

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

**DATE:** Wednesday, September 4, 2024  
**TIME:** 5:30 p.m.  
**PLACE:** Housing and Community Development Department  
350 W 6<sup>th</sup> Street, Conference Room 250, Dubuque, IA 52001

Chairperson Julie Woodyard called the meeting to order at 5:39 p.m. following staff assurance of compliance with Iowa Open Meeting Law.

Commissioners Present: Michelle Hinke, Dean Boles, Renee Kehoe, Kelly Fox, Julie Woodyard.

Commissioners Absent: Jerry Hammel (excused absence), Dominique Jeter (excused absence), Gabriel Mozena (excused absence), Sasha Williams (excused absence)

Staff Present: Mary Bridget Corken-Deutsch and Tami Ernster

**Certification of Minutes – July 17, 2024**

Commissioner Boles motioned to approve the Minutes for the July 17, 2024, Community Development Advisory Commission Meeting. Commissioner Fox seconded. Motion carried 5-0.

**Correspondence/Public Input**

There was no correspondence or public input.

**Old Business**

**a. Community Development and Loan Portfolio Updates**

Corken-Deutsch distributed an updated memo from Maddy Haverland to provide answers to the questions from the last meeting.

**New Business**

**a. Public Hearing for FY2024/PY2023 CAPER**

Commissioner Hinke motioned to open the public hearing for FY2024/PY2023 CAPER. Seconded by Commissioner Boles. Motion passed 5-0. Corken-Deutsch provided a quick slide presentation summary of the last year's CAPER funding distributions. Commissioner Hinke motioned to close the public hearing for FY24/PY 2023 CAPER. Commissioner Fox seconded. Motion passed 5-0. Commissioner Hinke motioned to approve the public hearing for FY2024/PY2023 CAPER. Seconded by Commissioner Kehoe. Motion passed 5-0.

**b. Approve Purchase, Rehab, Resale Activity**

Corken-Deutsch provided information on approving petition and voluntary acquisition of properties. Corken-Deutsch shared there is an owner that is voluntarily requesting sale of her property to the City. Commissioner Boles expressed concern regarding competing with other outside or public purchasers. This activity will be added to the FY25 Amendment #1 which is on the City Council Agenda for a public hearing on September 16, 2024. Commissioner Woodyard motioned to approve activity of

Purchase, Rehab, Resale as an activity in FY25 Amendment #1 with \$350,509.79 allocation. Seconded by Commissioner Fox. Motion passed 4-1 with Commissioner Boles voting no.

**c. Lead Grant Match - \$300,000/year for 4 years – FY26, FY27, FY28, FY29**

Motion by Commissioner Fox to approve \$300,000 over 4 years if awarded lead grant. Seconded by Commissioner Kehoe. Motion passed 5-0.

**Reports**

**a. Housing Commission**

Commissioner Kehoe reported the Commission met in July, but minutes are not yet available.

**b. Resilient Community Advisory Commission**

Commissioner Boles distributed a map of the census tracts that are slated for free tree grants. Those tracts are 1, 3, 5 and 12.02.

**c. Equity and Human Rights Commission**

There are no minutes available. Habitat for Humanity is currently working on a plan to build 14 new homes.

**Information Sharing**

**a. Public Hearing for FY25 Annual Action Plan Amendment #1 – September 16, 2024**

**b. Basically CDBG – Chapter 7 Discussion**

Corken-Deutsch provided highlights for this chapter on Public Services.

**c. Basically CDBG-Chapter 8 – Homework**

<https://www.hudexchange.info/trainings/basically-cdbg-online/economic-development-and-section-108/>

**d. Tuesday, September 10, 2024 – Boards and Commission Annual Picnic**

**e. Thursday, September 26, 2024 – Open House 3:30-6:00 p.m. for Lincoln Wellness Project**

Commissioner Boles asked that an agenda item be placed to review environmental issues and to consider spending additional funds for other schools.

**f. Resilient Community Advisory Commission Recruitment Flyer**

**g. Commissioner Fox informed the group that this would be her last meeting as she was resigning.**

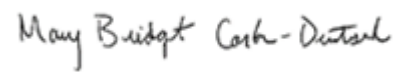
**Adjournment**

Commissioner Fox motioned to adjourn the meeting at 6:58 p.m. Commissioner Hinke seconded. Motion carried 5-0.

Minutes prepared by:

Tami Ernster  
Permits Clerk

Respectfully submitted:

A handwritten signature in cursive script that reads "Mary Bridget Corken-Deutsch".

Mary Bridget Corken-Deutsch  
Community Development Specialist