

MINUTES OF THE PROVO CITY HOUSING AUTHORITY BOARD OF COMMISSIONERS & PROVO NONPROFIT HOUSING DEVELOPMENT CORPORATION BOARD OF DIRECTORS



Regular Meeting

Date: Wednesday, March 28, 2012
Time: 4:15 p.m. - 6:00 p.m.
Location: 650 West 100 North
Provo, Utah

Opening Business

1. **Welcome and Roll Call:** Vice-Chair Kau welcomed the Board and called the meeting to order at 4:25 pm. The following members of the Board were in attendance when the meeting was called to order. Vice-Chair Jonathan Kau, Commissioner Craig Carlile, and Commissioner Cindy Richards. Chairperson Douglas Gale and Commissioner Valerie Lee were present via telephone. The following staff were also present: Douglas Carlson, Executive Director, Dean Clement, Facilities Manager, Cindy Daley, Rental Subsidy Manager, Donna Smith, Financial Services Manager, April Smith, Owned Housing Manager, and Erin Haley, Executive Assistant.
 2. **Approval of Minutes from February 22, 2012:** Vice-Chair Kau referred the Board to Tab 1, which contained the minutes from the February 22, 2012, and asked if there were any questions or comments regarding the minutes. Commissioner moved to approve the minutes from February 22, 2012. Commissioner Carlile seconded the motion. The motion passed unanimously 5:0.
-

Report of the Executive Director

- a. **Project Reports:** Vice-Chair Kau requested that Mr. Carlson give his report. Mr. Carlson stated in conjunction with Community Action the process for organizing the daily operation of the Mountain View Community Gardens has begun. He stated that there would be a media event for the opening. He stated that in addition to the raised garden beds, the Housing Authority has also placed a gazebo and storage sheds, and are replacing the chain link fence with a vinyl picket fence.
- b. **St. Francis:** This item was postponed for discussion during the Executive Session.
- c. **Myla Dutton Homes:** Mr. Carlson informed the Board that the project had been presented to the United Way and Community Action director. While these organizations are generally in favor of the project, there are some concerns which will need to be addressed before agreements to proceed are reached between the three agencies.

Mr. Carlson explained that in October when we are preparing the LIHTC (Low Income Housing Tax Credits) application, the Board may need to prioritize the St. Francis Apartments and Myla Dutton Homes if we are unable to finance both projects under the agency cap for funding.

- d. **PHA Sustainable Homes:** Mr. Carlson stated that the landscaping is starting at the PHA Sustainable Homes, and marketing the homes would soon begin. The Board discussed the differing marketing issues related to market rate homeowners versus homes set aside for homeowners who are at 80% of median income spectrum.
 - e. **Franklin Heights:** Mr. Carlson referred to Tab 3, which contained optional one site plan for the property at approximately 500 West and 500 South in Provo. He handed out two additional site plans. Mr. Carlson described the advantages and disadvantages to the three plans. The Board discussed issues related to the possible future development of the site, including zoning issues, financing, shared driveways, and marketability of the units.
 - f. **South Franklin Community Center:** Mr. Carlson referred the Board to Tab 5 which contained a Sources and Uses of Funds and a construction contract with Habitat for Humanity for the South Franklin Community Center. Mr. Carlson stated that there is a funding gap of \$65,086. This increase from the original estimate is due to a
-

MINUTES OF THE PROVO CITY HOUSING AUTHORITY BOARD OF COMMISSIONERS & PROVO NONPROFIT HOUSING DEVELOPMENT CORPORATION BOARD OF DIRECTORS



need for additional square footage to meet the needs of the programs which will be operating out of the Community Center and the need to follow Davis Bacon wage rates. The Board discussed possible sources to draw from to close the funding gap. The Board also discussed the responsibilities related to the various organizations involved in the construction of the building.

Discussion Items

Maeser Neighborhood Signs: Vice-Chair Kau asked Commission Richards to lead discussion about neighborhood signs that are available through Provo City. She distributed a flyer which had a rendering of the Maeser Neighborhood signs. The Board discussed the pros and cons of purchasing one or two signs for the Maeser School Apartments property. Mr. Carlson stated that there were funds in the Maeser School Apartments capital expenditures budget which could go towards the purchase of the signs. Commissioner Carlile mentioned that there might be questions of intellectual property rights to consider in the purchase of the signs. The Board requested that Commissioner Richards talk to Provo City to get more information about the signs and how they could be personalized for the Maeser School Apartments.

Executive Session

Adjourn to Executive Session for Strategy Session to Discuss the Purchase, Exchange or Lease of Real Property
Commissioner Carlile moved to adjourn the Regular Meeting, and convene the Executive Session to discuss the purchase of real estate for future affordable housing development. Commissioner Richards seconded the motion. The motion passed unanimously, 5:0. The Regular Meeting closed at 5:12 p.m.

Commissioner Carlile moved to close the Executive Session and to reconvene the Regular Meeting. Commissioner Lee seconded the motion. The motion passed unanimously 5:0. The Regular Meeting reconvened at 6:26 p.m.

Action Items

1. Approval of Purchase of Approximately .45 Acres of Property from NeighborWorks of Provo for \$75,782: Commissioner Carlile moved to continue this item to a future date, and requested that the Executive Director research further into the matter. Commissioner Richards seconded the motion. The motion passed unanimously, 5:0.
2. Approval to List Approximately 1 Acre of Property Located at 400 South University Avenue, Known as the Clifford Motors Property: Commissioner Carlile moved to continue this item to a future date, and requested that the Executive Director research the marketability of the site including subdivision possibilities. Commissioner Richards seconded the motion. The motion passed unanimously, 5:0.
3. Approval of the South Franklin Community Center Development Budget and Construction Contract: Commissioner Carlile moved to approve a \$10,000 additional donation to the South Franklin Community Center, and to continue the construction contract to a future date when additional funding for the project has been gathered. Commissioner Richards seconded the motion. The motion passed unanimously, 5:0.

Adjourn: Commission Richards moved to adjourn. Commissioner Carlile seconded the motion. The motion passed unanimously, 5:0. The meeting closed at 6:38 p.m. The next meeting of the Provo City Housing Authority Board of Commissioners and Provo Nonprofit Housing Development Corporation Board of Directors is scheduled for Wednesday, April 25, 2012 at 4:15 p.m.