

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

**DATE:** Wednesday, December 16, 2020  
**TIME:** 5:30 p.m.  
**PLACE:** Virtual GoToMeeting due to social distancing guidelines related to the COVID-19 Pandemic

Chairperson Michelle Hinke called the meeting to order at 5:30 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, Julie Woodyard

**Commissioners Absent:** None

**Staff Present:** Alexis Steger, Chris Lester, Lisa Barton, Karla Escobar

**Public Present:** None

**Certification of Minutes**

Motion by Commissioner Dalton to approve the November 18, 2020 Commission meeting minutes as submitted. Seconded by Commissioner Hammer. Motion carried 8-0.

**New Business**

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

No applications were received.

**b. Public Hearing for Fiscal Year 2022 Annual Action Plan**

Motion by Commissioner Hammel to open the public hearing. Commissioner Boles seconded. Motion carried 8-0

Chair Hinke asked if there were any public present on the call; no public were present to comment. Chair Hinke asked if the Commission had any questions, concerns, or discussions regarding the FY2022 Annual Action Plan. Commissioner Boles had a question regarding the Neighborhood WIFI, if it's still a requirement this year. Chris Lester, CDBG Specialist, stated that is a requirement to be part of the Annual Action Plan. Commissioner Boles requested a briefing for the commissioners to get an understanding on who will benefit from the neighborhood WIFI.

Motion by Commissioner Boles to close the public hearing. Commissioner Dalton seconded. Motion carried 8-0

Motion by Commissioner Boles motioned to approve FY 20222 Annual Action Plan. Commissioner Wainwright seconded. Motion 8-0

**c. Review Analysis of Impediment Recommendations from other Commissions**

Steger, Housing and Community Development Director, would like for each commissioner to notify her of their top three goals. Steger, explained that her plan is to send a memo to City

Council to let them know what goals each commissioner picked, for City Council to take in consideration to pick the five goals that they want to prioritize for the budget.

**d. Potential Reconsideration of Purchase of Services Grants**

Steger, explained the Commission would need a motion to put back on the agenda. One of the prevailing members would need to motion to reconsider and a second member of the prevailing vote would need to second that. The majority of the vote to reconsider would take control.

Motion by Commissioner Boles to reconsider the decision to fund all Purchase of Services Grant applications. Commissioner Craddieth seconded. Motion carried 7-1 with Commissioner Woodyard abstained due to her not being a part of the discussion at last month's meeting.

After a lengthy discussion, a Motion by Commissioner Hammel to form a three-member sub-committee to review the grant applications. Commissioner Dalton seconded. Motion carried 8-0

Chair Hinke asked Steger, if the commissioners would need to volunteer to form the sub-committee. Steger stated, the commission would need to approve the three-person sub-committee through a motion. Chair Hinke, asked the commission who was willing to volunteer to form the three-person sub-committee.

Motion by Commissioner Boles to approve Commissioners Hammel, Dalton, and Fox as the three sub-committee members. Commissioner Craddieth seconded. Motion carried 8-0

**Reports**

**Housing Commission**

No reports were available.

**Resilient Community Advisory Commission**

Commissioner Boles stated a possible partnership with Green America, Ameri Corp, Green Iowa, and some universities are considering putting a grant application to do measurements around town to quantify heat islands throughout the city. Grant applications are due by the January 8, 2021.

**Human Rights Commission**

Commissioner Hammel shared that the Human Rights Commission continue to discuss the Impediments to Fair Housing. Commissioner Hammel also stated that an opening to be part of the Human Rights Commission will become available within the next 30 days.

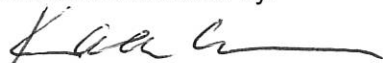
**Information Sharing**

Commissioner Wainwright inquired when the Commission will meet again to discuss the Purchase of Service applications. Steger explained the commission will be meeting again prior to January 20, 2021, and Commissioners will be notified once the date has been determined.

**Adjournment**

There being no further business, motion by Commissioner Woodyard to adjourn at 6:27 p.m. Seconded by Commissioner Boles. All in favor. Motion carried.

Minutes transcribed by:



Karla Escobar,  
Housing Financial Specialist,

Respectfully submitted by:

A handwritten signature in cursive script, appearing to read "Christopher J. Lester".

Christopher Lester,  
Community Development Specialist