Minutes of the JOINT ~ CD and FINANCE Committee which held a meeting on Tuesday, October 13th, 2026 at 6:05 p.m. *circulated 11/6/2026*

FINANCE PRESENT: Chair Tollett, Cerra, Schneider, Van Wormer, Davis
COM DEV PRESENT: Chair Schneider, Mitchell, Doehne, Rothgery
UTILITIES PRESENT: Chair Mitchell, Davis, Armstrong, Oswald, Rothgery
ABSENT: Lipian
OTHERS PRESENT: Mayor Brubaker, Law Dir Deery, Deputy Finance Dir Tuma, CD Manager Almobayyed, Water Supt Naelitz, City Planner Schoenig, Engineer Schneider, Public Works Supt Conner, Parks Dir Reardon

1.The matter of approval of meeting minutes from the JOINT Community Development & Finance Committee Meeting, on September 28th, 2026, *as circulated on 10/1/2026*
CD ~ Motion made by Mrs. Mitchell and seconded by Mrs. Rothgery to approve the said Joint Meeting Minutes.

Finance ~ Motion made by Mr. Cerra and seconded by Mr. Van Wormer to approve the said Joint Meeting Minutes.
MOTION CARRIES BY BOTH COMMITTEES

2. The matter of the adoption of an updated Policy and Procedures Manual for the Community Housing Impact and Preservation Program (CHIP).
Referred By: Community Development Manager Almobayyed

Manager Almobayyed said this is an update that the department does periodically and they are requesting council's approval of this updated policy procedure manual for the City's Community Housing Impact and Preservation Program. Some revisions are administration in nature and others are based on experience administrating the program, the significant demand for housing rehabilitation assistance compared to limited funding available. The goal is to maintain a clear, consistent and compliant program and reducing unnecessary administrative burden on both applicants and the city staff. Major revisions have been distributed along with a copy of the updated policy.
There are two changes she wanted to highlight this evening. The first is the preliminary income review. During the most recent CHIP application intake, they received over 100 applications, while available funding would only be able to assist three households. Previously, they required every applicant to submit extensive income documentation, which is a significant amount of paperwork for residents to gather and for staff to review. They have implemented a preliminary income review process which has worked out well. It allowed them to conduct an initial review of the applicants. A full income eligibility determination is then completed for the households which will advance for funding. The updated manual formalizes that process.
The second change is the establishment of a wait list. Given the number of applications received and funding available, they wanted a way to continue to consider applicants for future CHIP funding rounds, rather than requiring everyone to submit a new application each time.

The wait list will allow them to return to the existing application pool when additional funding becomes available. Applicants will still be required to provide updated documentation and meet all of the requirements. Placement on the wait list does not guarantee funding. These are two changes which were incorporated into the updated manual. The remaining revisions focus on clarifying state requirements, simplifying administrative procedures and making the manual easier to maintain and understand.
That concluded the presentation on the changes to this manual.

Mr. Van Wormer asked if there is a location requirement, do they have to fall within a certain income census tract?

Manager Almobayyed said, no, not for the CHIP program, they do the full income review on those applicants and the individual can reside anywhere within the City of Elyria.

There was no further discussion and Chair Schneider read the committee report and asked for a motion:

COMMUNITY DEVELOPMENT:
Motion made by Mrs. Rothgery and second by Mrs. Mitchell to authorize an ordinance authorizing the adoption of the CHIP Policy and Procedures Manual update.
MOTION CARRIES COMMITTEE REPORT WRITTEN

Chair Tollett asked for a motion:

FINANCE:
Motion made by Mr. Van Wormer and second by Mr. Cerra to authorize an ordinance authorizing the adoption of the CHIP Policy and Procedures Manual update.
MOTION CARRIES COMMITTEE REPORT WRITTEN

There was no further business to come before the Community Development Committee and Chair Schneider asked for a motion to adjourn the Community Development portion of this evening's meetings.

Motion made by Mrs. Mitchell and second by Mrs. Rothgery to adjourn the Community Development portion of this evening's meetings at 6:14 P.M.
MOTION CARRIES

The evening's meetings continued with Joint Utilities and Finance Meeting which began at 6:15 P.M.

The Next Joint CD ~ Finance Committee Meeting is scheduled for Monday, November 9th, 2026,

Respectfully Submitted by,
Colleen Rosado, Secretary/Administrative Assistant