

MINUTES
COMMUNITY DEVELOPMENT BOARD MEETING
August 18, 2020

The regular meeting of the Community Development Board was held via Zoom at 4:00 p.m. on Tuesday, August 18, 2020. **Members present:** Cam Campbell, John Chiles, Angela Weekley, Zach Hansen, Jenna Northey, Felicia Carter and Cody Leistikow

Members absent:

Also present: Rudy D. Jones, Community Development Director; Anita Rousselow, Administrative Secretary; Angie Fordyce, Community Development Coordinator; Felicia Smith-Nalls, Neighborhood Services Coordinator; and Noel Anderson, Director of Planning and Zoning; Matt Chesmore, Senior Rehabilitation Specialist and Ray Feuss, City Council

A. APPROVAL OF THE AGENDA FOR AUGUST 18, 2020

Chairperson John Chiles asked for a motion to approve the agenda.

It was moved by Weekley and seconded by Northey to approve the agenda. Motion Carried.

B. APPROVAL OF THE MINUTES FOR THE REGULAR MEETING ON JULY 16, 2020

Chairperson John Chiles asked for a motion to approve the minutes.

It was moved by Hansen and seconded by Campbell to approve the minutes for July 2020. Motion Carried.

C. OLD BUSINESS

1. Staff Updates and Lead Grant

Jones congratulated Mindy and Kelly on being promoted to permanent status. Staff has been busy with a long list of webinars and handling a lot of emergency repairs. Administrative staff has been busy getting the application for a new lead grant completed. Contractors continue to take the lead training classes but have been unable to test due to sites being closed.

2. COVID-19 Applications

Staff is still in the process of reviewing applications; the public notice and comment period will be published in the paper on August 24th and will run through until September 9th. Most of the applications, especially the Small Business applications turned in were either incomplete or ineligible. After the lead grant is submitted the applications for public services will be reviewed and all applicants will receive a formal notice in regards to the funds.

D. NEW BUSINESS

1. Endorse Contracts for July

Chairperson John Chiles asked for a motion to approve contracts

Leistikow made a motion to approve contracts for July 2020 and this was seconded by Weekley. Motion carried.

2. Neighborhood Services

Smith-Nalls mentioned some of the National Night Out neighborhoods are forgoing celebrations this year. A meet and greet was held with Police Chief Joel Fitzgerald in August also.

3. Lead Grant Application FY20

Increased levels of funds for lead hazard control are available for FY20 along with a shorter time frame for applying for the grant. The deadline for the grant submission is August 24th. Staff from Com Dev. and Black Hawk County Health is busily getting all the information gathered to submit the grant.

4. Subordination Request-1912 Lorraine Avenue

A request for subordination of the loan for 1912 Lorraine Avenue was discussed. The request contained a refinance using a 7/1 Adjustable Rate and a medical bill payoff which are two things Community Development policy prohibits. After discussion the board members rejected the subordination request.

Chairperson John Chiles asked for a motion.

Leistikow made a motion to reject the subordination request and Campbell seconded that motion.

Motion carried

Board members suggested we take a look at the policy and maybe make some changes or at least update the wording so it is understandable to all parties. A zoom meeting will be held with 2-3 board members to discuss the policy.

DISCUSSION ITEMS

1. General Contractor Inquiry- Policy regarding addressing defects after Completion

A request to change a policy by Jeff of Brothers Construction was received in the Community Development office in regards to the board policy on contractor warranty obligation. Brothers Construction wanted the below words in the policy to be **eliminated**:

Section#20 Defects after Completion phrase : Any defects that appear within One Year (1 year) from the completion of the work and arise out of defective or improper materials or workmanship will upon the direction of the City be corrected and made good by the **Contractor at his/her own expense**.

Section #26 Condition for Validity of Agreement #7 Any defects that appear within One Year (1 year) from the completion of the work and arise out of defective or improper materials or workmanship will upon the direction of the City be corrected and made good by the **Contractor at his/her own expense eliminated**.

Roof replacement for asphalt shingled roofs will carry a workmanship warranty of not less than a Three Years (3 years) from the original installation date. Roof material must be warranted by the original manufacture, through the contractor for a period of not less than Three Years (3 years) from original installation date.

Defects, non- weather or disaster related that appear within the time frame indicated above shall be corrected by the **contractor at his/her own expense**.

The program that Community Development has in place that benefits the needs of our low and moderate income has had fewer than 10 cases from its origination where this situation has even applied. A recommendation by the Director that this not be changed or amended was noted.

After board discussion it was determined that there would be no changes to the wording of the policy. A letter will be sent to Brothers about the decision of the Board.

2. Additional Projects/programs/Activities

Staff at Community Development is in discussions on the submission of the 2020 Wells Fargo and U.S. Conference of Mayors WINS grant at the direction of the Mayor. The program area is being referred to as the Live-Learn Neighborhoods, which encompasses the residential and commercial area between Walnut and Church Row Neighborhoods. We are also finishing the guidelines on the Down Payment Assistance Program.

Motion to adjourn was made by Campbell and Northey seconded that motion. Meeting adjourned.

Respectfully submitted, Board Secretary

