

**Minutes**  
**COMMUNITY DEVELOPMENT ADVISORY COMMISSION**  
**(UNAPPROVED)**

**DATE:** Wednesday, September 18, 2019  
**TIME:** 5:30 p.m.  
**PLACE:** Ann Michalski Conference Room, Third Floor of the Historic Federal Building,  
350 W. 6<sup>th</sup> Street, Suite 312

Chairperson Hammel, called the meeting to order at 5:30 p.m., following staff assurance of compliance with Iowa Open Meeting Law.

**Commissioners Present:** Dean Boles, Sara Burley, Jerry Hammel, Michelle Hinke, Jeff Lenhart, Tom Wainwright, Julie Woodyard

**Commissioners Absent:** Janice Craddieth, Ellen Pinnola

**Staff Present:** Alexis Steger, Kris Neyen, Jill Connors, Lisa Barton

**Public Present:** none

**Certification of Minutes**

Motion by Commissioner Burley to approve the August 28, 2019 Commission meeting minutes as submitted. Seconded by Commissioner Hinke. Motion carried 7-0.

**Correspondence/Public Input**

None

**Old Business**

**a) Commission role to oversee Community Development Block Grant (CDBG) program deadlines**

Alexis Steger, Housing and Community Development Director, reviewed the Community Development Block Grant (CDBG) timeline with the Commission and explained that the dates listed in bold print match up with monthly Community Development Advisory Committee (CDAC) meetings; however, regarding the other due dates listed, the Commission would need to decide if they want to check in with Staff to ensure deadlines were met before or after the due date. Commissioner Burley suggested having staff add the item to the CDAC agenda prior to the deadline date.

After discussion, motion by Commissioner Hinke to adopt required Community Development Block Grant deadlines from HUD in the Commission roles/goals and incorporate into monthly meetings. Seconded by Commissioner Burley. Motion carried 7-0.

**b) Annual Action Plan goal descriptions versus actual achievements recap**

The Goal descriptions recap was included in the Commission packets for Commission review as requested from last month's meeting. Steger gave a brief review of the report. Commissioner Boles requested that the budget amount be added to the report as well as how much money was spent per person.

## **New Business**

### **a) Community Development Block Grant Application Review**

Steger reported no applications were received

### **b) Community Development Block Grant (CDBG) Microenterprise Funds Programming Modification**

Jill Connors, Economic Development Director, was in attendance to present the Commission with a request to modify the programming of the existing CDBG Microenterprise funding being delivered through the Economic Development Department. There is currently \$45,000 remaining in CDBG microenterprise funds and Connors would like to propose changing the use of the funds to cover technical assistance and other business development costs. The proposal is to provide a \$1,500 stipend for an income-eligible individual who is working toward starting a business and partnering with the Fountain of Youth. This modification would help assist 30 new businesses instead of only one or two with the remaining available funds.

After lengthy discussion, motion by Commissioner Woodyard to approve modification to CDBG Microenterprise funding to provide a \$1,500 stipend to eligible participants. Seconded by Commissioner Boles. Motion carried 6-1 - Lenhart voted nay

## **Reports**

### **Housing Commission**

Commissioner Craddieth was not present to give a report

### **Resilient Community Advisory Commission**

Minutes were not available. Commissioner Boles stated the Growing Sustainable Conference is to be held on October 24, 2019. Commissioner Boles inquired if there were funds available to pay for any Commission or staff member who was interested in attending. Steger reported there is funding available to just let her know.

### **Human Rights Commission**

Minutes were not available. Commissioner Hammel reported that Steger and Connors were guest speakers and spoke about child care.

## **Information Sharing**

Steger reminded the Commission if they haven't already done so, to sign up for the upcoming Fair Housing Training.

Kris Neyen, Rehabilitation Programs Supervisor, gave status reports on the following properties: 2320 Mineral Street, 2407 Queen Street, 2432 Central, and West Locust.

## **Adjournment**

There being no further business, motion by Commissioner Woodyard to adjourn at 6:25 p.m. Seconded by Commissioner Burley. Motion carried 7-0

Minutes transcribed by:

A handwritten signature in black ink, appearing to read "Lisa Barton". The script is cursive and fluid.

Lisa Barton  
Housing Financial Specialist

Respectfully submitted by:

A handwritten signature in black ink, appearing to read "Alexis Steger". The script is cursive and fluid.

Alexis Steger  
Housing and Community Development Director

