

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

**DATE:** Wednesday, July 17, 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 Michelle Hinke called the meeting to order at 5:32 p.m. following staff assurance of compliance with Iowa Open Meeting Law.

Commissioners Present: Michelle Hinke, Dean Boles, Jerry Hammel, Dominique Jeter, Renee Kehoe, Sasha Williams and Julie Woodyard.

Commissioners Absent: Gabriel Mozena (excused absence) and Kelly Fox (excused absence).

Staff Present: Mary Bridget Corken-Deutsch and Stacey Weeber

Public Present: None

**Certification of Minutes – June 26, 2024**

Chairperson Hammel motioned to approve the Minutes for the June 26, 2024, Community Development Advisory Commission Meeting. Commissioner Kehoe seconded. Motion carried 7-0.

**Correspondence/Public Input**

There was no public input.

**Old Business**

**a. Price Grant**

Corken-Deutsch reported that the annual allocation would provide a match for the 6-year PRICE grant for the rehabilitation of manufactured homes totaling \$1.2 million. CDBG entitlement funding is being allocated for FY2025, FY2026, FY2027, FY2028, FY2029, and FY 2030 for a total of \$200,000 per fiscal year. The FY2021-2025 Consolidated Plan for Housing and Community Development has identified the need to create affordable housing units in Dubuque and is an appropriate use of CDBG funds. The Community Development Advisory Commission has fully supported match funding for their rehabilitation of affordable housing for the past ten years and is excited to continue to meet this need in conjunction with the PRICE grant. Boles asked if we don't get the funds from CDBG, could we add mobile homes to REHAB. Weeber stated we currently do not accept Mobile Homes as a part of the Homeowner REHAB program as most mobile homes are titled.

**New Business**

**a. Election of Officers**

Corken-Deutsch stated the By Laws for electing a chair and vice-chair. The chair and vice-chair each shall hold office for one year term and no person can serve more than two consecutive terms in anyone office. Fox (chair) and Hinke (vice-chair) have already served a two-year consecutive term. Hammel volunteered as the new chair and Woodyard volunteered as the new vice-chair. Commissioner Boles motioned to appoint the position of chair to Commissioner Hammel and seconded by Kehoe. Motion carried 7-0. Motion by Commissioner Boles to appoint Commissioner Woodyard as vice-chair. Seconded by Kehoe. Motioned carried 7-0.

**b. FY24 Annual Action Plan Amendment #3-Non-Substantial Amendment**

Corken-Deutsch stated this memorandum transmits information on the Community Development Block Grant (CDBG) FY24 Annual Action Plan Amendment #3 Non-Substantial Amendment. CPD Notice 2023-07 provides guidance on the allocation of staff costs for the CDBG program between two cost categories: (1) general program administrative costs, as related to overall program planning and CDBG grant administration; and (2) activity delivery costs, as related to implementing and carrying out specific CDBG- eligible activities. Program

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Administrative Costs are limited to not more than 20 percent of the annual grant, and the estimated amount of program income to be received during the grantee's current program year. Activity Delivery Costs are those allowable costs incurred for implementing and carrying out eligible CDBG activities. In FY24, \$14,504.18 is currently charged to Program Administrative Costs. However, these funds are being reallocated to the correct Activity Delivery Costs. The FY24 Annual Action Plan for CDBG currently has these Activity Delivery Costs budgeted in our Housing Rehab Services and Staff Budget. This Non-Substantial Amendment provides an accurate picture of reallocating Project Activity Costs from Housing Rehab Services and Staff to specific projects. The specific projects include AHNI 90 Main Mini Splits, Childcare (Marita Theisen Childcare Center Rehab, Avon Park, Lincoln Wellness Project, and Comiskey Park. Per our Citizen Participation Plan, the re-allocated funds are considered a Non-Substantial Amendment. Non-Substantial Amendments shall be adopted by Resolution of the City Council after the review and recommendation of the Community Development Advisory Commission. The Non-Substantial Amendment also includes an updated Program Income to reflect the actual Program Income for FY24. This is an increase of less than 10% of total funding and anticipated Program Income for the year which necessitates a Non-Substantial Amendment. Motion by Woodyard to approve the FY24 Annual Action Plan Amendment #3 Non-Substantial Amendment. Seconded by Hammel. Motion carried 7-0.

**c. Approve Community Development Advisory Commission By-Laws Amendments Proposed June 26, 2024**

Corken-Deutsch spoke on Amendment 1-Absenses. It shall be the duty of each member to attend all regular and special meetings of the commission and to attend each subcommittee meeting to which a member is appointed. In the event a commissioner has been absent for three (3) or more consecutive meetings of the commission, without being excused by the chairperson, such absences will be grounds for the commission to recommend the City Council that the position be declared vacant and a replacement appointment. Attendance of all members shall be entered on minutes. Corken-Deutsch spoke on Amendment 1-Quorum. Commission members are strongly encouraged to attend in person. In order for the commission to act or transact business, a quorum consisting of 51% of active commission members must be present. Also, Microsoft Teams, GoTo and a phone call can be utilized in combination to make quorum. Motion by Woodyard to approve Community Development Advisory Commission By-Laws Amendments Proposed June 26, 2024. Seconded by Boles. Motion carried 7-0.

**d. Set a public hearing for FY2024/PY2023 CAPER**

Corken-Deutsch stated the purpose of this memorandum is to set a public hearing for the FY24/PY23 Consolidated Annual Performance and Evaluation Report (CAPER) for the period of July 1, 2023, through June 30, 2024. The report includes activities for the Community Development Block Grant (CDBG) Program and is due October 1, 2024, 90 days after the end of the reporting period. The CAPER includes a narrative and numerous reports detailing how the City used its federal funds during the most recently completed program year. It provides a description of each activity for which funds were budgeted as well as information on activity accomplishments. Motion by Woodyard to set the public hearing for FY2024/PY2023 CAPER for September 4, 2024, at 5:30pm, and authorize staff to publish public notice of comment period 15 days in advance. Seconded by Hammel. Motion carried 7-0.

**Reports**

**a. Housing Commission**

No reports were available

**b. Resilient Community Advisory Commission**

No reports were available. Boles did not attend the meeting and his absence was excused.

**c. Equity and Human Rights Commission**

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No reports were available. Boles asked if we want reports going forward. Corken-Deutsch stated she would follow up with staff of the Equity and Human Rights Commission.

**Information Sharing**

**a) Basically CDBG- Chapter 6 discussion**

Corken-Deutsch asked about Chapter 6 and their was discussion around Infrastructure improvements (construction or installation) including, but not limited to streets, curbs, and water and sewer lines; Neighborhood facilities including, but not limited to public schools, libraries, recreational facilities, parks, playgrounds; and Facilities for persons with special needs such as facilities for the homeless or domestic violence shelters, nursing homes, or group homes for the disabled.

**b) Basically CDBG- Chapter 7 - HOMEWORK**

- a. <https://www.hudexchange.info/trainings/basically-cdbg-online/public-services>
- b. Boards and Commission Annual Picnic – Save the Date: September 10, 2024
- c. Next meeting: September 4, 2024, at 5:30 p.m.

**Adjournment**

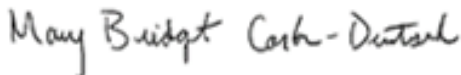
There being no further business to come before the Commission, Commissioner Hammel moved to adjourn the meeting. Commissioner Kehoe seconded. Motion passed by voice vote. Meeting adjourned at 7:00 p.m.

Minutes taken by:



Stacey Weeber  
Housing Financial Specialist

Respectfully Submitted:



Mary Bridget Corken-Deutsch  
Community Development Specialist