

**Town of La Pointe**  
**Affordable Housing Advisory Committee**  
**Monday September 26, 2022**  
**1:00 pm at Town Hall/Zoom**  
**Minutes**

Members present: Katie Sanders (chair), Jim Peters, Ken Myhre, Mark Pass, Lauren Schuppe, Cedar Schimke, Marie Iannazzo, Rachel Rosen and Lisa Sill  
Members absent: Jane Vogt, Charlie Bertel and Robert Kramer  
Staff present: Michael Kuchta, Town Administrator

**1. Call to Order/Roll Call**

The Affordable Housing Advisory Committee (AHAC) meeting was called to order by Katie Sanders, Chair.

**2. Public Comment**

Robert Kramer sent an email earlier in the day recommending selection of Maxfield Research

**3. Review Housing Needs Assessment/Market Study Proposals**

- Michael reported that 3 proposals were received: from The Windward Group, Maxfield Research, and Tracy Cross & Associates.
- Windward's Scott Meitus asked to visit the island and have a discussion with committee members on Sept. 16. Following the discussion, they did scale back their proposal to a "phase one" scope of work, at \$12,000 -- half the original cost.
- Michael contacted the 2 other respondents and asked them to trim costs by removing items from the RFP if they believed they were not necessary. Tracy Cross Associates revised their proposal by eliminating some data reporting, and cut the cost by 15% (to \$22,900). Maxfield Research had already excluded items they felt were not appropriate; their proposal remains at \$13,140, plus an estimated \$700 for travel.
- Committee members gave their input/impressions on the proposals, including use of a scorecard to assess different aspects of the proposals. They reached consensus to narrow consideration down to Maxfield and Windward. Members had further discussion, including taking a straw poll. In response to a question, Michael gave his assessment, based on examples of actual reports submitted by Maxfield and Windward.

**4. Recommendations to Town Board**

Motion by Ken to recommend that the Town Board accept the proposal from Maxfield Research, based on the quality of the proposal and character of the work sample provided, contingent upon research into references provided, seconded by Jim. 5 ayes (Katie, Jim, Ken, Rachel and Mark), 1 nay (Lauren), 2 abstained (Lisa and Marie).  
*Clerical Assistant Note: Cedar left meeting at 1:56 pm and was not present for the vote.*  
Motion Carried.

Michael will ask the following questions to the references who were provided by Maxfield Research:

- What was their initial purpose for the market analysis?
- How was Maxfield to work with?
- Did their report meet the community's specific needs?
- Did they follow their timeline?
- Were there any red flags?

**5. Public Comment**

Jim brought up the Green New Deal Housing development in Duluth. He will e-mail information to the committee and inquire about meeting with them.

**6. Set Next Meeting Agenda and Date**

Next meeting scheduled for Tuesday October 11, 2022, 1 pm at Town Hall/Zoom

**7. Adjourn**

Motion by Jim to adjourn, seconded by Lisa, all ayes.

Minutes taken from recording and submitted by Dorgene Goetsch, Clerical Assistant  
Minutes approved as presented 11/22/22.