

# UNAPPROVED MINUTES OF COMMUNITY DEVELOPMENT ADVISORY COMMISSION MEETING

**DATE:** February 15, 2012  
**TIME:** 5:30 p.m.  
**PLACE:** Housing & Community Development Department  
Historic Federal Building  
350 W. 6<sup>th</sup> Street, Dubuque, Iowa 52001

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

<b>Commissioners Present:</b>	Theresa Caldwell Adam Rathje	Paula Maloy, SVM David Shaw	Ann Michalski Tom Wainwright
<b>Commissioners Absent:</b>	Peter Koshakji Ricardo Woods	Abbey Smith	Hilary Stubben
<b>Staff Present:</b>	Aggie Tauke Jane Glennon	David Harris Kris Neyen	Jerelyn O'Connor
<b>Public Present:</b>	Marilyn Althoff, Hills and Dales		

## Welcome New Commission Members

Commissioner Michalski welcomed new Commissioner Adam Rathje. Adam has lived in Dubuque for the past five years having graduated May 2011 from Loras College. He works at Heartland Financial as a Management Trainee in the operations area.

Commissioner Smith's schedule did not permit attendance at this meeting.

## Certification of Minutes – 14 December, 2011

After clarification that the Purchase of Service competitive application process will possibly include CDBG and general funds for Fiscal Year 2014, Commissioner Wainwright motioned to approve the January 11, 2012 Commission meeting minutes. Commissioner Caldwell seconded. All others present in favor. Motion passed.

## Correspondence / Public Input

Marilyn Althoff, Executive Director for Hills and Dales expressed appreciation for past support of the Hills and Dales Lifetime Center for seniors.

## Old Business

None

## New Business

### Election of Officers

Staff Aggie Tauke noted that Commissioner Stubben's expired term created a Chairperson vacancy and the by-laws state "a replacement shall be elected at the next regular meeting to serve the unexpired term of the vacated office." Commissioner Caldwell nominated Commissioner Michalski as Chairperson. Commissioner Maloy seconded. Roll call. All present in favor. Motion passed.

Commissioner Wainwright nominated Commissioner Maloy as Vice Chairperson. Commissioner Caldwell seconded. Roll call. All present in favor. Motion passed.

**Public Hearing Revised FY 2013 CDBG Annual Action Plan**

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

Staff Aggie Tauke reviewed with the Commission the final HUD allocation of \$928,372, a 17.62% reduction from FY12. Aggie reviewed the activity reductions and stated the Commission's recommendation will be forwarded to the Council for the February 29 public hearing.

Following discussion, Commissioner Shaw motioned to close the public hearing. Commissioner Caldwell seconded. Roll call. All present in favor. Motion passed.

Commissioner Maloy motioned to approve the FY2013 CDBG Revised Annual Action Plan and forward to the City Council. Commissioner Shaw seconded. Roll call. All present in favor. Motion passed.

**Information Sharing**

Commissioner Michalski praised the current progress on the Purchase of Services grant funding process. It is currently proposed that applicants be required to attend a training session prior to completing the application. The subcommittee plans to present the proposed application process to the Commission at the April meeting, with submittal to the City Council in May.

The Commission voiced concern about some CDBG programs being moved to specific departments for funding, thereby not being included in the purchase of services application process.

Commissioner Michalski administered the Oath of Office to Commissioner Wainwright and Rathje.

**Adjournment**

There being no further business to come before the Commission, Commissioner Caldwell moved to adjourn. Commissioner Maloy seconded. Motion passed by voice vote. Meeting was adjourned at approximately 5:55 p.m.

Minutes taken by:



Jane Glennon  
Rehabilitation Programs Secretary

Respectfully submitted by:



Aggie Tauke  
Community Development Specialist