

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

**DATE:** Wednesday, August 16, 2023  
**TIME:** 5:30 p.m.  
**PLACE:** Virtual GoToMeeting and Housing & Community Development, Housing Conference Room 247 at the Historic Federal Building, 350 W 6<sup>th</sup> St, Dubuque, IA 52001.

Chair Kelly Fox called the meeting to order at 5:31 p.m., following staff assurance of compliance with Iowa Open Meeting Law.

**Commissioners Present:** Kelly Fox, Michelle Hinke, Dean Boles, Jerry Hammel, Gabriel Mozena, and Julie Woodyard

**Commissioners Absent:** Dominique Jeter, Renee Kehoe, and Sasha Williams

**Staff Present:** Mary Bridget Corken-Deutsch and Karla Escobar

**Public Present:** Tara Welty and Mike DeMouly

**Certification of Minutes**

Motion by Commissioner Mozena to approve the May 15, 2023. Seconded by Commissioner Hinke. Motion carried 6-0.

Motion by Commissioner Woodyard to approve the Special Vote Via E-mail held on July 20, 2023. Seconded by Commissioner Hinke. Motion carried 6-0.

**Reports**

Dan Kroger, Recreation Division Manager for Leisure Services Department, presented before the commissioner updates regarding funded Recreation programs that use CDBG (Community Development Block Grant) funds. Every year Leisure Services Department requests over \$100,000 of CDBG funds each year.

**Old Business**

Chair Kelly Fox informed the commission that an email will be going out to the subcommittee members regarding the scheduling for a future meeting for the CDAC/CDBG community outreach subcommittee. Subcommittee members consists of Commissioner Mozena, Hammel, and Jeter.

**New Business**

**a. Election of Officers**

Commissioner Woodyard motioned to appoint Commissioner Fox as Chair.

Motion by Commissioner Kelly Fox to accept the position as chair commissioner. Seconded by Commissioner Hinke. Motion carried 6-0.

Motion by Commissioner Boles to appoint Commissioner Hinke as Vice-Chair. Seconded by Commissioner Mozena, Motion carried 6-0.0

## **b. Community Development Block Grant Application Review**

### **ii. Catholic Charities**

Mike DeMouly, Catholic Charities Compliance and Quality Specialist and Tara Welty, Catholic Charities Housing Director, presented before the commission the need for additional funding in the amount of \$245,000. Back in April the CDAC commission voted to approve funding for Catholic Charities Ecumenical Tower Elevator Replacement in the amount of \$135,000 at that time the requested funding was going to be done in two consecutive funding cycles. DeMouly stated that after consulting with Elevator TCI the two elevator cars can no longer be phased because phasing would result in an increased risk and safety concerns. DeMouly also stated that in the past few months, the elevators have been showing more signs of failure, including trapping residents inside of the cars.

Commissioner Mozena asked Mary Bridget Corken-Deutsch, Community Development Specialist, if the additional funds requested were available.

Corken-Deutsch stated that the current additional funding request is available and can be funded in our Annual Action Plan FY24 Amendment 1 using reallocated dollars and CDBG Revolving Application Fund dollars.

DeMouly stated that after consulting with Elevator TCI, the scope of work is more intensive and has increased cost to \$650,000 to repair both elevator cars.

Motion by Commissioner Woodyard to approve Catholic Charities second request of funding in the amount of \$245,000 to the already approved \$135,000 totaling \$380,000 to assist with construction costs of the two elevators in Ecumenical tower. Seconded by Commissioner Hammel. Motion carried 5-0 with an abstention by Commissioner Mozena. Abstention by Commissioner Mozena is due to feeling unsure about funding the replacement of both elevators in Ecumenical Tower.

### **c. Review and Update By-Laws**

Corken-Deutsch referred the commission to their packets. Corken-Deutsch discussed that during the June 15, 2022, Community Development Advisory Commission (CDAC) meeting, the commission decided to add meeting virtually as an option and changed quorum to 51% of active commission members. Corken-Deutsch stated that June 15, 2022, meeting minutes were approved at the following meeting held on July 13, 2022, but the By-Laws were never updated.

After much discussion all commission members agreed change the Amended By-Laws to state, "Commission members are strongly encourage to attend in person." Commission members also agreed to give notification to members if they have missed three meetings.

Motion by Commissioner Boles to approve the proposed August 16, 2023, Amendments. Seconded by Commissioner Woodyard. Motion carried 6-0.

### **d. Public Hearing for the Status of Funded Activities (SOFA)**

Motion by Commissioner Boles to open the public hearing of the Status of Funded Activities. Seconded by Commissioner Hinke. Motion carried 6-0.

Corken-Deutsch referred the commission to their packets. Corken-Deutsch provided a list of activities that were funded under IEDA.

Commissioner Boles asked about the Credit Repair activity. Corken-Deutsch provided an update regarding the potential partners, difficulties in getting the program started, and ideas to make the activity viable.

Motion by Commissioner Woodyard to close the public hearing of the Status of Funded Activities. Seconded by Commissioner Hammel. Motion carried 6-0.

Motion by Commissioner Hammel to approve the public hearing of the Status of Funded Activities. Seconded by Commissioner Mozena. Motion carried 6-0.

**e. Set a Public Hearing for FY2023/PY2022 CAPER**

Motion by Commissioner Woodyard to set the public hearing for FY2023/PY2022 CAPER for September 6, 2023, at 5:30pm, and authorize staff to publish public notice comment period 15 days in advance. Seconded by Commissioner Hinke. Motion Carried 6-0.

**f. Reallocate FY23 Purchase of Services funding.**

Motion by Commissioner Boles to reallocate \$7,000 of the \$17,080 FY24 Purchase of Services unallocated dollars to St Mark Youth Enrichment to grant their original full request of \$25,000. Seconded by Commissioner Woodyard. Motion carried 6-0.

Motion by Commissioner Boles to reallocate the remaining \$10,080 to Almost Home to provide onsite case management services. Seconded by Commissioner Woodyard. Motion carried 6-0.

**Reports**

**Housing Commission**

No reports were available.

**Resilient Community Advisory Commission**

Commissioner Boles stated that the Resilient Community Advisory Commission will have a representative from the Dubuque School District to see how the City of Dubuque can assist the school district to increase their graduation rate.

**Human Rights Commission**

No reports were available.

**Information Sharing**

**a. FY24 Annual Action Plan Amendment #1**

Corken-Deutsch informed the commission that the Public Hearing for FY24 Annual Action Plan Amendment #1 will be on September 18, 2023 before the City Council.

**b. Board and Commission Staff Procedures AP**

Corken-Deutsch provided the commission with the Boards and Commission Staff Procedures policy for their reference.

**c. Annual Boards and Commission Picnic**

The Annual Picnic for boards and commission members will be held on September 19, 2023 at

Eagle Point Park from 6-8pm.

**Adjournment**

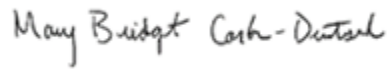
There being no further business, motion by Commissioner Fox to adjourn at 7:04 p.m.  
Seconded by Commissioner Hammel. All in favor. Motion carried.

Minutes transcribed by:

A handwritten signature in blue ink that reads "Karla Escobar". The signature is fluid and cursive, with a long horizontal stroke at the end.

Karla Escobar,  
Housing Financial Specialist

Respectfully submitted by:

A handwritten signature in black ink that reads "Mary Bridget Corken-Deutsch". The signature is written in a cursive style.

Mary Bridget Corken- Deutsch,  
Community Development Specialist