

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

**DATE:** Wednesday, November 20, 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 5:30 p.m., following staff assurance of compliance with Iowa Open Meeting Law.

**Commissioners Present:** Dean Boles, Sara Burley, Jerry Hammel, Michelle Hinke, Tom Wainwright

**Commissioners Absent:** Janice Craddieth, Jeff Lenhart, Julie Woodyard

**Staff Present:** Chris Lester, Lisa Barton

**Public Present:** none

**Certification of Minutes**

Motion by Commissioner Wainwright to approve the October 21, 2019 Commission meeting minutes as submitted. Seconded by Commissioner Burley. Motion carried 5-0.

**Correspondence/Public Input**

None

**Old Business**

**a) Appointment of Commission Chair and Vice-Chair**

Chair Hammel explained the Commission needs to appoint a Chair and Vice-Chair for the Community Development Advisory Commission.

Motion by Commissioner Wainwright to appoint Gerald Hammel to serve a second term as Chair of the Community Development Advisory Commission. Seconded by Commissioner Burley. Motion carried 5-0.

Motion by Commissioner Wainwright to appoint Michelle Hinke as Vice-Chair of the Community Development Advisory Commission. Seconded by Burley. Motion carried 5-0.

**New Business**

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

Chair Hammel reported no applications were received.

**b) Reschedule Public Hearing for Five Year Consolidated Plan**

Chair Hammel asked if there was a motion to reschedule the public hearing for the Five Year Consolidated Plan to the December meeting.

Motion by Commissioner Burley to reschedule public hearing for the Five Year Consolidated Plan for Wednesday, December 18, 2019. Seconded by Commissioner Hinke. Motion carried 5-0.

**c) Reschedule Public Hearing for Analysis of Impediments to Fair Housing**

Chair Hammel inquired if there was a motion to reschedule public hearing for Analysis of Impediments to Fair Housing to the December meeting.

Motion by Commissioner Burley to reschedule the public hearing for Analysis of Impediments to Fair Housing for Wednesday, December 18, 2019. Seconded by Commissioner Hinke. Motion carried 5-0

Christopher Lester, Community Development Specialist, reported both the Five Year Consolidated Plan and the Analysis of Impediments to Fair Housing are available for review on the City's website. Lisa Barton, Housing Financial Specialist, stated she will also send the files to the Commission through share file.

Boles questioned if there was an executive summary stating the changes made to the Consolidated Plan and Lester reported the summary can be found in the first section of the Plan.

**Reports**

**Rehabilitation Program**

Commissioner Boles had some inquiries regarding the Urban Revitalization Program. He wanted to ensure that applicants that purchased City owned properties in Urban Revitalization areas were receiving the reduced tax benefits.

**Housing Commission**

Commissioner Craddieth was not in attendance to give a report on the Housing Commission meeting.

**Resilient Community Advisory Commission**

Commissioner Boles reported social capital was the main topic and gave a brief summary.

**Human Rights Commission**

Commissioner Hammel gave a report on the following: Op-ed for Telegraph Herald and the Equitable Poverty Prevention Plan. Hammel also reported that the Race Conference was well attended.

**Adjournment**

There being no further business, motion by Commissioner Burley to adjourn at 5:50 p.m. Seconded by Commissioner Boles. Motion carried 5-0

Minutes transcribed by:

A handwritten signature in black ink that reads "Lisa Barton". The signature is written in a cursive, flowing style.

Lisa Barton  
Housing Financial Specialist

Respectfully submitted by:

A handwritten signature in black ink that reads "Chris Lester". The signature is written in a cursive, flowing style.

Chris Lester  
Community Development Specialist

