

MINUTES
COMMUNITY DEVELOPMENT ADVISORY COMMISSION
(APPROVED)

DATE: Wednesday, May 15, 2024

TIME: 5:30 p.m.

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

Chairperson Kelly Fox called the meeting to order at 5:32 p.m. following staff assurance of compliance with Iowa Open Meeting Law.

Commissioners Present: Kelly Fox, Dean Boles, Michelle Hinke, Jerry Hammel, Dominique Jeter and Renee Kehoe.

Commissioner: Sasha Williams joined the meeting virtually at 5:34 p.m.

Commissioner: Renee Kehoe left the meeting at 6:30 p.m.

Commissioners Absent: Gabriel Mozena and Julie Woodyard.

Staff Present: Mary Bridget Corken-Deutsch and Stacey Weeber

Public Present: Steve Fehsal (Park Division Manager) - City of Dubuque Leisure Services

Oaths of Office – Renee Kehoe

Chairperson Fox administered the Oath of Office to Renee Kehoe at 5:33 p.m. and both signed.

Certification of Minutes – April 17, 2024

Chairperson Fox motioned to approve the Minutes for the April 17, 2024, Community Development Advisory Commission Meeting. Commissioner Hinke seconded. Motion carried 6-0.

Correspondence/Public Input

There was no public input.

Reports

a. Park Staff Updates

Steve Fehsal (Park Division Manager) – City of Dubuque Leisure Services stated he appreciates CDBG funding for the parks in the CDBG area. Fehsal stated they have 80 improvement projects of maintenance in the City of Dubuque. Fehsal also said they use the \$100k funding from CDBG to replace playground equipment, rubber underneath the playground and mulch. Commissioner Boles asked about a scoring rubric on parks and Fehsal answered not necessarily but they have some system to know what each park needs are. Fehsal also answered that all playgrounds are ADA certified for disabilities.

Old Business

There was no discussion on old business

New Business

a) Purchase of Services Grant Applicants Recommended for Funding

Corken-Deutsch stated all CDAC members were able to review Purchase of Service applications, as well as two city staff who also reviewed and scored Purchase of Service applications. In total, there were seven submitted reviewers for each application. The Purchase of Service subgroup met on Thursday, May 9 to make the final recommendations for funding based off the review process.

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The following Purchase of Service applications are recommending for funding based off subgroup's recommendation:

- **Four Mounds Foundation- \$21,220**
 - HEART Partnership
- **Four Oaks Family and Children's Services- \$12,500**
 - Expanding Essential Services at Fifteenth Street Apartments
- **Iowa Legal Aid- \$5,000**
 - Employment Barriers Legal Clinic
- **Northeast Iowa Area Agency on Aging- \$4,280**
 - Healthy Steps for Older Adults Program
- **Presentation Lantern Center- \$20,000**
 - Workforce Retention & Support for Refugees & Immigrants
- **St. Mark Youth Enrichment- \$25,000**
 - After School Programming
- **Waypoint- \$12,000**
 - Waypoint Domestic Violence Program

There was an open discussion with the Commission members and emphasis on revisiting the rubric and helping newer organizations. Commissioner Boles motioned to approve recommendations for funding for Purchase of Services applications. Seconded by Commissioner Fox. Motion carried 7-0.

b. FY25 Annual Action Plan Actual Allocation

Corken-Deutsch stated the final FY25 Annual Action Plan provides for use of Community Development Block Grant (CDBG) funds for the actual entitlement allocation of \$1,035,721 and revenues of \$108,142 in program income, for a total of \$1,143,863. Based on the contingency provision on the Pre-Allocation Annual Action Plan, the slight increase of \$4,269 in formula entitlement allocation will go toward Emri Apartments, increasing their allocation from \$77,527 to \$81,796. FY 2025 Annual Action Plan has several reoccurring programs such as a Microenterprise Assistance Program, First Time Homebuyer, Homeowner Rehab, Lead and Healthy Homes Program, Neighborhood Recreation Program, Zoning Enforcement and Low-Mod Income Parks. These activities will meet the 5-year Consolidated Plan Goals as well as the Goals and Priorities of the City Council. Additionally, FY25 Annual Action Plan includes two new activities approved by Community Development Advisory Commission. They are Area Residential Care's Penn Community Living Home Remodel and acquisition of land for Emri Apartments. Per our Citizen Participation Plan, this final FY25 Annual Action Plan is considered a "non-substantial" amendment. Therefore, non-substantial amendments shall be adopted by Resolution of the City Council after the review and recommendation of the Community Development Commission. Commissioner Hinke motioned to approve FY25 Annual Action Plan to reflect actual CDBG allocation of funds. Seconded by Commissioner Kehoe. Motion carried 7-0.

c. CDAC Successes and Initiatives Worksheet (for City Goal Setting)

Corken-Deutsch asked the committee to refer back to the agenda packet on priorities they want to see funded or become a City Council priority. Corken-Deutsch asked the committee to provide successes. Jeter stated there have been an increase in applications for grants. Fox stated programs have become more visible-more community awareness and involvement. Chairperson Fox motioned to approve recommendations from the Community Development Advisory

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Commission discussed tonight for inclusion in the City Council goal Setting Session in June. Seconded by Commissioner Hinke. Motion carried 6-0.

d. Scheduling CDAC Upcoming Meetings; Review FY25 Meeting Schedule

Corken-Deutsch stated the FY25 Community Development Advisory Commission (CDAC) is scheduled to be held on the third Wednesdays of the month at 5:30pm. This memorandum lays out a plan for FY25 CDAC meetings.

The updated CDAC meeting schedule includes the following:

- Special meeting on the 1st Wednesday in September to hold a public hearing for the CAPER and get the documents to City Council before the CAPER is due on October 1.
- Public hearings for Draft and Final Analysis of Impediments, Draft and Final 5-year Consolidated Plan, and Draft and Final FY26 Annual Action Plan. The Final Consolidated Plan and FY26 Annual Action Plan includes a special meeting on the 4th Wednesday in March due to needing a 30-day public comment period.
- Staff reports from Community Development Program staff and FY25 Purchase of Service recipients.
- Special meeting on the 4th Wednesday in June due to Mary Bridget's family vacation.

Chairperson Fox motioned to approve FY25 Meeting Schedule as presented. Seconded by Commissioner Boles. Motion carried 6-0.

e. Price Grant Match- Mobile Home Renovation and Reconstruction – 200,000/year for 6 years

Corken-Deutsch stated the City is looking to purchase Terrace Heights and Table Mound mobile home parks. CDBG is looking to match funds for the renovation and reconstruction. The City is looking at transportation and care providers for tenants in the mobile home parks. Chairperson Fox motioned to approve \$200,000/year for 6 years if awarded the Price Grant. Seconded by Commissioner Hammel. Motion carried 6-0.

a. Housing Commission

No reports were available

b. Resilient Community Advisory Commission

No reports were available

c. Equity and Human Rights Commission

No reports were available

Information Sharing

a) Basically CDBG- Chapter 4 and 5 discussions

Corken-Deutsch moved to next meeting Chapter discussion.

b) Basically CDBG- Chapter 6

i. <https://www.hudexchange.info/trainings/basic-cdbg-online/public-facilities-and-improvements/>

c) June CDAC Meeting – June 26th

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 7:11 p.m.

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Minutes taken by:

Stacey Weeber

Stacey Weeber
Housing Financial Specialist

Respectfully Submitted:

Mary Bridget Corken-Deutsch

Mary Bridget Corken-Deutsch
Community Development Specialist