

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

**DATE:** Wednesday, May 20, 2020

**TIME:** 5:30 p.m.

**PLACE:** Virtual GoToMeeting due to social distancing guidelines related to the COVID-19 Pandemic

Chair Gerald Hammel called the meeting to order at 5:31 p.m., following staff assurance of compliance with Iowa Open Meeting Law.

**Commissioners Present:** Dean Boles, Janice Craddieth, Hilary Dalton, Kelly Fox, Gerald Hammel, Michelle Hinke, Tom Wainwright

**Commissioners Absent:** Julie Woodyard

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

**Public Present:** Tom Barton, Judy Wolf, Terry Mozena, Jenny Manders-Raney, Jacqueline Hunter, Kaitlin Schmidt, Natalie Roling, Leslie Shalabi, Ryan Feller

**Certification of Minutes**

Motion by Commissioner Wainwright to approve the April 21, 2020 Commission meeting minutes as submitted. Seconded by Commissioner Craddieth. Motion carried 7-0.

**Correspondence/Public Input**

None

**New Business**

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

No applications were received

**b) Review and Approve Large Neighborhood Grants**

Jerelyn O'Connor, Neighborhood Development Specialist, referred the Commission to her memo explaining the grant process and the subsequent review by the grant review committee. The Large Neighborhood Grant applications are included in their packets. Commissioner Hammel stated the following grant applications were received:

- Convivium Urban Farmstead \$2,100  
Kids Farm to Table Cooking Classes
- Crescent Community Health Center \$1,300  
Biking to Crescent Community Health Center
- Friends of St. Mary's dba Steeple Square \$2,500  
Marita Theisen Childcare Center  
Expanded Free Food Access
- Langworthy Neighborhood Association \$3,000  
Planters 2020

|   |         |
|---|---------|
| • Multicultural Family Center<br>Community Beautification Project | \$2,000 |
| • St. Mark Youth Enrichment<br>Heroes Summer Academy              | \$3,000 |
| • Valley View Neighborhood Association<br>Spring Clean Up         | \$1,700 |

O'Connor reported representatives were present from each applicant organization if the Commission would like to hear them briefly describe their projects or if they had any questions. Commissioner Craddieth would like more information from Steeple Square and the Multicultural Family Center before approval of their grant requests.

Judy Wolf, Treasurer for Steeple Square, was present and explained they would like to purchase an additional refrigerator to store fresh produce for the children at the childcare center. She indicated they serve many neighborhood families and approximately 70% of the children are low income. They have plans to eventually incorporate a garden at the child care center to expose the children to growing fresh food.

Jacqueline Hunter, Director of the Multicultural Family Center, reported their teen program is a year-round program and incorporates a significant service-learning component which encourages the young people to be involved in their community. She explained that staff would be responsible for the supervision of the teens. Hunter explained the requested funds would be utilized to purchase flowers, plants, soil, and other supplies for beautifying senior citizens yards in the neighborhood.

O'Connor reported the Large Neighborhood Grant committee met yesterday and voted unanimously to fund all applications. O'Connor noted there is adequate funding available to support all seven grants.

Commission Wainwright motioned to approve the Large Neighborhood Grant applications as submitted. Seconded by Commissioner Craddieth. Motion carried 7-0.

**c) Review and approve Short-term Rental/Mortgage Assistance Program**

Alexis Steger, Housing and Community Development Director, gave a quick summary of the Short-term Rental/Mortgage Assistance program. Steger stated the program would provide temporary rent and mortgage assistance to individuals or families that have experienced 50% or more reduction in income due to COVID-19. She reported there are two other requirements to be eligible for the program: 1) applicants must have applied for unemployment benefits; 2) applicants need to be current on their rent or mortgage payments as of March 1<sup>st</sup>. Steger reported the program can assist with mortgage principal and interest payments only; escrow is not eligible.

Commissioner Boles stated there is an error on page 54 that states rent/mortgage payments must be current as of April 1<sup>st</sup> rather than March 1<sup>st</sup>. Steger reported the date will be corrected.

After the Commission discussed other aspects of the program, there was a motion by Commissioner Dalton to approve the Short-term Rental/Mortgage Assistance Program. Seconded by Commissioner Hinke. Motion carried 7-0.

**Reports**

**Rehabilitation Program**

Alexis Steger reported that 396 W. Locust Street has been sold; closing in July.

**Housing Commission**

No reports were available

**Resilient Community Advisory Commission**

Commission did not meet in April

**Human Rights Commission**

Commissioner Hammel reported the main topic was regarding the Marshallese community and circumstances related to COVID-19.

**Information Sharing**

Steger explained the temporary shelter funded with CDBG funds for those needing to be isolated due to COVID-19 is up and running. To date, a total of 18 COVID-19 patients have utilized the shelter. Steger stated the City applied for Federal Emergency Management Assistance (FEMA) funding to help with costs and explained that CDBG will be a match. Steger explained if the City receives funding from FEMA, the unused CDBG funds could be reallocated at a later date.

**Adjournment**

There being no further business, motion by Commissioner Craddieth to adjourn at 6:19 p.m. Seconded by Commissioner Boles. All in favor, motion carried.

Minutes transcribed by:



Lisa Barton  
Housing Financial Specialist

Respectfully submitted by:



Christopher Lester  
Community Development Specialist

