

**COMMUNITY DEVELOPMENT ADVISORY COMMISSION
UNAPPROVED MEETING MINUTES**

DATE: Wednesday, July 18, 2018
TIME: 5:30 p.m.
PLACE: City Council Meeting Room, Second Floor of the Historic Federal Building

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

Commissioners Present: Dean Boles Shane Hoeper
Sara Burley Lindsay James
Gerald Hammel Tom Wainwright

Commissioners Absent: Michelle Hinke Julie Woodyard

Staff Present: Erica Haugen Alexis Steger
Jenny Larson Lisa Barton

Public Present: Kaitlin Kellogg

Certification of Minutes

Commissioner Boles moved to approve the June 20, 2018 Commission meeting minutes as submitted. Commissioner Hammel seconded. Roll call. All present in favor. Motion passed.

Correspondence / Public Input

None

Old Business

None

New Business

Election of Officers

At the first meeting of each fiscal year, the Commission needs to elect a Chair and Vice Chair of the Community Development Advisory Commission. Commissioner James reported that she would not be able to complete a second term as Chair and is looking for nominations. Commissioner Hammel motioned to accept the position as Chair. Commissioner Boles seconded. Roll call. All present in favor. Motion passed.

Commissioner Burley stated she would be interested in serving one (1) more term as Vice Chair. Commissioner Hammel motioned to approve Commissioner Burley for a second term as Vice Chair. Commissioner Boles seconded. Roll call. All present in favor. Motion passed.

Purchase of Services Grant Recommendations

Erica Haugen, Community Development Specialist, explained to the commission that the City received eleven (11) purchase of services grant applications. Haugen reported all applications were eligible this year. The total grant funds requested was \$250,750. The applications were scored by two commissioners and one city staff.

Kaitlin Kellogg, from St. Mark Youth Enrichment, was present and explained their need for support of an after-school program for 230 students from Audubon, Fulton, Lincoln and Marshall. The programs main goals are for students to grow academically, gain conscious discipline, and build healthy relationships.

Haugen gave a few scenarios on how the money could be distributed. After lengthy discussion, Commissioners voted to fund Crescent Community Health Center and Operation New View, the top two applications, at 100% and split the remaining funds between the other nine (9) applicants at an equal percentage of the request which was calculated at approximately 53%.

Commissioner Hoeper motioned to fully fund the top two (2) applicants and split the remaining funds between the other nine (9) applicants at approximately 53%. Commissioner Burley seconded. Roll call. All present in favor. Motion passed.

Kaitlin Kellogg from St. Mark Youth Enrichment thanked the members of the Community Development Advisory Commission and left the meeting.

Public Hearing FY 17 CAPER

Commissioner James entertained a motion to open the public hearing. Commissioner Hammel motioned to open public hearing. Commissioner Burley seconded. Roll call. All present in favor. Motion passed

Commissioner James asked if anyone had any comments. After no response, Commissioner Hammel motioned to close the public hearing. Commissioner Burley seconded. Roll call. All present in favor. Motion passed.

Erica Haugen touched briefly on the contents of the FY 17 (Program Year 2016) Consolidated Annual Performance Evaluation and Report (CAPER) and explained the importance of evaluating equity.

After thorough discussion, Commissioner Boles motioned to receive, file, and forward to City Council with public comments for approval and submit to HUD. Commissioner Hoeper seconded. Roll call. All present in favor. Motion passed.

Lead Grant Application Letter of Support

Kim Glaser, Lead and Healthy Homes Program Manager, reported that the Lead Grant application requires a 10% matching contribution. Glaser is requesting a CDBG match in the amount of \$246,500 to complete 17 units at \$14,500 each to be completed within 42 months.

After lengthy discussion, Commissioner Boles motioned to approve letter of support of match funds in the amount of \$246,500 for 42-month period. Commissioner Burley seconded. Roll Call. All present in favor. Motion passed.

Reports

Housing Commission Report

Alexis Steger, Acting Housing and Community Development Director, reported the Housing Commission agreed to start the goal setting with a needs assessment. The Housing and Community Development Department will utilize the assessment to make a collective impact on the Community. A Work Session outside the regular meeting to complete the goal setting will be scheduled for the board.

Resilient Community Advisory Commission

Commissioner Boles reported the Resilient Community Advisory Commission will be looking at priorities for the City Council as well recommending focusing on the following: 1) Climate Change litigation strategies; 2) Combatting poverty; 3) Healthy Community; 4) Improved Transparency and performance measurements; and 5) Commission Development.

Eviction Lab Report

Commissioner Boles provided excerpts from a presentation generated by the Eviction Lab at Princeton University for the Commissioner's review.

Information Sharing

National Night Out

Erica Haugen presented a handout to Commissioners, from Jerelyn O'Connor, Neighborhood Development Specialist, inviting Commissioners to the National Night Out event held at Comiskey Park on Tuesday, August 7, from 6:00-8:00 pm.

Rental Rehab Program for CDBG

Alexis Steger reviewed minor changes to the New Rental Rehabilitation Program with the commission.

Boards and Commissions Picnic

Erica Haugen reminded Commissioners to RSVP to Trish in the City Clerk's office if they plan on attending the Boards and Commissions Picnic on Monday, July 30, at Eagle Point Park's River Pavilion from 6:00-8:00 p.m.

Adjournment

There being no further business to come before the Commission, Commissioner James entertained a motion to adjourn. Commissioner Hammel motioned to adjourn. Motion passed by voice vote. Meeting was adjourned at 7:08 p.m.

Minutes transcribed by:

A handwritten signature in cursive script that reads "Lisa Barton".

Lisa Barton
CDBG Specialist

Respectfully submitted by:

A handwritten signature in cursive script that reads "Erica Haugen".

Erica Haugen
Community Development Director