

COMMUNITY DEVELOPMENT ADVISORY COMMISSION MEETING

UNAPPROVED MINUTES

DATE: Wednesday, January 21, 2014

TIME: 5:30 p.m.

PLACE: Housing and Community Development Department
350 W. 6th Street, Suite 312, Dubuque IA 52001

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

Commissioners Present: Janice Craddieth Tom Wainwright
Theresa Caldwell Michelle Hinke
Rob Blok

Commissioners Absent: Ricardo Woods, Angela Kelley, Sister Paula Maloy

Staff Present: Brenda Henry Erica Haugen Alvin Nash
Kris Neyen

Public Present:

Certification of Minutes:

Commissioner Wainwright moved to approve the December 10, 2014 Commission meeting minutes. Commissioner Craddieth seconded. Roll call. All present in favor. Motion passed.

Correspondence / Public Input

None

Old Business

Discussion was had concerning any memorial ideas for former Commissioner Michalski. Alvin shared some ideas he was going to research and present to the Commission at the next meeting. He suggested that any other ideas had by any Commissioners to please contact him so he could research them as well to determine the best idea to move forward with.

New Business

1. Public Hearing for FY 2016 Annual Action Plan

Commissioner Blok motioned to open the meeting to the public. Commissioner Hinke seconded. All present in favor. Meeting was opened to the public. As no public was in attendance, Commissioner Hinke motioned to close the public hearing. Commissioner Craddieth seconded. All present in favor. Public hearing was closed.

Erica Haugen reviewed the tentative Annual Action Plan for 2016 that has been prepared. Entitlement allocations are expected to be announced before

February 14th, 2015. In summary, for Housing Programs \$697,000 is proposed, Neighborhood and Community Development Programs just over \$222,000, Administrative Totals are \$247,000, Contingency \$80,000. The biggest change is in the Housing Code Enforcement. The City is increasing rental licensing and inspection fees to cover more costs associated with Code Enforcement and reduce CDBG expenditures for enforcement freeing up funds for other housing services. Funding was allocated to Rental Rehabilitation with a focus on rehab for units occupied by persons earning at or below 50% AMI. Motion to recommend the Plan as is presented and forward to City Council was made by Commissioner Blok. Seconded by Commissioner Craddieth. All present in favor.

2. Set Public Hearing on FY 2016-2020 Consolidated Plan (30 day Comment Period), Public Hearing on Analysis of Impediments, and Public Hearing on FY16 Action Plan – February 4, 2015. Motion by Commissioner Hinke. Seconded by Commissioner Blok. All present in favor.
3. Set Public Hearing for review of 2016-2020 Consolidated Plan and Analysis of Impediments – March 18, 2015. Commissioner Craddieth motioned, Commissioner Hinke seconded. All present in favor.
4. National Community Development Week – April 6-11
 - a. Select Activities – Suggestions for activities include possibly Infographics showing the effects of CDBG in our community, make up “Proudly Funded by CDBG” stickers and provide to the funded organizations, do a Proclamation.
5. Purchase of Services Grant
 - a. Intent to Apply Application – Erica Haugen provided the Commission with the Intent to Apply Application. The purpose of this form is to essentially figure out how much in funding applicants would be applying for so once the Intent Applications are tallied, we can have a better idea of how much actual funds we would need for distribution or to determine how much of an award each recipient may be able to receive. Any award recipients would be required to provide quarterly reports to ensure they are meeting the needs and requirements of the grant.

Reports

Housing Commission Report – Commissioner Woods was not in attendance so there was no report to share.

Neighborhood Development – Jerelyn O'Connor was not in attendance so there was no report to share.

Housing & Community Development Reports

1. Budget Hearing February 10, 2015 – Public Hearing for Annual Action Plan.
2. Kris Neyen reported on the projects happening in Rehab. Council has recently approved the acquisition of 396 W. Locust for rehabilitation. Council also approved transfer of title for 1598 Washington and the purchase of 1513 Washington. The owner of 2056 Washington has signed a Quit Claim Deed signing that property over to the City.

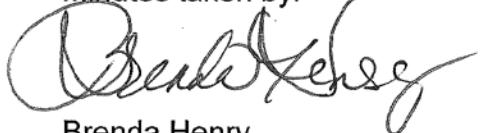
Additional Information -

None

Adjournment

There being no further business to come before the Commission, Commissioner Wainwright moved to adjourn. Commissioner Craddieth seconded. Meeting was adjourned at approximately 6:20 p.m.

Minutes taken by:



Brenda Henry
Rehabilitation Programs Secretary

Respectfully submitted by:



Erica Haugen
Community Development Specialist