

MINUTES
COMMUNITY DEVELOPMENT ADVISORY COMMISSION
(UNAPPROVED)

DATE: Wednesday, January 17, 2024

TIME: 5:30 p.m.

PLACE: Virtual GoToMeeting and Housing and Community Development Department;
350 West 6th Street, Conference Room 247; Dubuque, IA 52001

Chairperson Kelly Fox called the meeting to order at 5:34 p.m. following staff assurance of compliance with Iowa Open Meeting Law.

Commissioners Present: Dean Boles (virtual), Kelly Fox, Michelle Hinke (virtual), Jerry Hammel (virtual), Renee Kehoe (arrival 5:43 p.m.), Dominique Jeter (virtual), and Gabriel Mozena (virtual-arrival 6:01 p.m.)

Commissioners Absent: Sasha Williams and Julie Woodyard

Staff Present: Mary Bridget Corken-Deutsch, Tonya England, and Stacey Weeber

Public Present: Addison Aronson and Megan Carr

Certification of Minutes – November 29, 2023

Commissioner Jerry Hammel motioned to approve the Minutes for the November 29, 2023 Community Development Advisory Commission Meeting. Commissioner Michelle Hinke seconded. Motion carried 5-0.

Correspondence/Public Input

- a) Addison Aronson is the Fair Housing Coordinator for Iowa Legal Aid. Iowa Legal Aid is in the process of hiring testers to make sure area housing providers are following guidelines set by the federal Fair Housing Act. The testers are compensated with a \$150 stipend after being trained and going through a “practice run”; for future testing, they are paid \$20 per hour.

Mary Bridget will email Addison's contact information to the Community Development Advisory Commission's Commissioners.

Old Business

There was no discussion on old business.

New Business

- a) Public Hearing for FY25 Pre-Allocation Annual Action Plan

Chairperson Renee Kehoe motioned to open the public hearing for the FY25 Pre-Allocation Annual Action Plan. Seconded by Commissioner Hammel. Motion carried 6-0.

Mary Bridget Corken-Deutsch, Community Development Specialist, explained the Public Hearing is for the Pre-Allocation Annual Action Plan for Fiscal Year 2025 and how it is posted for review 30 days prior to the hearing. The actual allocation has yet to be received; \$108,142 is the total program income based on actual dollar amounts that should be repaid for rental loans, first time home buyer loans, and homeowner loans. Two new activities were added in November 2023—ARC: Penn Community Living Home and Emri Apartments.

It was suggested that a loan portfolio (interest rates, payments, number of loans & etc.) be provided for review in the future. Plans are being made for Maddie Haverland, Lisa Johnson, and Stacey Weeber will be attending the meeting in March 2024.

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Chairperson Hinke motioned to close the public hearing for FY25 Pre-Allocation Annual Action Plan. Seconded by Commissioner Hammel. Motion carried 6-0.

Chairperson Hammel motioned to approve the FY25 Pre-Allocation Annual Action Plan. Seconded by Commissioner Kelly Fox. Motion carried 6-0.

b) FY24 Annual Action Plan Amendment #2 – Non-Substantial Amendment

Corken-Deutsch spoke about the Lincoln Outdoor Wellness Project, which is for the redevelopment of the playground at Lincoln Elementary School; the Community Development Advisory Commission has already approved \$515,525 in funding. The project was put out for bids, which were due on December 12, 2023; although the project is receiving funding from other sources, the budget for the project is short \$112,337. Corken-Deutsch recommended \$112,337 be reallocated from the Revolving Application Fund to the Lincoln Outdoor Wellness Project to complete the project.

Chairperson Kehoe motioned to approve the FY24 Annual Action Plan Amendment #2 – Non-Substantial Amendment. Seconded by Commissioner Kelly Fox. Motion carried 6-0.

Reports

a) Housing Commission

Commissioner Kehoe indicated there was no report.

b) Resilient Community Advisory Commission

Commissioner Dean Boles reported at the Resilient Community Advisory Commission's January 2024 meeting Gina Bell (Director of Sustainability) & Brad Cavanaugh (Mayor) spoke about the climate conference sponsored by the U.N.; the City of Dubuque plans to apply for grants.

c) Equity and Human Rights Commission

Corken-Deutsch explained the Minutes from the Equity and Human Right Commission's Meeting, which was held on November 12, 2023, were included in the packet.

Information Sharing

a) Basically CDBG - Chapter 1 discussion

Corken-Deutsch stated that Basically CDBG is a training module that explains different aspects of CDBG. The members discussed the definition of household versus family and summarized the video presentation. The number of grantees for CDBG funding has increased over the years; the CDBG funding amounts have decreased.

Information in the documents emailed by Commissioner Boles [2019 Analysis of Impediments, 2021-2025 CDBG Consolidated 5 Year Plan, City of Dubuque, IA Income Guidelines for Financial Assistance, Poverty Thresholds for 2022, and Comprehensive Housing Affordability Strategy ("CHAS")Data] were shared.

A suggestion was made to add an adjustment for inflation to one of the standard presentation slides used during the budget hearing for funding allocations. It was announced CDBG will be working on the FY26 Consolidated Plan starting in FY25.

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- b) Basically CDBG – Chapter 2
 - i) <https://www.hudexchange.info/trainings/basicly-cdbg-online/planning/>
 - (1) Corken-Deutsch explained she will be emailing a clickable link to Chapter 2 along with the corresponding documents for the chapter.
 - ii) The next Community Development Advisory Commission Meeting will be held on February 21, 2024.

Adjournment

There being no further business to come before the Commission, Commissioner Kelly Fox moved to adjourn the meeting. Commissioner Dominique Jeter seconded. Motion passed by voice vote. Meeting adjourned at 6:32 p.m.

Minutes taken by:

Tonya England
Tonya England
Assisted Housing Secretary

Respectfully Submitted:

Mary Bridget Corken-Deutsch
Mary Bridget Corken-Deutsch
Community Development Specialist