



Housing Committee

Wednesday, June 14, 2023

City Hall Council Chambers – 601 Main St W. Ashland, WI 54806

9:30 AM

Take notice that a meeting of the Housing Committee will be held in- person in the City Hall Council Chambers, with the availability to attend virtually.

To join the meeting from your computer, tablet or smartphone: <https://meet.goto.com/157765245>. Or dial in using your phone. United States (Toll Free): 1 866 899 4679 Access Code: 157-765-245

The following items will be considered:

1. Approval of Agenda

2. Election of Vice-Chairperson

3. Consent Agenda

4. Approval of Minutes

- a. Approval of minutes from the October 12, 2022 Meeting

5. Citizen Comments

6. Old Business

- a. Update on progress with CDBG, HIP, and Property Maintenance

7. New Business

- a. Discussion/Action - Structure, Membership, and Goals of the Committee
- b. Update on Beaser Avenue and Junction Road Sites
- c. Update on Timeless Timber Redevelopment

8. Adjournment

The City of Ashland does not discriminate on the basis of sex, race, creed, color, national origin, sexual orientation, age or disability in employment or provision of services, programs or activities.

NOTE: Upon reasonable notice, the City of Ashland will accommodate the needs of disabled individuals or individuals with limited English proficiency through auxiliary aids or services. For additional information or to request this service, contact the Planning & Zoning Department at 715-682-7041 (not a TDD telephone number)

City of Ashland - Housing Committee Meeting Minutes

A meeting of the Ashland Housing Committee was held on **Wednesday October 12th, 2022 at 9:30 a.m. in the City Council Chamber and hybrid via GoTo Meetings.**

Committee Members Present: Kaas Baichtal, Charlie Ortman, Mayor Matt MacKenzie

Committee Members Absent: Kathy Beeksma (excused)

Staff Present: Mandelyn Lyons, Ray Kallio, Brant Kucera

Citizens Present:

Mayor MacKenzie opened the meeting at 9:30 a.m.

Agenda

1) Consent Agenda

Motion to approve the agenda by Charlie Ortman. Seconded by Kaas Baichtal. Passed unanimously.

2) Approve minutes from the July 13th 2022 Housing Committee meeting

Motion to approve of the minutes from July 13th 2022 Housing Committee meeting by Charlie Ortman. Seconded by Mayor Matt MacKenzie. Passed unanimously.

3) Citizen Comments

None.

4) Old business

- a) Updates on progress with CDBG, HIP, and property maintenance

Ray Kallio reported on current property maintenance cases and that there have been no changes to CDBG. Ray stated that he still has trouble finding contractors for HIP projects and that often people do not apply because they cannot afford projects even with HIP funds.

Mayor MacKenzie asked Ray how much funding is left in the HIP account.

Ray estimated that there is \$10,000 available.

5) New Business

- a) Discussion of the Housing Committee size and structure
- b) Discussion of Housing Committee time, place, and frequency

Mayor MacKenzie stated that the committee will be looking at these two new business items almost as one agenda item. He said that he would like input on the committee's size, structure, time, place, and the frequency of meetings. He asked a variety of questions to the committee.

The committee members discussed whether or not a Housing Committee was necessary, the future goals of the committee, and the purpose of the committee. Kaas Baichtal commented that in the past the committee was primarily directed by the Planning Director and advised that no permanent decisions about the committee should be made until a new director is at City Hall.

Brant Kucera informed the committee that a new Planning Director was hired and that he will be starting October 31st.

The committee discussed the possibility of having some non-voting members that would act similar to advisors for the committee that could be called upon based on the agenda items for that meeting.

6) Announcements

7) Adjournment

Motion to adjourn made by Charlie Ortman, seconded by Kaas Baichtal. Passed unanimously.
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Meeting was adjourned at 10:39 am. Minutes by Mandelyn Lyons.

DRAFT HOUSING COMMITTEE ORDINANCE 2023

49.01 Purpose

The Housing Committee was created to advise the City Administrator and Common Council on housing related matters within the City of Ashland. The committee is charged with facilitating the City's Comprehensive Plan vision of establishing a range of housing options that meet the needs of the population. Additional goals include maintaining and improving the current housing stock and promoting resources related to housing.

49.02 Membership and Organization

1. The Housing Committee shall be composed of 7-9 regular members appointed by the Mayor and confirmed by the Common Council to serve staggered three-year terms except for the Council member, whose term shall expire on the first Tuesday in April. The Mayor, subject to Council approval, may appoint up to two (2) alternates to the Housing Committee. Without regard to the length of term for other members of the Committee, the term for each alternate member shall be two (2) years. Alternates shall be authorized to act in the place of and shall have all authority and responsibility to act as a member of the Committee in the absence of or upon the refusal of any regular Committee member. The Housing Committee shall have representation comprised of the following, if possible:

- a) The Mayor
- b) A member of Common Council
- c) The Planning and Development Director or designee shall serve as an ex-officio member.
- d) One representative of as many of the following as possible:

At a minimum the Housing Committee shall also include a Renter, Homeowner, and a Landlord. Additional representatives may include: Realtor/Property Management, City Housing Authority which may be designated as a voting or ex-officio member, Banker, Contractor, Health and Safety Professional, Attorney, Economist, Local Employer, Non-profit which may be designated as a voting or ex-officio member. The composition should reflect the diverse interests in housing conditions.

2. The Mayor shall serve as the chairperson of the committee.
3. At the first meeting of the committee and the first meeting after April 1 of any given year, the committee shall elect a vice-chairperson.
4. Unexcused absences from three or more scheduled meetings within a twelve-month period may result in automatic removal from the committee, commission, or board. If any committee member has three unexcused absences or resigns, the Committee may declare the position vacant and request the Mayor to fill the vacancy (for the remainder of the term) pursuant to the provisions of this section.

49.03 Duties

Unless otherwise expressly provided, the Committee may perform its duties without first obtaining the consent of the Common Council but in no event is the committee empowered to financially obligate the City of Ashland in any manner without the consent of the Common Council.

Central duties of Committee members shall include:

1. Facilitate discussion on a vision for establishing a range of housing options to meet the needs of Ashland's population
2. Promote, disperse, and monitor resources for Property Maintenance including the Housing Improvement Program (HIP) and CDBG-RLF Loans
3. Make recommendations to the Common Council about the methods and means of establishing new types of housing within with City, rehabilitating current housing, and achieving Housing goals within the Comprehensive Plan
4. Assist the City with questions related to the current state of the housing market using several methods
5. Advise staff and the Common Council on the creation and implementation of housing strategies
6. Serve as a forum for discussion regarding housing strategies
7. Advise staff on the creation of housing educational materials including but not limited to: rental housing educational materials, information on available rehabilitation programs, property maintenance information, tenant and landlord rights and responsibilities
8. Advise in the creation of additional City housing rehabilitation programs

49.04 Meetings and Public Notice

1. The Committee shall meet as determined by the Committee.
2. The Committee shall operate under Robert's Rules of Order.
3. All regular and special meetings of the Committee shall comply with the public meeting requirements of Wisconsin Statutes.
4. All meeting notices shall comply with the public meeting notice requirements of Wisconsin Statutes.
5. All meeting notices and agendas shall be issued by the Planning and Development Department or designated representative.

49.05 Quorum

A quorum shall be a majority of the full Committee.

49.06 Reports and Record Keeping

1. Committee members shall select one among themselves, or the Planning and Development Department will designate a staff member, to record the minutes of each meeting of the Committee. A written record of all meetings shall be kept and approved at the next subsequent meeting of the Committee.
2. Committee reports and recommendations shall be made in writing and shall not be included on a Council agenda until made in writing and submitted by the Committee to the City Clerk.
3. The City Clerk is the record custodian for the City. All committee minutes and records shall be filed with the City Clerk.

49.07 Referrals to the Committee

With the exception of Housing Authority matters, the Common Council of the City of Ashland may refer any matter pertaining to City housing, programs, and projects to the Housing Committee for review, study, and reports.

49.08 Miscellaneous Provisions

If any section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid, unconstitutional by reason of any decision of any court of competent jurisdiction, such decision shall not affect the validity of any other section, subsection, sentence, or clause or phrase or portion thereof.