

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

**DATE:** Wednesday, March 26, 2025

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

**PLACE:** Multicultural Family Center

1157 Central Ave, Fireplace Room, Dubuque, IA 52001

Vice Chairperson Michelle Hinke called the meeting to order at 5:28 p.m. following staff assurance of compliance with Iowa Open Meeting Law.

Commissioners Present: Dean Boles, Talma Brown, Dale Campbell, Michelle Hinke, Renee Kehoe, and Gabriel Mozena.

Commissioners Absent: Julie Woodyard (excused absence).

Staff Present: Mary Bridget Corken-Deutsch and Stacey Weeber

Public Present: None

**Hinke Oath of Office:**

Commissioner Kehoe to Administer the Oath of Office to Michelle Hinke

**Certification of Minutes – February 19, 2025**

Commissioner Brown motioned to approve the Minutes for the February 19, 2025, Community Development Advisory Commission Meeting. Commissioner Kehoe seconded. Motion carried 6-0.

**Correspondence/Public Input**

There was no public input.

**Old Business**

a. None

**New Business**

a. **Hold Public Hearing for Final Consolidated Plan and FY26 Pre-Allocation Annual Action Plan**

Corken-Deutsch requested the Community Development Advisory Commission hold a public hearing on March 26, 2025, at 5:30pm for the FY2026-FY2030 Final Consolidated Plan and FY26 Pre-Allocation Annual Action Plan. Motion by Commissioner Mozena to open the public hearing for Final Consolidated Plan and FY26 Pre-Allocation Annual Action Plan. Seconded by Commissioner Kehoe. Motion carried 6-0.

Vice Chair Hinke asked if there were any public comments. No public present to comment.

Corken-Deutsch reported there were no public comments received during the 30-day public comment period prior to the public hearing.

Corken-Deutsch provided a power point presentation of the Final Consolidated Plan and Annual Action Plan. Some of the comments received from the Commission regarding the plan include the following:

- Commissioner Boles asked what the latest date the plan can be submitted?
  - Corken-Deutsch stated August 16, 2025. The City Council must first adopt the plan and then staff must submit the plan to Housing and Urban Development by August 16, 2025.
- Commissioner Boles commented on the HUD housing problem chart, specifically the percentage of total households.
  - Corken-Deutsch stated HUD provides us with the definitions of Housing Problems and she will show a comparative to last 5 year plan at the next CDAC meeting.

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- Commissioner Boles added it is hard to support multiple projects with limited funds.
  - Corken-Deutsch stated the Consolidated Plan focuses on housing activities, specifically rehabbing homes at a more rapid pace, adding specialized rehab programs such as roof replacement and accessibility improvements.
- Commissioner Mozena asked if there was any direction from the Federal Government regarding Community Development Block Grant funds.
  - Corken-Deutsch stated that CDBG was in the Continuing Resolution passed on March 15, 2024.
- Commissioner Mozena and Commissioner Campbell asked why mobile homes were included in the plan.
  - Corken-Deutsch stated per CDP notice, CDBG funds can now be used to rehab mobile homes, also known as manufactured homes. The activity of manufactured home rehab and reconstruction is not written into the FY26 Annual Action Plan but is included in the 5-year plan. There was conversation from commissioners about mobile homes depreciating in value, however, commissioners supported the idea of using funds for rehabbing and reconstructing mobile homes for residents to remain in their home.

Motion by Commissioner Brown to close the public hearing for Final Consolidated Plan and FY26 Pre-Allocation Annual Action Plan. Seconded by Commissioner Mozena. Motion carried 6-0.

Motion by Commissioner Mozena to approve the public hearing for the current Draft Consolidated Plan and FY26 Pre-Allocation Annual Action Plan and recommend staff only make required adjustments per HUD up to the date the City Council adopts the final Consolidated Plan and Annual Action Plan. Seconded by Commissioner Campbell. Motion carried 6-0.

**b. Hold Public Hearing for FY25 Annual Action Plan Amendment #2**

Corken-Deutsch provided a memo requesting the Community Development Advisory hold a public hearing on March 26, 2025, at 5:30pm for the attached proposed changes to the FY2025 Annual Action Plan Amendment #2. Motion by Commissioner Kehoe to open the public hearing for FY25 Annual Action Plan Amendment #2. Seconded by Commissioner Brown. Motion carried 6-0.

No public present to comment.

Motion by Commissioner Brown to close the public hearing for FY25 Annual Action Plan Amendment #2. Seconded by Commissioner Kehoe. Motion carried 6-0.

Motion by Commissioner Boles to approve the public hearing for FY25 Annual Action Plan Amendment #2 and recommend City Council adopt the FY25 Annual Action Plan Amendment #2. Seconded by Commissioner Campbell. Motion carried 6-0.

**c. CDBG Revolving Application – ZTM Sober Living**

Corken-Deutsch provided a packet with ZTM Sober Living Application, Amenities and Services Provided, and ZTM Sober Living Budget/Operating expenses. Commissioners discussed application materials, non-profit status, and CDBG funds for acquisition.

Motion by Commissioner Boles to approve CDBG support from ZTM Sober Living in the amount of \$26,000.00 for Acquisition of Real Property. Seconded by Commissioner Mozena. Motion carried 6-0.

**Reports**

**a. Housing Commission**

No meeting minutes provided. Kehoe is on the Housing Commission and had no further updates.

**b. Resilient Community Advisory Commission**

Boles is no longer on the commission. No meeting minutes provided.

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**c. Equity and Human Rights Commission**

Corken-Deutsch referenced the meeting minutes in the packet.

**Information Sharing**

**a) Budget Hearing Schedule**

Corken-Deutsch provided the date of April 3rd, 2025 at 6:30 p.m. held in the City Council Chambers, also available online to watch virtually.

**Adjournment**

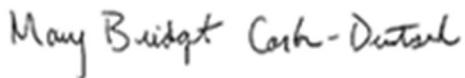
There being no further business to come before the Commission, Commissioner Kehoe moved to adjourn the meeting. Commissioner Brown seconded. Motion passed by voice vote. Meeting adjourned at 7:05 p.m.

Minutes taken by:



Stacey Weeber  
Housing Financial Specialist

Respectfully Submitted:



Mary Bridget Corken-Deutsch  
Community Development Specialist