

## **COMMUNITY DEVELOPMENT ADVISORY COMMISSION UNAPPROVED MEETING MINUTES**

**DATE:** Wednesday, August 15, 2018  
**TIME:** 5:30 p.m.  
**PLACE:** City Council Meeting Room, Second Floor of the Historic Federal Building

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

**Commissioners Present:** Sara Burley                      Gerald Hammel  
   Michelle Hinke                      Shane Hooper  
   Lindsay James                      Tom Wainwright  
   Julie Woodyard

**Commissioners Absent:** Dean Boles

**Staff Present:**                      Erica Haugen                      Alexis Steger  
   Lisa Barton

**Public Present:**                      None

### **Certification of Minutes**

Commissioner Wainwright moved to approve the July 18, 2018 Commission meeting minutes as submitted. Commissioner Burley seconded. Roll call. All present in favor. Motion passed.

### **Correspondence / Public Input**

None

### **Old Business**

None

### **New Business**

#### **Set Public Hearing for Fiscal Year 2018 CAPER, Wednesday September 12, 2018**

Commissioner, Jerry Hammel, reported that the Commission needs to set a public hearing to be held during the next Community Development Advisory Commission meeting regarding the Fiscal Year 2018 CAPER.

Commissioner Wainwright motioned to set a public hearing for the Fiscal Year 2018 CAPER for Wednesday, September 12, 2018 at 5:30 p.m. Commissioner Woodyard seconded. Roll call. All present in favor. Motion passed.

## **Community Development Needs Discussion**

### **a) Consolidated Plan Community Survey**

Erica Haugen, Community Development Specialist, informed the Commission that it is time to begin preparing the development of the FY2021-2025 Consolidated Plan. Haugen reported that we are currently in the fourth year of the FY2016-2020 five-year consolidated plan. She also reported that in October 2018, the Commission will be asked to provide and be open to receiving public input for the 2020 Annual Action Plan for the use of Community Development Block Grant (CDBG).

To help prepare for the FY2021-2025 consolidated plan, Haugen provided the Commission with the 2014 Survey that was used for the previous plan. She reported there is also an electronic version of the survey available. Discussion was held and Haugen asked Commissioners to review the survey and bring back new ideas or changes deemed necessary to the next CDAC meeting.

### **b) Childcare**

Alexis Steger, Acting Housing and Community Development Director, requested that the Commission discuss community needs around childcare, childcare centers, and funding for programming/services. Lengthy discussion was held regarding different options available on how to use CDBG funds to help develop affordable childcare. Steger reported that childcare is a City Council goal so it will be a topic of discussion at future meetings.

### **c) Lead Safe Housing Rule**

Commissioner Boles previously requested additional information about exposure to lead based paint and blood lead levels in children under six, with reference to Notice PIH 2017-13 (HA); OHHLHC 2017-01. Erica Haugen provided the Commission with a handout of the above referenced notice.

## **Reports**

### **Housing Commission Report**

Commissioner Hoepfer referenced the minutes from the Housing Commission Work Session dated July 10, 2018 and the 2017-2018 Boards and Commissions Successes.

### **Resilient Community Advisory Commission**

Commissioner Hoepfer referred to the Resilient Community Advisory Commission meeting minutes dated June 7, 2018 and August 2, 2018 meeting agenda and reported several items on the agenda were tabled.

### **Housing Rehabilitation Report**

Alexis Steger reported that Kris Neyen, Rehabilitation Programs Supervisor, will not be attending CDAC meetings unless Commissioners would have questions; however, rehab monthly reports will be provided. Commissioners briefly discussed 2407 Queen Street listed on the Rehab report. Steger reported she would share the RFP for Queen Street with Commissioners once it is completed.

**Information Sharing**

**Meeting Location**

Erica Haugen discussed different CDAC meeting location options with Commissioners and asked them to bring back their ideas to the next CDAC meeting.

**Liberty Recovery Community – Request for determination of CDBG eligibility**

Erica Haugen stated a determination of CDBG eligibility was provided to a developer proposing a housing project for people in recovery from substance abuse located at 2400 Jackson Street, the former Liberty Bank site. At this time, the developer is not requesting financial assistance and was only seeking information on eligible activities. The proposed project could be eligible for CDBG as a housing or public service activity.

**Adjournment**

There being no further business to come before the Commission, Commissioner James motioned to adjourn. Commissioner Hinke seconded. Motion passed by voice vote. Meeting was adjourned at 6:46 p.m.

Minutes transcribed by:



Lisa Barton  
CDBG Specialist

Respectfully submitted by:



Erica Haugen  
Community Development Specialist

