

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

DATE: Wednesday, November 17, 2021
TIME: 5:30 p.m.
PLACE: Housing & Community Development, Room 250, Second Floor of the Historic Federal Building, 350 W 6th St, Suite 312, Dubuque, IA 52001.

Chairperson Michelle Hinke called the meeting to order at 5:30 p.m., following staff assurance of compliance with Iowa Open Meeting Law.

Public Meeting notice was sent out late due to staff having computer issues in uploading the documents pertaining to the meeting. However, notice was posted outside the Housing and Community Development Department on November 16, 2021.

Commissioners Present: Dean Boles, Hilary Dalton, Kelly Fox, Danita Grant, Michelle Hinke, Julie Woodyard

Commissioners Absent: Janice Craddieth

Staff Present: Alexis Steger, Madeline Haverland, Ben Pothoff, and Karla Escobar

Public Present: None

Commissioner Woodyard arrived at 5:37pm

New Business

a. Funding reallocating for FY22/PY21 to achieve timeliness

Madeline Haverland, Community Development Specialist, referred the commission to their packets. Haverland stated that to meet timeliness, spending of funds, the following programs would need to be re-allocated.

Homeowner Rehab- \$125,000
Bus Stop Improvements - \$22,272
Aquaponics-\$90,958
Childcare-\$50,000
Credit Repair Program-\$50,000
Parks-\$65,443
Sidewalk-\$15,000
Tree Removal-\$42,800

Total reallocation amount would be \$461,473 (on record it was stated \$402,103). The reallocation of funding will go towards Purchase/Rehab/Resale properties and to work with AHNI (Affordable Housing Network Inc.) on rehabbing a building located at 90 Main St.

Motion by Commissioner Dalton to approve the reallocation of funding for FY22/PY21 to achieve timeliness. Commissioner Woodyard seconded. Motion carried 6-0

b. Review FY23/PY22 Annual Action Plan Proposal

Haverland, referred the commission to their packets to review that the reallocated programs from FY22/PY21 were added to the proposed FY23/PY22 Annual Action Plan. Lead Hazard Reduction, Energy Savers Program, Purchase Rehab Resale, Lincoln Wellness Project, and Vacant building inspections have been included to be funded under the proposed FY23/PY 22 Annual Action Plan.

Motion by Woodyard to approve FY23/PY22 Annual Action Plan Proposal. Seconded by Commissioner Grant. Motion carried 6-0.

c. Community Development Block Grant Application Review

No application received.

d. Reschedule Public Hearing for PY20/FY21 CAPER

Haverland stated that the Annual Action Plan that the CAPER must be tied to for generating the CAPER report was approved by HUD, so the CAPER could be prepared to go to public hearing by the December meeting, although a deadline extension from HUD was approved through January 31, 2022.

Motion by Commissioner Woodyard to reschedule the Public Hearing for PY20/FY21 CAPER for Wednesday, December 15, 2021. Seconded by Commissioner Fox. Motion carried 6-0.

e. Request approval to exceed caps for ESP in special circumstances

Haverland stated that some estimates for water heaters and furnace replacement are coming in above the thresholds that were set for the program, creating a barrier for a low-moderate income household to participate in the program. Haverland is requesting to the commission to increase the reimbursement cap only under special circumstances as determined necessary by staff.

Commissioner Fox phone call drops at 6:13pm.

After much discussion it was determined that the reimbursement amount for heat source will stay at \$3,500 and the cap for water heaters could be increased to \$2,000. The cap for heat source shall be increased to \$12,000 under special circumstances; all appliances in excess of cap require staff review and approval with documentation and competitive quotes.

Motion by Commissioner Woodyard to approve staff to allow ESP participants to request reimbursement above the set caps in special circumstances as determined necessary by staff for heat source up to \$12,000. Water Heater reimbursement cap was increased to \$2,000. Seconded by Commissioner Boles. Motion carried 5-0.

Certification of Minutes

Motion by Commissioner Woodyard to approve the October 20, 2021, Commission meeting minutes as submitted. Seconded by Commissioner Boles. Motion carried 5-0

Reports

Housing Commission

No reports were available

Resilient Community Advisory Commission

Commissioner Boles stated that a sustainability coordinator for “colleges” out of the University of Dubuque was just hired.

Human Rights Commission

No reports were available.

Information Sharing

Ben Pothoff, Deputy Code Official, presented information on Rental Energy Rating, over 2,000 households so far have been evaluated in the following components: heating source, lighting, water heater, windows, and insulation. Based on the evaluation it was noted that 17% of households still have electric resistance heating. 29% of households still have an electric resistance type water heater. Pothoff also provided an updated on our Energy Savers Program, to date 70 applications have been received; 15 have been rejected; 55 applications have been approved. Out of the 55 approved applications; 47 applications were for heat source

replacement; 30 applications were for water heater replacement some for both; 20 were owner occupied homes; 35 rental properties. 8 have completed the process thus far.

Haverland, asked the Commissioners if anyone else besides Commissioner Hinke was interested in participating in the City Life 2.0 panel. City Life 2.0 will take place on December 11, 2021, from 11:20am-12:30pm at the Multicultural Family Center. Commissioners will have the chance to speak to community residents on what it's like to be on the commission. No other Commission Members stated interest.

Haverland, stated that Non-profit Support Grant for COVID applications were released on November 10, 2021, and will close on December 7, 2021.

Haverland, discussed the letter of findings from HUD in where three findings were noted. These findings are related to Environmental Review process from previous projects from PY19-PY20.

Adjournment

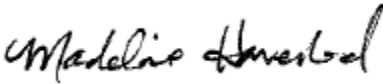
There being no further business, motion by Commissioner Boles to adjourn at 6:40 p.m. Seconded by Commissioner Dalton. All in favor. Motion carried.

Minutes transcribed by:



Karla Escobar,
Housing Financial Specialist

Respectfully submitted by:



Madeline Haverland,
Community Development Specialist