



CITY OF ALBANY  
COMMUNITY DEVELOPMENT COMMISSION

**MINUTES**

Monday, April 20, 2020, Noon  
Santiam Room and virtual, 333 Broadalbin Street  
Approved: May 18, 2020

**CALL TO ORDER**

12:12 p.m.

Joann Zimmer called the meeting to order at 12:12 p.m.

**Commissioners Present (Remotely)**

Karen Cardosa; Chris Equinoa; Joann Zimmer; Sharon Konopa; Dick Olsen; Melissa Murphy; Tara Dixon; Meagan Harsen

**Commissioners Absent**

JoAnn Miller (excused); David Abarr

**Staff Present**

Anne Catlin, planner III; Jennifer Sullivan, administrative assistant

**Guests**

Liza Newcomb with DevNW, Annie McDonald with Albany Partnership

**SCHEDULED BUSINESS**

12:15 p.m.

**Housing Rehab Loan Exception (added)**

Catlin said an additional item has been added to the agenda; a request to exceed the rehabilitation loan limit of \$35,000. She introduced Liza Newcomb with DevNW. Newcomb explained the request to increase the loan from \$35,000 to at least \$40,000 due to a large number of repairs that are needed and the fact that the exterior of the house is painted in lead-based paint. Catlin explained the current policies allow approval of exceptions for loans up to \$40,000; the policies would need to be modified in order to approve a loan amount higher than \$40,000. After some discussion, the CDC agreed to evaluate the policies at the next meeting but supported approving the increase.

Equinoa moved to extend the grant amount to \$40,000, Harsen seconded the motion and it was approved 8-0.

**2020 Action Plan, Substantial Amendments to 2018 and 2019 Plans**

Catlin reviewed the proposed budgets and activities for the 2020 Action Plan, the CARES Act funding, and the proposed amendments to the 2018 and 2019 Plans, as shown in the budget table in the meeting memo. Catlin explained the proposed allocations of CARES Act funding for emergency business support, emergency housing assistance, and to purchase supplies to prevent the spread of COVID-19. She then reviewed the proposed reallocation of unspent funding from 2018 and 2019 to emergency business support and housing rehabilitation. Murphy affirmed the need to support small businesses and low- and moderate-income businesses. Discussion ensued about emergency business loans and needs. Catlin explained the meeting was advertised for public comments on the plans.

*Public Comment:* Annie McDonald from the Albany Partnership mentioned that Community Services Consortium (CSC) emergency housing funding applicants are asked to provide an eviction notice and provide proof that they can come up with the following month's rent payment and that is a barrier for some people who don't have a job at the time they apply.

Catlin explained requirements for the emergency housing assistance and the parameters, which will be slightly different than the current CSC program. Catlin concluded comments on the plans and CARES Act can be amended if needs change.

Equinoa said more funds need to be allotted to food boxes because it is a growing concern during the COVID-19

pandemic; additional discussion ensued. Mayor Konopa said she wanted to ensure that food box recipients are actually impacted by the pandemic. Equinoa said that recipients need to be able to maintain respect and dignity with as little intrusion as possible. Additional discussion continued about recipients and how many people may have been laid off or lost their jobs and now have become low or moderate income that had not been before the pandemic. Murphy proposed allotting some of the emergency business support CARES money for food boxes; after some discussion it was decided to allocate \$20,000 to food boxes.

Olsen said he is concerned about the emergency shelter funding of \$15,000 being enough of an incentive for a new company to take over for Signs of Victory. Discussion ensued. Equinoa mentioned the \$25,000 in carryover funds that is also available to new management. Potential funding for Helping Hands was also discussed. It was clarified that the emergency shelter funds are not shelter specific and can be allotted as funds are requested.

Equinoa moved to adjust the budget by moving \$20,000 from the emergency small business support line item to the emergency food funding line item. Dixon seconded, a vote was taken, and it passed 8-0.

#### NEXT MEETING DATE

1:23 p.m.

The next Community Development Commission meeting will be May 18, 2020.

#### ADJOURNMENT

1:25 p.m.

Hearing no further business, the meeting was adjourned at 1:25 p.m.

Respectfully submitted,

Reviewed by,

Jennifer Sullivan  
Administrative Assistant

Anne Catlin  
Planner III