

AGENDA FOR AN URBAN RENEWAL AUTHORITY MEETING
FOR TUESDAY, JULY 28, 2015
IMMEDIATLEY FOLLOWING CITY COUNCIL,
COUNCIL CHAMBERS, 2ND FLOOR, MUNICIPAL BUILDING

- I. CALL TO ORDER – Councilman Mike Reynolds, Chairman
- II. ROLL CALL
- III. MINUTES – meeting held July 14, 2015
- IV. NEW BUSINESS
 1. Discussion/action on proposed procedural guidelines/application process for disposing of property owned by the Urban Renewal Authority of the City of Parkersburg.
 2. Update on Housing Demolition Program.
- V. ADJOURNMENT

The Council of the City of Parkersburg, acting in their legal capacity as the Urban Renewal Authority of the City of Parkersburg met Tuesday, July 14, 2015 at 5:45 PM in the Council Chambers on the second floor of the Municipal Building at One Government Square, Parkersburg, WV 26101.

The meeting was called to order by Chairman Mike Reynolds, who presided over the meeting. The Clerk noted the attendance and those present included Councilmen Nancy Wilcox, Sharon Lynch, Roger Brown, Kim Coram, John Rockhold, Jim Reed, JR Carpenter, and Mike Reynolds.

MINUTES – Mr. Reed moved, seconded by Mr. Rockhold, to approve the minutes from the meetings held June 16, 2015, and the motion was adopted by unanimous vote.

Development Director, Rickie Yeager, told URA that we received information that there would be a shortfall with prior years program income that we need to expend by July 31, 2015 or HUD will take those funds away with no questions asked, and he proposes the following revision, which will be considered by City Council this evening:

RESOLUTION

WHEREAS, the Parkersburg/Wood County Home Consortium is comprised of Wood County and the cities of Parkersburg, Vienna and Williamstown, and

WHEREAS, the City of Parkersburg is the lead agency for administering funds the Consortium, and

WHEREAS, the City has been made aware of a budget shortfall of \$170,326, and

WHEREAS, to address the shortfall, the City intends to allocate funds to the Consortium's Certified Housing Development Organization (Wood County Habitat for Humanity), and

WHEREAS, Wood County Habitat for Humanity will use these funds to build two affordable housing units in Wood County

THEREFORE, Be it resolved by the City Council of the City of Parkersburg that the City of Parkersburg's 2012, 2013, and 2014 Action Plans and Budgets for the Community Development Block Grant be and hereby be amended as follows:

HOME

Revenues	Budgeted	Actual	Change
2012 Program Income	\$25,000	\$92,028.52	\$67,028.52
2013 Program Income	\$25,000	\$74,570.69	\$49,570.69
2014 Program Income	\$25,000	\$78,726.79	\$53,726.79
Total Program Income	\$75,000	\$245,326.00	\$170,326.00
Project	Current Budget	Proposed Budget	Change
2014 Habitat for Humanity	\$ 0.00	\$170,326.00	\$170,326.00

Mr. Yeager continued that we were approached by a developer for renovations to a downtown apartment building and we went through the process, but it did not work out in the end. We then only had 45 days, and there are only three programs where this money can be used – SHOP; owner occupied rehabilitation; and CHDO which is Habitat for Humanity.

By law, we have to allocate money to Habitat, he said, in order for us to receive HUD funds. We approached Habitat and they said they would do two more homes.

In the future, Mr. Yeager wants to address how to follow this program. People get the applications and sometimes they don't qualify, so the applications have decreased. He said he would try to market the program better with new ideas, but for now, his staff thinks this is the best solution.

Ms. Wilcox asked Mr. Yeager why he waited so long to let them know we were close to losing the \$170,000.00 so we could have worked on another project. Mr. Yeager said they could move funds if they are less than 10% of their budget, but this is a larger amount and he did not remember that he had to come to Council. If they had projects, they have to go the State Preservation Office, and that takes time also. Ms. Wilcox asked if Habitat had to go through that office, and Mr. Yeager said they did, but they were pre-approved and that is common practice. Mr. Yeager apologized to URA for not coming to them sooner.

Habitat is a wonderful program, Ms. Wilcox stated, but she would have liked to have had that money used for repairs. Mr. Yeager said the CDBG program is more flexible with repair programs and we also have an emergency repair program. These are HOME funds he is proposing this evening and we can only use owner occupied, first time

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Mr. Reynolds asked if those two homes could be built in the county and not the City, and Mr. Yeager said they could. Our consortium is Wood County, plus Parkersburg, Vienna, and Williamstown, but Parkersburg is the administrator. Councilman Reed asked if we monitored those funds, and Mr. Yeager said there is an agreement -- we give them a check for two affordable units, We then monitor it and up to five years later.

Mr. Reed asked what would happen is we don't allocate this money to Habitat, and Mr. Yeager said that HUD will take the \$170,000.00, but he does not think they will reduce our allocation -- they will just go into the computer and take the \$170,000.00.

We will get B & O taxes from the two houses being built if they are in the City limits, Mr. Tebay stated, but we cannot guarantee that. Ms. Wilcox said it would not be a good idea to turn this \$170,000.00 down like we did \$70,000.00 that was to be used for the farmer's market.

Councilman Rockhold asked if there could be a summary sheet given to Council so they could understand the programs and allocations with deadlines included. We can't change this, but we can do something better in the future, he said.

Habitat provides a valuable service, Mr. Yeager stated, by providing affordable housing to people in need and the funds are being used according to what HUD wants them used for. They have volunteers who work on other people's homes and their own. We put our programs on our website and got four applications, he said, and asked the URA to support this as it is a good use given our time constraints.

There are elderly citizens who cannot speak for themselves, Ms. Lynch stated, and they are not able to come to the city building to apply for these programs. One person has had pigeons destroying her roof, and Ms. Lynch thinks those are the people we should be helping. She is asking if Habitat could build one house then rehab another house as long as it was under contract by July 31st. Mr. Yeager said there was not enough time to do that, but if that lady wants to apply, we can take the application to her house and go through the process with 2015 money.

MOTION -- Mr. Reed moved, seconded by Mr. Rockhold, to allocate the \$170,326.00 to Habitat for Humanity, and the motion was adopted by majority vote with all members voting "yes" with the exception of Ms. Wilcox and Ms. Lynch, who voted "no".

DEMOLITION LOAN PROGRAM -- Ms. Wilcox asked if we had done all the paperwork for the first step of the demolition loan for \$250,000.00, and Mr. Yeager said we have, but we have not moved forward because the loan documents have been approved, but we have not budgeted payments. We will have two years interest free. Once we get more funds, Mayor Colombo is committee to the program, but we will have to revise the budget for the payments.

Ms. Wilcox asked if it would be another year and another 40 homes vacant or in disrepair to put on the list. Mr. Yeager said we have \$75,000.00 in the general fund, and the loan money. We intend to do some demolitions, he said. The list from last year was 180 vacant homes. But, if we are going to pay the loan back in two years, that will be \$250,000.00 a year. Ms. Wilcox said we should start.

Attorney Tebay stated that if URA takes the homes by eminent domain, there are constraints. We have to do title work, notices, filings made, and you have to work through the legal system and that can take six months per property. We plan to draw the money down as needed, he said. Ms. Wilcox said that every day that we put off is another day we have to keep the houses to where people won't get injured.

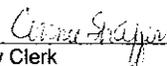
The Building Enforcement Agency (BEA) will make recommendations to URA, and URA will decide which house is to be demolished, Mr. Yeager stated. Once URA decides, it has to go to the State, which is about two weeks. We should try to do a budget revision soon, he said.

Mr. Rockhold asked if we could tear any down now, and Code Enforcement Director, Gary Moss, said that we have two that are ready. A title opinion is only good for six months, he said. Mr. Yeager stated that the administration is not comfortable with not having any money budgeted, but we do have the \$75,000.00 in the general fund now. Mr. Moss said that cautiously, until we get the finances worked out, we will only take two down -- one for sure and he thinks someone might buy the other one -- 1503 Park Avenue and 1407 Spring Street.

We should get the Building Code Appeals Board appointed, and move on these demolitions, Ms. Wilcox stated, and asked Mr. Yeager to bring a budget revision as soon as possible.

In another matter, Ms. Lynch thanked Mr. Yeager for putting out a newsletter that we believe will be quarterly, and asked that it be put on our website and copies made available.

The meeting adjourned at 6:25 PM.


City Clerk

Chairman, URA