

Whitefish Housing Authority Meeting Held at: Mountain View Manor 100 East 4th Street	Minutes of Board Meeting February 23, 2022 4:07pm Start 6:39pm Adjourn
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Type of Meeting: Board Meeting

Staff Present: Lori Collins, Executive Director, Pamela Meadows, Housing Manager

Attendees: Addie Brown-Testa, Kate Berry, Ben Johnson, Katie Williams, Sara Boilen and Sandie Cooper

Absent: Marney McCleary

Public: Jerry Dunker

AGENDA

I. APPROVAL OF MINUTES

Motion to accept by: Kate Berry	Seconded by: Katie Williams
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All voted in favor.

II. PUBLIC COMMENT

Discussion: Jerry Dunker attended the meeting to give an update on his proposal to City Council regarding Trailview. The original approval for the Trailview Homes was fifty-eight deed restriction homes. He asked City Council to amend the requirements and reduce it to forty-eight deed restricted homes and ten market rate homes to offset the short fall due to construction cost and labor. The amendment passed unanimously. He reported that Trailview has twenty-two finished homes, seven homes under contract and construction is currently at the halfway point. Mr. Dunker also shared that after these next seven homes are built, they will not advertise homes until they are at the point of painting in the build due to unforeseen delays in construction materials etc. Currently there are fourteen people on a waitlist. They are doing everything locally as much as possible and they continue to get intel when shortages are coming. Currently they have been able to stay ahead 6 to 8 homes in materials due to having storage facilities. Jerry offered the board a tour of the home slated to be finished next week. Everyone expressed interest in a viewing the home. The board thanked Mr. Dunker for this update and all his hard work and generosity in the Whitefish Community.

III. STATUS UPDATE	Lori Collins, Director
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a. Financials: Consent Agenda Item

Discussion: No questions or comments.

b. Executive Director Report: Consent Agenda Item

Discussion: No questions or comments.

Motion to accept consent agenda items Financials and ED Report as is.

Motion to accept by: Katie Williams	Seconded by: Ben Johnson
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All voted in favor.

IV. OLD BUSINESS

Discussion: None

V. PROJECTS IN PROGRESS

a. Snow Lot Update

Discussion: The Director reported that due to fire department requirements for truck accessibility, the project will need to be reduced by two units; and two single-story, L-shaped units will be located on the east side of the project; one on the mountain side and one on the street side. Commissioner Berry stated that that feels very ADA friendly. Board Chair Brown-Testa added that WHA will put together a bid package for these two single-story units for any interested buyers wanting an ADA unit that may be at their expense. It was also emphasized that anyone could request an ADA unit with a bid package to meet their specific accommodations needed. The Director stated that it has been determined where the electric will go per Flathead Electric and that WHA will be pre-ordering a transformer and are hoping to put in the power summer of 2022. The Director also stated that the project needs a name as soon as possible as she is looking to install a "Coming Soon" sign on the property this spring. The Board Chair re-iterated that WHA needs to determine whether the City will be able to continue to use this site for snow next year.

VI. HOUSING WHITEFISH

a. By-Laws

Discussion: The Director introduced Jason Harby, Attorney, who was present to go over the By-Laws and aide in any discussion. A discussion was had about wording related to affordable housing vs workforce housing and whether to include both, and how many WHA Commissioners could be seated on the HW board without being a conflict of interest. After some discussion, the By-laws were accepted with slight adjustments and clarification. Jason Harby stated he would have the updated and final By-laws cleaned-up and ready the following week.

Motion to accept Housing Whitefish By-Laws as written with the changes noted during this board meeting.

Motion to accept by: Sara Boilen

Seconded by: Sandie Cooper

All voted in favor.

b. Board Appointees (3) – WHA Board

Discussion: Three commissioners for the Housing Authority board were nominated, voted on and seated for the Housing Whitefish board. They accepted the nominations and are as follows: Addie Brown-Testa, Kate Berry, and Katie Williams.

c. Board Interviews – 9 LOI's

Discussion: There are now 10 LOI's for a seat on the HW board. The three elected commissioners will interview the people who submitted LOI's.

d. Explore Whitefish Grant: Funding Sources

Discussion: The Director reported that she had submitted a MOU to Explore Whitefish which was worked on by both entities and accepted. It has now been sent to the City Attorney for approval. This item will be on the upcoming HW Agenda.

e. HW Executive Director Search

Discussion: This item will be taken off the WHA agenda and placed on the HW agenda.

VII. OTHER BUSINESS

a. Media Policy Discussion

Discussion: The Board Chair suggested that the WHA board have a standard statement in place and remain A-political. This discussion will continue at the next board meeting of the WHA.

b. Executive Director Review Schedule

Discussion: Board Chair Brown-Testa stated that the performance review of the Executive Directors still remains to be completed. She shared that she would like to receive comments from all commissioners so that she can then put together a review pack. She would like to have that finished within the next couple of weeks. The commissioners will meet via zoom to discuss the review.

c. Land Banking

Discussion: The Director stated that this has remained on the agenda awaiting an update. The City owned property at Moneghan Road still remains in the City's hands. Commissioner Williams reported an update on this property stating that multiple people have approached her to express their interest in helping fundraise for this project through the Whitefish Community Foundation to add to the \$500K that has already been donated. The WCF would like to discuss what the next steps would be for potential site development. Williams told them that it is premature but is up to them as to how they want to utilize those funds. It was also discussed that part of the \$500K could potentially be used as salary for the HW Executive Director position. She suggested that work groups need to be set up to specifically identify tasks within specific projects so that it can be worked on throughout the month to accomplish specific tasks and that there needs to be set guidelines per the will of the board regarding who should be doing it; how they will be recording it; and who will be the point of contact moving forward with it. Additionally, Williams stated that it is her opinion that the Monaghan Road project should stay on the agenda because the City has already ordered a survey and is trying to expedite the process. She stated that WHA needs to support the City in its efforts as they work on zoning, etc.

The Director asked if everyone agreed to include, under Projects in Progress, the Snow Lot, Alpenglow II, Monaghan Road and the ten homes in Trailview. Everyone agreed.

The Board Chair shared that Counselman Ben Davis had encouraged her to start with Alpenglow phase II because it will be more cost effective to get a site plan to begin this project since WHA already owns that land and can move forward with development quickly. This project remains a priority that WHA/HW is moving forward with to address the housing crisis.

The Director reported she had a conversation with Daniel Wright regarding his offer to create a pro-forma for the Alpenglow II project. She stated that he is the developer of a project by Grouse Mountain Lodge. She reminded them that, per an agreement with The City, this developer will also be donating funds to WHA once the project is sold. He has offered to donate his time one day a week.

Commissioner Boilen initiated a discussion about having a policy in place for when someone approaches a board member or the Director regarding housing. When that happens, she said, we could email the Director to have it put on the next agenda and ask them to show up at the next board meeting which would make the conversations official. Commissioner Williams added that if it were committee specific the committee could have a pre-meeting then discuss it at the next board meeting.

Commissioner Johnson encouraged that in addition to a fundraising committee, committees on the Housing Whitefish board, etc. that we also have a Mountain View Manor committee to report at the board meetings.

The Board agreed on all points. The Director will include these things on the next agenda going forward.

d. Board Training – Roles & Responsibilities

Discussion: The Board Chair stated that many of the WHA Commissioners attended a board training that was highly informative and valuable. A brief discussion was had and was agreed that the WHA board needs to work on compiling updated information for an updated Commissioner Handbook, and a Media Policy which could include the HW board as well.

