

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

**DATE:** Wednesday, September 3, 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 5:31 p.m. following staff assurance of compliance with Iowa Open Meeting Law.

Commissioners Present: Dean Boles, Talma Brown, Michelle Hinke (virtual), Renee Kehoe (virtual), Gabriel Mozena (virtual) and Julie Woodyard.

Commissioners Absent: Dale Campbell (excused absence).

Staff Present: Mary Bridget Corken-Deutsch and Stacey Weeber

Public Present: None

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

Commissioner Brown motioned to approve the Minutes for the July 16, 2025, Community Development Advisory Commission Meeting. Commissioner Mozena seconded. Motion carried 5-0. *Commissioner Boles abstained.*

**Correspondence/Public Input**

There was no public input.

**Old Business**

None

**New Business**

**a. Review and Update By-Laws**

Corken-Deutsch provided a memo; the proposed Amendment includes changes to the Section 2 Powers and Duties of Chairperson. Commissioner Boles asked if the chairperson must sign the meeting minutes. Corken-Deutsch will verify with the city clerk and provide an answer to the Commission prior to sending the Amendment to the Commission in writing. The Community Development Specialist will ensure the Amendment will be in writing to CDAC members on September 30, 2025, 15 prior to next meeting on October 15, 2025.

Motion by Commissioner Boles to approve Proposed Amendment 1 Proposed on September 3, 2025, as part of the CDAC By-Laws and officially approve the Amended CDAC By-Laws during October 15, 2025 CDAC meeting. Seconded by Commissioner Brown. Motion carried 6-0.

**b. Public Hearing for FY2025/PY2024 CAPER**

Motion by Commissioner Brown to open the public hearing for FY2025/PY2024 Consolidated Annual Performance and Evaluation Report (CAPER). Seconded by Commissioner Boles. Motion carried 6-0.

Chair Woodyard inquired if there were any public comments. There were no public present to comment, and no public comments were received prior to the public hearing. Corken-Deutsch provided a quick slide presentation summary of last year's CAPER funding distributions. The CAPER was prepared from data supplied by various City departments,

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organizations, and agencies who utilized CDBG funds over the twelve-month period ending June 30, 2025.

Motion by Commissioner Brown to close the public hearing for FY2025/PY2024 CAPER. Seconded by Commissioner Mozena. Motion carried 6-0.

Motion by Commissioner Boles to approve the public hearing for FY2025/PY2024 CAPER. Seconded by Commissioner Kehoe. Motion carried 6-0.

**c. Public Hearing for FY2026 Annual Action Plan Amendment 1**

Motion by Commissioner Boles to open the public hearing for FY2026 Annual Action Plan Amendment 1. Seconded by Commissioner Brown. Motion carried 6-0.

Chair Woodyard inquired if there were any public comments. There were no public present to comment, and no public comments were received prior to the public hearing. Corken-Deutsch provided a memo for FY2026 Annual Action Plan Amendment 1 that explained carryover funds from projects that were completed in FY25 and have remaining, unexpended funds will be reallocated to our CDBG Revolving Application Fund. The Amendment also includes carryover funds from projects that were not completed FY25 and will be completed in FY26.

Motion by Commissioner Hinke to close the public hearing for FY2026 Annual Action Plan Amendment 1. Seconded by Commissioner Kehoe. Motion carried 6-0.

Motion by Commissioner Hinke to approve the public hearing for FY2026 Annual Action Plan Amendment 1. Seconded by Commissioner Brown. Motion carried 6-0.

**Reports**

**a. Housing Commission**

The meeting minutes were included in the packet for reference.

**b. Resilient Community Advisory Commission**

The meeting minutes were included in the packet for reference.

**c. Human Rights Commission**

The meeting minutes were included in the packet for reference.

**Information Sharing**

**a. Accessibility High-Cost Unit Memo**

Maddy Haverland, Urban Development & Housing Rehabilitation Project Manager, provided a memo regarding a project's total costs of \$10,261.00 exceeded the \$10,000.00 threshold set by CDAC for Accessibility Improvements.

**b. Annual Picnic**

Tuesday, September 9, 2025, 6:00-8:00 p.m. – Boards and Commissions Annual Picnic

**Adjournment**

There being no further business to come before the Commission, Commissioner Brown moved to adjourn the meeting. Commissioner Boles seconded. Motion passed by voice vote. Meeting adjourned at 6:43 p.m.

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Minutes taken by:

*Stacey Weeber*

Stacey Weeber  
Housing Financial Specialist

Respectfully Submitted:

*Mary Bridget Corken-Deutsch*

Mary Bridget Corken-Deutsch  
Community Development Specialist