

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

**DATE:** Wednesday, May 21, 2025

**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 Julie Woodyard called the meeting to order at 5:30 p.m. following staff assurance of compliance with Iowa Open Meeting Law.

Commissioners Present: Dean Boles, Michelle Hinke, Renee Kehoe and Julie Woodyard

Commissioners Absent: Gabriel Mozena (excused absence), Talma Brown (excused absence), and Dale Campbell (excused absence)

Staff Present: Mary Bridget Corken-Deutsch and Stacey Weeber

Public Present: None

**Certification of Minutes – April 16, 2025**

Commissioner Boles motioned to approve the Minutes for the April 16, 2025, Community Development Advisory Commission Meeting. Commissioner Hinke seconded. Motion carried 4-0.

**Correspondence/Public Input**

There was no public input.

**Old Business**

**a. Homeowner Rehab Program and Accessibility Program Loan Terms follow up**

Corken-Deutsch presented a power point presentation on the Community Development Programs. The items discussed were Homeowner Rehab & Accessibility Program, Loan Term Follow-Up, and Supporting safe, affordable housing for residents. The commission was pleased with the presentation and complimented it.

**b. Board and Commission Successes and Initiatives**

Corken-Deutsch provided a document from CDAC's Board and Commission Successes/Initiatives that was submitted to City Council Goal Setting Session.

**New Business**

**a) Hold Public Hearing for Amended FY25 Amended Citizen Participation Plan**

Corken-Deutsch provided a memo requesting the Community Development Advisory Commission hold a public hearing on May 21, 2025, at 5:30pm for the FY25 Amended Citizen Participation Plan for the use of Community Development Block Grant funds. Motion by Commissioner Hinke to open the public hearing for FY25 Amended Citizen Participation Plan. Seconded by Commissioner Boles. Motion carried 4-0.

Motion by Commissioner Kehoe to close the public hearing for FY25 Amended Citizen Participation Plan. Seconded by Commissioner Hinke. Motion carried 4-0.

Motion by Commissioner Kehoe to approve the public hearing for FY25 Amended Citizen Participation Plan and recommend City Council adopt the FY25 Amended Citizen Participation Plan. Seconded by Commissioner Hinke. Motion carried 4-0.

**b) FY25 Annual Action Plan Non-Substantial Amendment #3**

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Corken-Deutsch provided a memo on the FY2025 Annual Action Plan Non-Substantial Amendment #3 is being amended to reflect the reallocated funding of \$26,000 from the Revolving Application Fund to the ZTM Sober Living. The total allocation for ZTM Sober Living in our FY2025 Annual Action Plan Non-Substantial Amendment #3 is \$26,000. Motion by Commissioner Kehoe to approve the FY25 Annual Action Plan Non-Substantial Amendment #3 Non-Substantial Amendment. Seconded by Commissioner Boles. Motion carried 4-0.

**c) Scheduling CDAC Upcoming Meetings; Review FY26 Meeting Schedule**

Corken-Deutsch provided a memo for FY26 CDAC meeting schedule. Motion by Commissioner Hinke to approve FY26 Meeting Schedule as presented. Seconded by Commissioner Kehoe. Motion carried 4-0.

**Reports**

**b. Housing Commission**

No reports were available. Kehoe said the next meeting is in June.

**c. Resilient Community Advisory Commission**

The meeting minutes were included in the packet for reference

**d. Equity and Human Rights Commission**

No reports were available.

**Information Sharing**

**a) FY26 Annual Action Plan Actual Allocation**

Corken-Deutsch provided a letter from HUD to Mayor Cavanagh announcing this jurisdiction will receive \$1,037,080.00 for Community Development Block Grant funds.

**b.) FY26 Purchase of Service Timeline**

Corken-Deutsch provided an updated timeline for the FY26 Purchase of Service applications, reviewers, scoring and recommendations for funding.

**c.) CDBG Consolidated Plan Goals and Priorities Info Sheet**

Corken-Deutsch provided an information sheet in the packet for 2026-2030 Consolidated Plan Goals and Priorities. The commission applauded Corken-Deutsch on the plan.

**Adjournment**

There being no further business to come before the Commission, Commissioner Boles moved to adjourn the meeting. Commissioner Hinke seconded. Motion passed by voice vote. Meeting adjourned at 6:42 p.m.

Minutes taken by:



Stacey Weeber  
Housing Financial Specialist

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Respectfully Submitted:

*Mary Bridget Corken-Deutsch*

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Community Development Specialist