

## COMMUNITY DEVELOPMENT ADVISORY COMMISSION MEETING UNAPPROVED MINUTES

**DATE:** Wednesday, October 21, 2015  
**TIME:** 5:30 p.m.  
**PLACE:** Housing and Community Development Department  
350 W. 6<sup>th</sup> Street, Conference Room – 3<sup>rd</sup> Floor, Dubuque IA 52001

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

**Commissioners Present:** Rob Blok (by phone)      Rev. Lindsay James  
Theresa Caldwell      Sr. Paula Maloy  
Michelle Hinke      Tom Wainwright

**Commissioners Absent:** Janice Craddieth

**Staff Present:** Erica Haugen      Jerelyn O'Connor  
Kris Neyen      Lisa Barton

**Public Present:** Michelle Michalakakis

### Certification of Minutes

Commissioner Caldwell motioned to approve the September 16, 2015 Commission meeting minutes. Commissioner Wainwright seconded. Roll call. All present in favor. Motion passed.

### Correspondence / Public Input

None

### Old Business

#### **National Disaster Resiliency Grant Application Update**

Erica Haugen, Community Development Specialist, informed the Commission the U.S. Department of Housing and Urban Development National Disaster Resiliency Application for the State of Iowa and is now available for public review/comment. The State plans to submit the application October 22<sup>nd</sup>.

### New Business

#### **1. Request for Funding Salvia House Elevator**

Commissioner Hinke introduced Michelle Mihalakis, Executive Director/Founder of Salvia Apartments, to speak about the funding request for Salvia House Elevator. Michelle explained that the request is for financial assistance to install an elevator in Salvia Apartments located at 2160 Elm Street. There are currently 6 units on the first floor and 12 units on the second floor. The only access to the second floor is by stairway. Michelle stated that she needs full occupancy to remain financially

sustainable, and to do so, an elevator is necessary as the population is aging and accessibility is becoming a necessity.

Commissioner Blok asked Michelle how the amount of \$57,667 to fund the project was determined. Michelle explained that the amount was based on bids received from Nu-Trend Accessibility Systems, Miner Plumbing, and Biechler Electric.

Commissioner Blok motioned to approve the request for funding Salvia House Elevator. Commissioner Maloy seconded. Roll call. All present in favor. Motion passed.

## **2. FY2016 CDBG Annual Action Plan Amendment 2 – Set Public Hearing for**

Erica Haugen requested that the commission set a public hearing on November 18, 2015 for FY2016 Annual Action Plan, Amendment 2, for the CDBG program. Erica explained that Amendment 2 will amend the FY2015 and FY2016 Annual Action Plans by reallocating funds from the Prior FY2015 Annual Plan into the FY2016 Annual plan and reprogramming funds for existing and new projects.

Erica reported that the funds would be used to fund the elevator for the Salvia House; support the application for the National Disaster Resiliency Competition (NDRC); match for the lead program; and to fund micro-lending to stimulate businesses and economic development for low-and-moderate income persons wishing to start their own businesses.

Commissioner Caldwell had questions on the micro-lending plan to stimulate businesses and economic development. Commissioner Maloy requested Maurice Jones, Economic Development Director, provide the commission a brief presentation on this topic at the next meeting.

Commissioner Caldwell motioned to set public hearing for November 18, 2015 for FY2016 Annual Action Plan, Amendment 2, for the CDBG program. Seconded by Commissioner Maloy. Roll call. All present in favor. Motion passed.

## **3. FY2017 CDBG Annual Action Planning Process**

Erica Haugen reported that the City of Dubuque has begun the process for the new FY2017 CDBG Annual Action Plan for the use of CDBG funds with the preparation of the City Budget.

Staff Haugen explained that we won't receive the actual entitlement award for FY2017 until the spring. Accordingly, the FY2017 Plan will be based upon estimates from FY2016 award amount and estimated program income expected to be received in FY2017 along with a small contingency in case the amount of the actual entitlement is less than anticipated. Staff Haugen stated that the plan needs to support the 5-year consolidated plan.



Staff Haugen informed the commissioners that at November's meeting, which due to the Thanksgiving Holiday will be scheduled for Wednesday, November 18, 2015, the commission will review a final version of the FY2017 CDBG Annual Action Plan and set a public hearing for December 2015.

### **Reports**

**Housing Commission Report** - No reports from the Housing Commission.

**Neighborhood Development** - Jerelyn O'Connor, Neighborhood Development Specialist, presented a copy of a memo on Enhanced Neighborhood Support from City Manager, Mike Van Milligen and an Overview Summary. Enhanced neighborhood support is a special effort by the City of Dubuque to address common neighborhood problems such as crime, nuisances, and problem properties with the overall goal of improving neighborhood resiliency. Staff O'Connor reported that one of the enhancements will include installing 320 new LED lights and converting 45 existing lights to LED in CDBG target areas and Downtown Urban Renewal District. Staff O'Connor reported there was a work session held on Monday night regarding Enhanced Neighborhood Support and encouraged commissioners to watch the session on the City's website.

A second handout was distributed regarding an upcoming Tenant Education Program scheduled to be held at the Multicultural Family Center on Thursday, November 12 from 6:00-7:30 p.m. The program is geared to help tenants understand what their rights are and the legal expectations of their landlords.

**Housing & Community Development Reports** - Kris Neyen, Rehabilitation Programs Supervisor, presented a Rehabilitation Department Monthly Report to commissioners regarding program updates on City owned properties.

Staff Neyen reported that Mike Van Milligen recently added a 21-year covenant to be attached to each City-owned property abstract stating that the home must remain single family, owner-occupied for 21 years.

Staff Neyen reported that she and Teresa Bassler, Assisted Housing Supervisor, sent out a mailing to Assisted Housing participants regarding homeownership. The letter was a marketing tool to let potential homeowners know about the enhancements to the Washington Neighborhood Homebuyer Loan Program. The program now offers \$25,000 down-payment assistance to help potential applicants become homeowners that are below the 30% median income.

### **Information Sharing**

Staff Haugen distributed a flyer for *Invitation: Intercultural Communication Training*. The City is offering two, 2.5 hour training sessions on intercultural communication to the City's boards and commission members on Tuesday, October 27, 2015 and on Tuesday, November 3, 2015 and reminded commissioners to sign-up for the training.

**Adjournment**

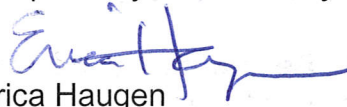
There being no further business to come before the Commission, Commissioner Caldwell motioned to adjourn. Commissioner Hinke seconded. Meeting was adjourned at approximately 6:25 p.m.

Minutes taken by:



Lisa Barton  
Rehabilitation Programs Specialist

Respectfully submitted by:



Erica Haugen  
Community Development Specialist