



**AGENDA
COMMUNITY DEVELOPMENT ADVISORY COMMITTEE**

**Council Bluffs Public Library, Room B
Monday, September 20, 2021 - 5:00 PM**

1. CALL TO ORDER

A. COVID-19 Safety Requirements

All attendees are required to follow the recommendations of the CDC.

2. APPROVAL OF MINUTES

A. Approval of Minutes - June 2, 2021

B. Approval of Minutes - August 16, 2021

3. PROOF OF PUBLICATION

A. Proof of Publication

4. APPROVAL OF AGENDA

5. PUBLIC HEARING/REGULAR MEETING

A. Applicant presentations for the B-2022 Annual Action Plan

6. OTHER BUSINESS

7. PRESENTATIONS FROM THE COMMITTEE MEMBERS

8. ADJOURNMENT

Any questions or concerns regarding this agenda and/or requests for special accommodations at this meeting should be directed to the Community Development Department at (712) 890-5350 or email at charter@councilbluffs-ia.gov.

Community Development Advisory Communication

Department: Community

Development Advisory Committee

Case/Project No.:

Submitted by:

Approval of Minutes - June 2, 2021

Council Action: 9/20/2021

Description

Background/Discussion

Recommendation

ATTACHMENTS:

Description

June 2, 2021 Meeting Minutes

Type

Minutes

Upload Date

9/16/2021

MEETING MINUTES
Community Development Advisory Committee
Council Bluffs Public Library, Meeting Room A, 400 Willow Avenue
WENDESDAY JUNE 2, 2021 – 3:00 P.M.

1. CALL TO ORDER

Chairman Adkins called the meeting to order at 3:02pm.

CDAC Present: Missy Adkins, Tracy Mathews, Drew Rowe, Richard Heininger and Kathryn Schlott

Staff Present: Brandon Garrett, Courtney Harter, Dessie Redmond

2. APPROVAL OF MINUTES

A. SEPTEMBER 23, 2020

B. OCTOBER 5, 2020

Heininger made a motion to approve the minutes. Schlott seconded. Motion carried with all ayes.

3. PROOF OF PUBLICATION

Redmond stated the notice was published in accordance with the Citizen Participation Plan in the Daily Nonpareil.

4. APPROVAL OF AGENDA

Schlott made a motion to approve the minutes. Matthews seconded. Motion carried with all ayes.

5. PUBLIC HEARING

A. REVIEW THE 2020 CONSOLIDATED ANNUAL PERFORMANCE EVALUATION REPORT (CAPER)

Harter explained that the CAPER is a closeout of the 2020 year. It includes a rundown of everything we did, did not complete, and why or why not. She summarized that there were a total of 56 projects that were completed including the acquisition of two lots by Habitat for Humanity, five rehabs, a major housing development located at Franklin and Bennet Avenues that will start installing infrastructure next week and will include 51% of households for low-to-moderate-low income (LMI) folks. There were also nine safe housing projects completed, and a 26-unit subdivision on the corner of Rail Road Avenue and College Road started.

Matthews: What is the time of completion for this project? Harter stated there is a backup on building materials due to COVID-19 so it is hard to say, but an estimate is two to three years.

Harter continued explaining projects including that the former Reliance Battery Factory was purchased with slum and blight funding and will be demolished later this year.

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Unfortunately, the City did not receive the EPA Cleanup Grant they applied for to help remedy the soil contamination so the City will just drop the building, as it is a hazard to the surrounding neighborhood. We will apply for another EPA Cleanup Grant next year.

Harter stated that NeighborWorks Home Solutions completed one down payment assistance (DPA) project.

Heininger asked why is it that the handicapped houses are market rate and not LMI? Harter stated it is a design choice because typically handicapped houses require more space that is needed for a ranch and that can make them more expensive. There is a handicapped house that was just built on 2nd Avenue between S. 19th and S. 18th Street on the north side that was available to an LMI household.

Heininger asked if the project at the corner of Rail Road Avenue and College Road included any handicapped houses. Harter stated no, that residences are two-story, detached single-family homes.

Harter said that as part of an update to our DPA program and due to an increase in housing prices, the City increased the sale price of homes to \$180,000 and increased DPA assistance for up to \$30,000

Harter explained that The 712 Initiative applied for HOME Investment Partnership (HOME) funds for the project located at 530 W. Broadway. This project includes 19 units of which three will be LMI.

Matthews asked when that project would be starting. Harter responded that they are still negotiating other financial aspects of the project. So an exact timeframe has not been determined but they are hoping to start construction later this year.

Harter continued explaining the other projects that were completed which includes three lead projects. This program was challenging due to COVID-19 with having to enter people's homes to test for lead and then the shortage on building materials. Harter also talked about the COVID-19 programs that they City had, which includes direct financial assistance to pay rent, mortgage or utility bills for people whose income was directly impacted due to COVID-19. There are also COVID-19 Programs for Small Business Grants, Food Security for non-profit entities, which we are expecting an application from New Visions – Mohm's Place. Also, we are expecting another application for a temporary food pantry located at 34th & Broadway, until they can find a permanent location.

Schlott asked what is at the temporary location now? Harter responded that it is currently vacant but is next to Octopharma. Harter also explained that the plan is to put a permanent food pantry on the Lakin Human Services Campus. The Iowa West Foundation (IWF) has a role in helping fund the temporary pantry as well. She also explained that Together Inc. is the entity that will be running the pantry.

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Harter stated this new pantry is trying to create a more grocery-store-style type of pantry. New Visions stepped up and provided drive through pantries during COVID-19, which really showed the need for food is prevalent.

Heininger asked if some of the other existing pantries are not meeting the need. Harter stated, correct. The City reached out to the Council Bluffs Pantry Associations and explained the Food Security Program, which could help fund the pantries expenses with CDBG COVID-19 funds. Unfortunately, they were not interested in participating.

Garrett stated that a choice pantry, like the one Together Inc. will be handling, will bring in professional management and there will be less food waste.

Harter explained that another big project was extending BLink to the Rue and Longfellow areas. Blink WiFi is a free and open Wi-Fi network that boosts connectivity in many Council Bluffs neighborhoods. All schools in the west end are now covered under BLink.

B. B-2021 – ANNUAL ACTION PLAN AMENDMENT #1

Harter explained that the U.S. Department of Housing and Urban Development (HUD) miscalculated our budget and therefore we received an extra \$14,000, which is going to the demolition of the Battery Factory.

Heininger made a motion to approve the amendment. Schlott seconded. Motion carried with all ayes.

6. OTHER BUSINESS

A. Election of Officers

Schlott nominated Adkins as Chairmen and Adkins nominated Schlott as Vice-Chairmen. Motion carried with all ayes.

7. PRESENTATION'S FROM COMMITTEE MEMBERS

Heininger asked about the Lead Program. He said that in the CAPER, it was stated that you were having issues getting contractors. Is that still a problem? Harter replied, yes. Right now, we only have one contractor that is licensed to do lead work. She explained that we've had a few cases where the homeowners have actually been abusive to contractors. With General Rehabs, they have issues with pests in the houses and most contractors refuse to work in those conditions.

8. ADJOURNMENT

Adkins adjourned the meeting at 5:40pm.

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A handwritten signature in black ink, appearing to read "Dessie Redmond". The signature is fluid and cursive, with the first name "Dessie" written in a larger, more prominent script than the last name "Redmond".

Dessie Redmond
Housing & Economic Development Planner

Any questions or concerns regarding this agenda and/or requests for special accommodations at this meeting should be directed to the Community Development Department at (712) 890-5354 or email at charter@councilbluffs-ia.gov.

Community Development Advisory Communication

Department: Community

Development Advisory Committee

Approval of Minutes - August 16,
2021

Council Action: 9/20/2021

Case/Project No.:

Submitted by:

Description

Background/Discussion

Recommendation

ATTACHMENTS:

Description

August 16, 2021 Meeting Minutes

Type

Minutes

Upload Date

9/16/2021

MEETING MINUTES
Community Development Advisory Committee
Council Bluffs Public Library, Meeting Room B, 400 Willow Avenue
Monday August 16, 2021 – 5:00 p.m.

1. CALL TO ORDER

A. COVID-19 SAFETY REQUIREMENTS ALL ATTENDEES THAT HAVE NOT BEEN FULLY VACCINATED AGAINST COVID-19 ARE REQUIRED TO WEAR A FACEMASK AND/OR FACE SHIELD AT ALL TIMES.

Chairman Adkins called the meeting to order at 5:01pm.

CDAC Present: Missy Adkins, Tracy Mathews, Drew Rowe, Richard Heininger and Kathryn Schlott

Staff Present: Brandon Garrett, Courtney Harter, Dessie Redmond, Chris Gibbons

Others Present: Sheryl Garst, 712 Initiative; David Hazlewood, NeighborWorks Home Solutions; Angie Williams, MICA House; Kim Smith, Habitat for Humanity; Donna McFadden, Family Housing Advisory Services, Diane McGee with Catholic Charities; Bob Sheehan, New Visions Homeless Services

2. APPROVAL OF MINUTES

A. JUNE 2, 2021 - TABLED

June 2, 2021 Meeting Minutes were tabled.

3. PROOF OF PUBLICATION

A. PROOF OF PUBLICATION

Redmond stated the notice was published in accordance with the Citizen Participation Plan in the Daily Nonpareil.

4. APPROVAL OF AGENDA

Rowe made a motion to approve the agenda. Schlott seconded. Motion carried with all ayes.

5. PUBLIC HEARING/REGULAR MEETING

A. EXPLANATION OF COMMUNITY DEVELOPMENT PROGRAMS AND REGULATIONS ANTICIPATED 2022 CDBG AND HOME REVENUES ANNUAL ACTION PLAN PREPARATION AND SCHEDULE

Harter welcomed everyone to the meeting and gave the estimated funding for 2022. She explained that the City expects to have approximately \$1 million to allocate in the 2022 Community Development Block Grant (CDBG) grant cycle, which is about the same as last year. The HOME Investment Partnership (HOME) funds will not be available this year. Harter also reviewed the 2021 schedule and highlighted important dates for Community Development Advisory Committee (CDAC). She stated the application process is similar as previous years

except that 2022 applications will be submitted electronically through the City's Neighborly online software portal. Additionally, instead of meeting one-on-one to discuss projects like previous years, the City is requesting summaries of proposed projects be emailed to Redmond. Then City staff will review the proposal for eligibility and Redmond will email a link to the Neighborly software portal to apply. Proposals will be heard at the mandatory September 20, 2021 and ranked by staff and CDAC members the following week.

B. HOUSING & COMMUNITY DEVELOPMENT NEEDS PRESENTATION BY COMMUNITY DEVELOPMENT DEPARTMENT OF ELIGIBLE ACTIVITIES AND PRIORITIES CONTAINED IN THE CONSOLIDATED PLAN PUBLIC COMMENTS CONCERNING HOUSING AND COMMUNITY DEVELOPMENT NEEDS

Harter showed and explained the CDBG 101 slideshow presentations, which outlines the requirements for the program, performance measures, eligible costs, income limits, and deadlines. In addition, Harter explained that Council Bluffs is an entitlement community so the City gets money directly from the U.S. Department of Housing and Urban Development (HUD).

Harter stated that some of the general rules are: we cannot do new construction or something that would not support or fulfill a public service. Additionally, Environmental Reviews are required.

An explanation of the City of Council Bluffs online Neighborly application portal and how it works was provided.

The following public comments were received concerning housing and community development including COVID-19:

-Garst: Asked what is the spending time for the funds? Harter responded that it is typically a year. We try not to let it go know more than two years because of our performance measures.

-Garst: Last year there was had a Housing Survey completed that showed approximately 700 properties that were in poor or dilapidated condition. In response to the survey, The 712 Initiative developed a program to rehab 5-7 houses annually. She stated that be renovating the properties, they help create affordable housing. They can also offer down payment assistance (DPA) for 80% low-to-moderate-low income (LMI) households. She stated that they are also seeing a need on the rental side. She described their projects located at 530 Broadway and 21 Scott Street. Another building, called Hughs Iron, shows they are seeing a demand for rental, as there is a pretty long waiting list to even get into the building.

-Schlott: How do you sell the rehab household properties? Garst: We put them on the free market as of now. We also plan on partnering with Habitat for Humanity of Council Bluffs. On Tuesday at 2117 5th Ave from 4-6pm, they have an open house to see a new house that was recently donated to them.

-Sheehan: I don't know where to begin. The New Visions building they are in got everything used more than usual this past year because of COVID-19. Not all their partners were able to help them so their employees are worn down and tired. Their Prevention Program, which is keeping people in their homes before they lose their homes or apartments, is doing well. The Program

has helped a lot of people stay in their homes. They are also able to use funds from MACCH. They have helped a lot of people to stay in their homes. But it's going to be more challenging this coming year because last year so many resources were used.

-Williams: Our operating expenses go up every year at the MICAH House. With COVID-19 everything increased in price and the need for additional products increased tremendously. People need safe housing while they work on getting stable enough to transition into their own housing/rental place.

-McFadden: The need that Family Housing Advisory Services provides is education for first time homebuyers. During COVID-19, our numbers really increased for these workshops. We continue to hear that there is not enough affordable housing. The opportunity for us is to continue to plant the seed that home ownership is an asset. The idea is that people understand that their rent can be more or equal to a mortgage payment.

-Garst: Our down payment assistance (DPA) program requires potential homeowners to go through the FHAS program. What we typically always see is a big problem with credit history. We also would like to see more marketing going into the FHAS to help spread the word about their programs.

-McGee: Catholic Charities has seen a change this year because they are doing hotel sheltering because they are having a hard time finding night staff with COVID-19. The challenge they are having is it seems like many folks do not like hotel sheltering as they are leaving after just a few nights. This does not provide them ample time to recover with mental health, substance abuse and other challenges they are facing.

-Sheehan: In regards to women homelessness, with the clearing out of the trees for the highway expansion, a group of women have lost where they camped. They are seeing about 30 women per day that have lost their "home" in the trees. They keep coming to the shelter and then leaving again.

-McGee: Long term we are having a hard time with things because people do not have stability.

-Williams: MICAH House has capacity for 26 women, with 46 on the waiting list. Once these women hit the shelter, they are staying longer because of things from COVID-19 (more domestic violence). The average number of days in the shelter pre-COVID was 24 but due to COVID-19, the average number of days has increased to 37.

-Sheehan: We are seeing many more mental health cases that are not being resolved because there are so few in-person options for mental treatment.

-Mathews (as a non-CDAC member): There are issues of childcare and how it keeps women out of the workforce. We just closed a center in the city due to not being able to pay staff wages.

-Heininger: How do you handle the COVID-19 vaccination for your customers? Williams: Mostly with hesitation and resistance, even their staff is less than 50% vaccinated. So they are trying to educate. However, it is an uphill battle to get people who do not want to be vaccinated.

Sheehan: They have had just above 50% of their clients get vaccinated. The women outside are

a little harder to get vaccinated. Many clients do not want to get tested because if they are positive they have to be isolated.

-Harter: New Visions and MICAH House were recently closed for a second time because of COVID-19. MICAH House just opened back up today. New Visions has not opened back up at this time.

-Heininger: Have you had any issues getting the vaccination for people who want to get vaccinated? Sheehan: No.

C. REVIEW CITIZEN PARTICIPATION PLAN

Harter stated that there are not any changes and that the COVID-19 waiver will remain a part of the Participation Plan in case we need it again.

6. OTHER BUSINESS

None

7. PRESENTATIONS FROM THE COMMITTEE MEMBERS

None

8. ADJOURNMENT

Adkins adjourned the meeting at 5:40pm.

A handwritten signature in black ink, appearing to read 'Dessie Redmond', with a stylized, cursive script.

Dessie Redmond
Housing & Economic Development Planner

Community Development Advisory Communication

Department: Community
Development Advisory Committee
Case/Project No.:
Submitted by:

Proof of Publication

Council Action: 9/20/2021

Description

Background/Discussion

Recommendation

ATTACHMENTS:

Description

Type

Upload Date

Proof of Publication

Appointment

9/16/2021

Proof Of Publication

State of Iowa

Pottawattamie County

NOTICE OF PUBLIC HEARING

Notice is hereby given that the Community Development Advisory Committee (CDAC) will hold a public hearing on Monday, September 20, 2021 at 5:00 p.m. in Meeting Room B of the Council Bluffs Public Library, 400 Willow Avenue, Council Bluffs, Iowa, to solicit and receive testimony on the B-2022 - Annual Action Plan. All interested persons are invited to attend and present testimony. Attendees will be required to follow the most recent guidelines from the Center for Disease Control and Prevention (CDC) for COVID-19. Any questions or anyone requiring reasonable accommodations to attend this meeting should be directed, at least 48 hours in advance to Dessie Redmond, Community Development Department, 209 Pearl Street, Council Bluffs, Iowa 51503; phone (712) 890-5352 or email DRedmond@councilbluffs-ia.gov.
2021(9) 12 - 1 Sunday

I, (the undersigned) on my oath do solemnly that I am an authorized representative of CBN Daily Nonpareil, a newspaper issued DAILY and printed in said county, COUNCIL BLUFFS, IOWA.

The attached notice was published in said newspaper 1 consecutive time(s) as follows:

The First publication thereof began on the 12th day of September, 2021.


Billing Representative

Sworn to and subscribed before me this 15th day of September, A.D. 2021.


Notary Public

State of Virginia
County of Hanover
My Commission expires

Richard A. Hundley
Notary Public
Commonwealth of Virginia
Notary Registration No. 7904041
Commission Exp. Jan 31, 2024

COMMUNITY DEVELOPMENT
209 PEARL ST
COUNCIL BLUFFS, IA 51503-0826

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Community Development Advisory Communication

Department: Community

Development Advisory Committee

Case/Project No.:

Submitted by:

Applicant presentations for the B-
2022 Annual Action Plan

Council Action: 9/20/2021

Description

Background/Discussion

Recommendation

ATTACHMENTS:

Description

2022 Applications Received

Type

Other

Upload Date

9/16/2021

2022 CDBG/HOME Applications Received

	Organization	CDBG / HOME	Project Name	Type of Funding	Amount Requested
1	Family Housing Advisory Services, Inc.	CDBG	Pre/Post Purchase Housing Education and Counseling	On-Going Project (Previously Funded)	\$40,000
2	Catholic Charities	CDBG	Domestic Violence and Sexual Assault Program	On-Going Project (Previously Funded)	\$15,000
3	Council Bluffs Community School District	CDBG	Pre Construction Costs for an Early Learning Center	New Project (Not Previously Funded)	\$100,000
4	The 712 Initiative	CDBG	Lot Acquisition, Down Payment Assistance and Demo	New Project (Not Previously Funded)	\$80,000
5	New Visions Homeless Services - Joshua House	CDBG	Emergency Shelter	On-Going Project (Previously Funded)	\$40,000
6	New Visions Homeless Services - Bathroom Remodel	CDBG	Remodeling of community bathroom and shower space at Joshua House	New Project (Not Previously Funded)	\$100,000
7	Habitat for Humanity	CDBG	New Construction (Acquisition of Lots)	On-Going Project (Previously Funded)	\$55,000
8	Heartland Family Service	CDBG	Pott County Street Outreach	On-Going Project (Previously Funded)	\$20,000
9	Heartland Family Service	CDBG	Heartland Homes	On-Going Project (Previously Funded)	\$15,000
10	MICAH House	CDBG	Emergency Shelter and Support Services	On-Going Project (Previously Funded)	\$50,000
Total					\$515,000