

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

**DATE:** Wednesday, April 17, 2024

**TIME:** 5:30 p.m.

**PLACE:** Virtual GoToMeeting and Housing and Community Development Department.  
350 West 6<sup>th</sup> Street, Conference Room 250; Dubuque, IA 52001

Chairperson Michelle Hinke called the meeting to order at 5:38 p.m. following staff assurance of compliance with Iowa Open Meeting Law.

Commissioners Present: Dean Boles, Michelle Hinke, Jerry Hammel, Gabriel Mozena and Julie Woodyard.

Commissioners Absent: Kelly Fox, Sasha Williams, Renee Kehoe, and Dominique Jeter.

Staff Present: Mary Bridget Corken-Deutsch and Stacey Weeber

Public Present: None

**Certification of Minutes – March 20, 2024**

Commissioner Jerry Hammel motioned to approve the Minutes for the March 20, 2024, Community Development Advisory Commission Meeting. Commissioner Julie Woodyard seconded. Motion carried 5-0.

**Correspondence/Public Input**

There was no public input.

**Old Business**

There was no discussion on old business.

**New Business**

**a) Annual Review of Citizen Participation Plan**

Corken-Deutsch provided updates to the proposed Amendment of the Citizen Participation Plan. Changes proposed provide updates in Section II. Development of the Consolidated Plan and Annual Action Plans and Section III. Amendments to the Consolidated Plan and Annual Action Plans. Most updates provide clarification around draft and final documents publications, public comment periods, and public hearings. The Emergency Declaration is no longer applicable to Plans and therefore was removed. Changes were also made to Section V. Citizen Access to provide more opportunities for residents to access, educate, and inform the Community Development Block Grant program. The Plan specifically provides opportunity for persons with disabilities, hearing impaired, and/or non-English speaking residents. Woodyard questioned if the city still participates in the City Expo. The city has not participated since Covid. Boles asked if a report could be added to the CAPER outlining the successes and challenges of participation. Corken-Deutsch stated she also would find that useful and agreed with Boles to add this report into the Citizen Participation Plan. Chairperson Woodyard motioned to approve changes made to the Citizen Participation Plan. Seconded by Commissioner Boles. Motion carried 5-0.

**Reports**

**a. Housing Commission**

No reports were available and no questions

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**b. Resilient Community Advisory Commission**

Boles provided updates on Greenhouse gas emissions, fossil fuels for electricity, gasoline and natural gas. Boles stated, natural gas, gas and electric use has ticked up in cost. Iowa is starting to use wind turbines to cut down on pricing. Boles stated buying vehicles with better gas mileage or electric vehicles would also help the economy. Boles felt that changing furnaces to electric to cut down on costs, but Mozena stated, it would be expense to change to electric furnaces. Dean questioned if gas furnaces were used in City owned REHAB homes and Corken-Deutsch stated Maddy Haverland will speak to that in June 2024.

**c. Equity and Human Rights Commission**

No reports were available

**Information Sharing**

**a) Annual Review of Efforts to Affirmatively Further Fair Housing**

Corken-Deutsch asked if anyone had questions on the Analysis of Impediments. Boles asked if the consultant could share new changes only. Corken-Deutsch stated she would ask about those changes and update the commission with her findings. Hammel asked about the TBRA program, Corken-Deutsch and Weeber both spoke on the program requirements, program amount and how many applicants are being helped through HCV and public applicants.

**b) FY24 Purchase of Services Applications- 10**

Jeter asked about how many applications were received. Corken-Deutsch stated that 10 applications were received and 7 grantees. So far there have been 2 workshops and 21 signed up. Corken-Deutsch stated if anyone was interested, please refer to the website or by phone, we have \$100k available.

**c) Basically CDBG - Chapter 3 discussion**

Boles questioned if low mod parks are focused on first. Corken-Deutsch stated that the Parks department has a list that they follow. Woodyard asked if all after school programs were just geared towards low mod individuals. Corken-Deutsch stated CDBG income guidelines were 50% LMI persons and 50% LMI occupants in a household.

**c) Basically CDBG – Chapter 4 and Chapter 5 discussion**

The next Community Development Advisory Commission Meeting will be held on May 15, 2024.

**Adjournment**

There being no further business to come before the Commission, Commissioner Jerry Hammel moved to adjourn the meeting. Commissioner Dean Boles seconded. Motion passed by voice vote. Meeting adjourned at 6:47 p.m.

Minutes taken by:



Stacey Weeber  
Housing Financial Specialist

Respectfully Submitted:

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*Mary Bridget Corken-Deutsch*

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Community Development Specialist