

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

**DATE:** Monday, October 21, 2019  
**TIME:** 5:30 p.m.  
**PLACE:** Ann Michalski Conference Room, 3<sup>rd</sup> Floor of the Historic Federal Building, 350 W. 6<sup>th</sup> Street, Suite 312

Chairperson Hammel, called the meeting to order at 5:37 p.m., following staff assurance of compliance with Iowa Open Meeting Law.

**Commissioners Present:** Sara Burley, Janice Craddieth, Jerry Hammel, Tom Wainwright, Julie Woodyard

**Commissioners Absent:** Dean Boles, Michelle Hinke, Jeff Lenhart, Ellen Pinnola

**Staff Present:** Alexis Steger, Chris Lester, Jerelyn O'Connor, Lisa Barton

**Public Present:** none

Lisa Barton, Housing Financial Specialist, explained that Commissioner Hammel's position as chair has expired. Election of Officers will be added to the next agenda; however, the Commission will need to vote tonight allowing Commissioner Hammel to chair this meeting.

Motion by Commissioner Woodyard to allow Commissioner Hammel to Chair tonight's meeting. Seconded by Burley. Motion carried 5-0.

**Certification of Minutes**

Motion by Commissioner Woodyard to approve the September 18, 2019 Commission meeting minutes as submitted. Seconded by Commissioner Craddieth. Motion carried 5-0.

**Correspondence/Public Input**

None

**Old Business**

**a) Annual Action Plan goal descriptions versus actual achievements recap with budget allocations**

Chris Lester, Community Development Specialist, explained as requested from last month's meeting, the budget allocations were added to the Goal Descriptions report. Alexis Steger, Housing and Community Development Director, explained that the budget allocations represent budget amounts plus any previous unspent funds.

Motion by Commissioner Woodyard to accept the report as presented. Seconded by Commissioner Wainwright. Motion carried 5-0.

## **New Business**

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

Commissioner Hammel reported no applications were received.

### **b) Set a Public Hearing for Five Year Consolidated Plan**

Steger reported the City has hired a consultant, Public Works, LLC to assist with the Five Year Consolidated Plan. Public Works, LLC is also working on a poverty prevention plan and an Analysis of Impediments to Fair Housing. A small outline of the Consolidated Plan was provided and Steger stated that Public Works, LLC will attend November's meeting to present the plan to the Commission. A public hearing is required prior to approving the plan.

Motion by Commissioner Woodyard to set a public hearing for the Five Year Consolidated Plan for Wednesday, November 20, 2019. Seconded by Commissioner Burley. Motion carried 5-0.

### **c) Set a Public Hearing for Analysis of Impediments to Fair Housing**

Steger explained as she mentioned earlier, Public Works, LLC is also assisting with the Analysis of Impediments (AI) to Fair Housing. Public Works, LLC has provided a draft of the AI which also requires a public hearing.

Motion by Commissioner Woodyard to set a public hearing for Analysis of Impediments to Fair Housing for Wednesday, November 20, 2019. Seconded by Commissioner Burley. Motion carried 5-0

## **Reports**

### **Rehabilitation Program**

Kris Neyen, Rehabilitation Programs Supervisor was not present to give a report.

### **Housing Commission**

Commissioner Craddieth gave a report on the following topics covered in the Housing Commission Meeting: Special Needs Assistance Program, Crime/Nuisance Property, Table Mound mobile home park, and the Fair Housing Training.

### **Resilient Community Advisory Commission**

Commissioner Boles was not present to give a report

### **Human Rights Commission**

Minutes were not available. Commissioner Hammel reported that the main highlight of the Human Rights Commission meeting was the Race in the Heartland Conference.

## **Information Sharing**

Steger reported that Commissioner Ellen Pinnola resigned her position effective November 1<sup>st</sup>. The City Clerk's office will process applications for City Council appointment.

Jerelyn O'Connor, Neighborhood Development Specialist, distributed a flyer listing upcoming events in the Washington Neighborhood. O'Connor stated that volunteers are always welcome.

## **Adjournment**

There being no further business, motion by Commissioner Craddieth to adjourn at 6:05 p.m. Seconded by Commissioner Burley. Motion carried 5-0

Minutes transcribed by:

A handwritten signature in cursive script, appearing to read "Lisa Barton".

Lisa Barton  
Housing Financial Specialist

Respectfully submitted by:

A handwritten signature in cursive script, appearing to read "Alex Steger".

Alexis Steger  
Housing and Community Development Director

