

# APPROVED MINUTES OF COMMUNITY DEVELOPMENT ADVISORY COMMISSION MEETING

**DATE:** November 30, 2011  
**TIME:** 5:30 p.m.  
**PLACE:** Housing & Community Development Department  
Historic Federal Building  
350 W. 6<sup>th</sup> Street, Dubuque, Iowa 52001

Chairperson Stubben called the meeting to order at approximately 5:30 p.m., following staff assurance of compliance with Iowa Open Meeting Law.

<b>Commissioners Present:</b>	Theresa Caldwell Hilary Stubben	Paula Maloy, SVM Tom Wainwright	Ann Michalski Ricardo Woods
<b>Commissioners Absent:</b>	Peter Koshakji	David Shaw	
<b>Staff Present:</b>	Aggie Tauke Kris Neyen	David Harris Jerelyn O'Connor	Lisa Barton Jane Glennon
<b>Public Present:</b>	Terri Wainwright		

## Certification of Minutes – 19 October, 2011

Commissioner Michalski motioned to approve the October 19, 2011 minutes. Commissioner Maloy seconded. Commissioner Woods abstained. All others present in favor. Motion passed.

## Correspondence / Public Input

None

## Old Business

None

## New Business

### **Public Hearing on the Proposed Amendment to FY2011 & FY2012 Annual Action Plans**

Commissioner Michalski motioned to open the public hearing. Commissioner Maloy seconded. All present in favor. Motion passed.

Aggie Tauke reviewed the proposed amendment reallocating remaining FY11 Community Development Block Grant (CDBG) and Homelessness Prevention and Rapid Re-Housing Program (HPRP) funds into FY2012 Annual Action Plan activities. The program amendment would carry over activity balances except it would decrease the First Time Homebuyer Program and increase Homeowner Rehab Program by \$100 000 based on the need for additional funding for homeowner rehab projects in the Washington Neighborhood. The amendment will also move and reallocate the remaining \$146 587 for the Homelessness Prevention and Rapid Re-Housing Program (HPRP) from FY2011 into the FY2012 Plan and amend the overall HPRP budget to reflect anticipated fiscal year expenditures. All funds for the HPRP grant must be expended by July 14, 2012.

Following discussion, Commissioner Michalski motioned to close the public hearing. Commissioner Maloy seconded. All present in favor.

Commissioner Michalski motioned to approve the Amendment to the FY2011 & FY2012 Annual Action Plans and submit to the City Council for review and approval. Commissioner Wainwright seconded. All present in favor. Motion passed.

### **FY2013 CDBG Annual Action Plan**

Aggie Tauke distributed and reviewed a summary of the proposed FY2013 Annual Action Plan. She noted the proposed plan is \$25,385 less than FY2012, due to reduced program income. Aggie stated Congress is currently discussing possible reductions in the CDBG allocation so the proposed estimated funding may be reduced, which could require an amendment to the FY2013 Plan. The proposed Plan would reduce funding for the First Time Home Buyer and Homeowner Rehab programs, Housing Rehab Staff and City Planning. Aggie requested the Commission set a public hearing for December 14 for citizen input.

Following discussion, Commissioner Maloy motioned to set a public hearing on the FY2013 CDBG Annual Action Plan for Wednesday, December 14, in the Housing Conference Room, 350 West 6<sup>th</sup> Street, Suite 312, Historic Federal Building. Commissioner Caldwell seconded. Roll call. All present in favor. Motion passed.

### **Section 3 Plan**

Aggie Tauke reviewed the proposed Section 3 Plan. She stated the HUD regulations require that when CDBG and other HUD funded projects that receive over \$200,000 in federal assistance and have a total contracted cost that exceeds \$100,000, hiring and contractor preference must be given to low- and very low-income persons or businesses. The Plan would require that contractors and subcontractors performing housing rehabilitation, housing construction, or other public construction projects must comply and submit required reports to the City. Although the City has complied with Section 3 in the past, HUD now requires a more formalized process.

Following discussion, Commissioner Woods motioned to approve the revised Section 3 Plan and forward to the City Council. Commissioner Michalski seconded. Roll call. All present in favor. Motion passed.

### **Information Sharing**

Aggie Tauke reviewed a letter from Council Member Karla Braig to the Council regarding the budget process for Purchase of Services. Commissioner Michalski reviewed the history of past Council funding and expressed concern with future CDBG funding of public services. Discussion followed. The Commission requested notification if the item will be on the next Council meeting.

David Harris shared a report on the Washington: *Revitalize!* Neighborhood Revitalization Strategy.

Chairperson Stubben announced she will not be re-applying for the Commission when her term expires in February 2012 due to other community involvement opportunities.

Commissioner Michalski announced she will not be reapplying when her term expires in 2014.

**Adjournment**

There being no further business to come before the Commission, Commissioner Maloy moved to adjourn. Commissioner Michalski seconded. Motion passed by voice vote. Meeting was adjourned at approximately 6:22 p.m.

Minutes taken by:



Jane Glennon  
Rehabilitation Programs Secretary

Respectfully submitted by:



Aggie Tauke  
Community Development Specialist