

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

**DATE:** Wednesday, June 26, 2024

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

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

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

Commissioners Present: Kelly Fox, Dean Boles, Jerry Hammel, Gabriel Mozena, and Renee Kehoe.

Commissioners Absent: Dominique Jeter, Michelle Hinke, Sasha Williams, and Julie Woodyard.

Staff Present: Mary Bridget Corken-Deutsch and Maddy Haverland

Public Present: None

**Certification of Minutes – May 15, 2024**

Chairperson Fox motioned to receive and file the Minutes for the May 15, 2024, Community Development Advisory Commission Meeting. Commissioner Hammel 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) Review and Update By-Laws**

Corken-Deutsch referenced the amendments that were made to the bylaws during the September 6, 2023, meeting, specifically the language in Section 1 Regular Meetings, “Commission members are strongly encouraged to attend in person.” Corken-Deutsch notified commissioners that the City Clerk recently provided Ordinance Amendments and recommendations around electronic meetings, absences, regular meetings, and minutes, and presented changes to the By-Laws to reflect the City Clerk’s guidance. Corken-Deutsch advised that per the By-Laws, “The By-Laws may be amended at any meeting of the Commission by a majority vote of the Commission, provided that notice of said proposed amendments is given to each member in writing at least fourteen (14) days prior to the meeting.” Therefore, any changes to the By-Laws recommended at this meeting would be provided in a timely manner to be adopted at the July Meeting.

Some discussion ensued regarding each of the proposed amendments. Commissioner Boles requested clarification from the City Clerk or the Legal Department on what was meant by “a quorum of Commissioners must be present” during meetings, and whether that referred to present in-person, or if present virtually was acceptable.

Regarding the amended language around Commissioner absences, Commissioner Boles asked who will be responsible for granting “excusals” for Commissioner absences, and what constitutes an unexcused absence. Commissioner Fox and Staff Representative Corken-Deutsch discussed options for processes that closely mirror the current protocol for determining quorum.

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Commissioner Hammel noted that “consecutive was misspelled in Section 6 of the provided document, and that in Section 7, the language should state “... a part of...”, instead of “... apart of...”.

After further discussion, commissioners present agreed that it is important for the Community Development Advisory Commission’s By-Laws to be consistent with those of other City of Dubuque Boards and Commissions.

Commissioner Fox moved to approve the proposed amendments 1-3 to the by-laws. Seconded by Commissioner Boles. Motion carried 5-0.

**Reports**

**a. Community Development Staff Updates**

Maddy Haverland, Urban Development and Housing Rehabilitation Project Manager, gave an update on the current structure of Housing Activities that are operated through the Community Development Programs office. Haverland provided an overview of proposed program changes that would not go into effect until program structure was established and all changes were approved by appropriate governing bodies.

Updated programming includes expansion of Homeowner Rehabilitation Loan offerings, providing specialized programs for roofs and sewer laterals, minor changes to the Homebuyer Loan programs, re-introduction of Rental Rehabilitation Programs, and expansion and definition of more extensive housing rehabilitation and construction projects.

Haverland stated that these programs are being restructured to fit the housing needs that are emerging more frequently in Dubuque, and to accommodate the rising costs of construction and other influencing factors, such as insurance and interest rates.

**b. Housing Commission**

No report available.

**c. Resilient Community Advisory Commission**

No report available.

**d. Equity and Human Rights Commission**

Meeting minutes were included in the packet that Corken-Deutsch sent out; Commissioners were encouraged to read them.

**Information Sharing**

**a. Basically CDBG- Chapter 4 and 5 discussions**

Corken Deutsch noted that Chapter 4 was timely for the discussion around Housing Programs; no other questions or comments.

**b. Basically CDBG- Chapter 6**

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

**c. Sustainable Dubuque Community Grant Awards**

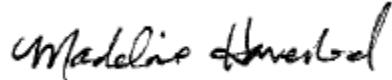
Commissioner Boles shared a memo from Gina Bell, Director of Sustainability, regarding the Sustainable Dubuque Community Grant Award Recommendations.

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**Adjournment**

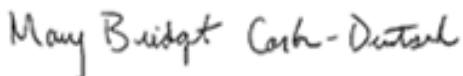
There being no further business to come before the Commission, Commissioner Kelly Fox moved to adjourn the meeting. Commissioner Mozena seconded. Motion passed by voice vote. Meeting adjourned at 6:39 p.m.

Minutes taken by:



Maddy Haverland  
Urban Development and Housing Rehabilitation Project Manager

Respectfully Submitted:



Mary Bridget Corken-Deutsch  
Community Development Specialist