC national objective.
- 7. **Town of Green Mountain Falls** – *ADA-Accessibility for the Gazebo Bridge Project*
 - Davis-Bacon regulatory concerns were raised, specific to utilizing an 'inactive' contractor in 2021 on the initial Lake Gazebo project.
- 8. **Town of Monument** – *3rd Street ADA-Accessibility Project*
 - A generalized discussion was had about this application being a continuation of a 2021 project, filling in infrastructural 'gaps' specific to ADA-accessibility around the municipal Post Office. Concerns were raised about the applicants' reporting on previous grants. Ms. VanDenHoek indicated that staff-turnover caused past reporting irregularities. Clarification on additional revenue sources was requested.
- 9. **Town of Ramah** – *ADA accessibility of Ramah Playground*
 - Summary provided; no further discussion or questions.
- 10. **Brothers Redevelopment** – *Housing Rehabilitation Program 2023*) explained in-detail.
 - A generalized discussion was had about the specifics of this program. Clarification was provided specific to Brothers having a long-standing agreement with both El Paso County as well as the municipality of Colorado Springs. Complexities of housing rehabilitation on historic homes was discussed, as well as Brothers' partnership and collaboration with the Energy Resource Center.

Following these discussions, Mr. Stevens asked CDAB if they would prefer to process the presented information independently and propose funding recommendation amounts at the next meeting. Ms. Howell requested that EPC staff pull the budget line-items and scope adjustments, specific to minimum funding. Ms. LaTier confirmed that EPC staff would prepare this information prior to the next CDAB meeting, sharing the location of these files with the Board. Ms. LaTier reminded the board of how to access the full applications and all materials discussed at the meeting via box.com.

VI. OTHER BUSINESS

Mr. Stevens reviewed and confirmed upcoming meeting dates (**March 15 & April 19, 2023** at 12:30pm – 9 E Vermijo, Colorado Springs, CO 80903) with hybrid attendance model.

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VII. ADJOURNMENT

The meeting was adjourned by Mr. Stevens at 1:42 P.M.

Tyler Stevens, *Chair of the El Paso County Community Development Advisory Board*

Public notice for meeting posted online via the El Paso County Agenda Suite, February 8, 2023