

**JOINT COM DEV & FINANCE COMMITTEE MEETING MINUTES from  
MONDAY, NOVEMBER 8<sup>TH</sup>, 2021 [meeting began at 6:10 P.M.]**

**CD PRESENT:** Chair Mitchell, Cerra, Oswald, Jessie Absent: Callahan

**FINANCE PRESENT:** Chair Stewart, Tollett, Baird, Jessie, Davis

**UTILITIES PRESENT:** Chair Mitchell, Simmons, Davis, Cerra Absent: Keys

**OTHERS PRESENT:** Law Dir Deery, Safety Service Dir Brubaker, Mayor Whitfield, Finance Dir Pileski, Asst Finance Dir Farrell, Asst Dir Williams, Asst Dir Calvert, Engineer Schneider, Asst Engineer McKillips, CD Dir Scott, CD Manager Almobayyed, WWPC Supt Korzan, WWPC Asst Supt Stefek, Asst Law Dir Breunig

**1. Approval of the OCTOBER 25<sup>th</sup>, 2021 JOINT Community Development / Finance Meeting Minutes.**

Moved by Mr. Baird, second by Mr. Cerra to approve the above meeting minutes.

**MOTION CARRIED**

**2. The matter of the Community Development Block Grant (CDBG) Consolidation Annual Action Plan Substantial Amendment.**

Referred By: Community Development Manager Almobayyed

Ms. Almobayyed said this is a matter of shifting CDBG Covid Funds around. These were originally allocated a year ago. The needs have changed and they are trying to have them reallocated into service categories that are more appropriate to Covid 2021 and Covid 2022 needs of the community. They already had a Public Hearing as well as a Comment period and have not received any comments. We have plans for the remaining funds. Ms. Almobayyed said she could go over them, but the committee is fine with not hearing that at this time. There were no questions and no further discussion. Chair Mitchell read the Committee Report.

**COMMUNITY DEVELOPMENT:**

**Mr. Cerra moved, second by Mr. Jessie to authorize the an ordinance for Substantial Amendment to the Annual CDBG Action Plan.**

**MOTION CARRIED COMMITTEE REPORT WRITTEN**

**FINANCE:**

**Mrs. Davis moved, second by Mr. Baird to authorize the an ordinance for Substantial Amendment to the Annual CDBG Action Plan.**

**MOTION CARRIED COMMITTEE REPORT WRITTEN**

**3. The matter of Adopting The American Rescue Plan Essential Services and Business Services Policy & Procedure Manual.**

*[Was Tabled on October 25<sup>th</sup>] [Updated DRAFT is attached which includes the addition of language to Section VI, #'s 6 and 7].*

Referred By: Community Development Director Scott

Dir Scott said this Policy and Procedure Manual was discussed at the last Joint CD and Finance Meeting. This manual is highly recommended through the ARP Guidance. CD worked on creating this manual. It was requested by the committees that we add language into this, that specifically states that businesses shall be current on all Federal, State and Local taxes. That has been included into the manual and they also added a language which states businesses cannot be currently debarred or suspended, which is in the Federal regulations but they wanted to outline that and make it clear as well. There were no questions and no further discussion. Chair Mitchell read the Committee Report.

**COMMUNITY DEVELOPMENT:**

**Mr. Cerra moved, second by Mr. Jessie to authorize an ordinance to adopt the 'said' policy manual for Essential Services and Business Services.**

**MOTION CARRIED            COMMITTEE REPORT WRITTEN**

**FINANCE:**

**Mr. Baird moved, second by Mr. Tollett to authorize the an ordinance for Substantial Amendment to the Annual CDBG Action Plan.**

**MOTION CARRIED            COMMITTEE REPORT WRITTEN**

**Mrs. Mitchell moved and second by Mr. Cerra to adjourn this evening's Community Development portion of the Meeting at 6:20 P.M.**

**MOTION CARRIED**

*[The evening's meetings continued with the Utilities Committee and Finance Committee Meeting].*

*Respectfully submitted by,*

*Colleen Rosado, Council Clerk Secretary*

*(Committee Meeting attended by Secretary Rosado ~ Minutes were transcribed by Secretary Rosado*