

## **COMMUNITY DEVELOPMENT ADVISORY COMMISSION MEETING MINUTES**

**DATE:** Wednesday, January 20, 2016

**TIME:** 5:30 p.m.

**PLACE:** Housing and Community Development Department  
350 W. 6<sup>th</sup> Street, Suite 312, Dubuque IA 52001

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

**Commissioners Present:** Rick Baumhover      Michelle Hinke  
Theresa Caldwell      Rev. Lindsay James  
Janice Craddieth      Tom Wainwright

**Commissioners Absent:** Rob Blok

**Staff Present:**      Erica Haugen      Kris Neyen  
                                 Brenda Henry      Sarah Bennett

**Public Present:**      None

### **Certification of Minutes**

Commissioner Craddieth moved to approve the November 18, 2015 Commission meeting minutes as submitted. Commissioner Wainwright seconded. Roll call. All present in favor. Motion passed.

### **Correspondence / Public Input**

Erica Haugen, Community Development Specialist, shared a public comment that was received via the online public comment portal on the City of Dubuque website.

Commissioner Caldwell moved to receive and file the correspondence from John Ward regarding the FY17 Annual Action Plan. Commissioner Craddieth seconded. Roll call. All present in favor. Motion passed.

### **Old Business**

None

### **New Business**

#### **Letter for Commissioner Paula Maloy**

Chairperson Hinke distributed a letter thanking Sr. Paula Maloy for her years of service. All Commission Members and staff signed letter.

#### **FY2016 CDBG Annual Action Plan Amendment 3 – Public Hearing**

Commissioner Baumhover moved to open the public hearing. Commissioner Caldwell seconded. Roll call. All present in favor. Motion passed.

Let the record show no public was present to speak before the Commission.

Haugen explained the amendment allocates \$150,000 to Purchase Rehab Resale housing activity and \$139,194 to Microenterprise Assistance Program for economic development activities.

Chairperson Hinke brought this item back to the table.

Commissioner Wainwright moved to approve the FY2016 CDBG Annual Action Plan Amendment 3 (Exhibit A). Commissioner Craddieh seconded. Roll call. All present in favor. Motion passed.

Commissioner Baumhover moved to close the public hearing. Commissioner James seconded. Roll call. All present in favor. Motion passed.

### **FY2017 CDBG Annual Action Plan – Public Hearing**

Commissioner Caldwell moved to open the public hearing. Commissioner Craddieh seconded. Roll call. All present in favor. Motion passed.

Let the record show no public was present to speak before the Commission.

Chairperson Hinke brought this item back to the table.

Commissioner Craddieh stated there is a need for a Senior Center located in the downtown area. Commissioner Caldwell agreed.

Commissioner Wainwright moved to recommend the FY2017 CDBG Annual Action Plan to City Council with comments regarding the senior center. Commissioner Craddieh seconded. Roll call. All present in favor. Motion passed.

Commissioner Craddieh moved to close the public hearing. Commissioner Wainwright seconded. Roll call. All present in favor. Motion passed.

### **International Property Maintenance Code**

Haugen presented information on comparing the International Property Maintenance Code (IPMC) to Dubuque's current modified Housing Quality Standards Housing Code. The IPMC is a regularly updated code that is widely used, offers regular staff training, and allows for inspector to enforce on the quality of workmanship and repair.

Commissioner Baumhover moved to recommend and accept the International Property Maintenance Code. Commissioner James seconded. Roll call. Commissioner Caldwell-nay, all others present in favor. Motion passed.

### **Purchase of Services Grant Committee – Select Members**

Haugen explained that the Purchase of Services Grant provides funding for local not for profit organizations working to meet the City's goals and priorities established by the City Council. Members of the Purchase of Service Grant Committee will meet to score, rank, and make funding recommendations for qualifying applicants for the FY 2017 budget. Commissioners Craddieh and James volunteered.

## **Set Next Meeting Date**

February's CDAC meeting is currently scheduled as an open meeting February 17, 2016. The Commission is invited to attend a dinner and the Housing Budget Presentation. If it is decided there is business that needs to be addressed, a second meeting will be scheduled on February 24, 2016. Haugen will contact the commission regarding this decision.

## **Reports**

### **Housing Commission Report**

Commissioner Baumhover reported no updates as the Housing Commission did not meet during December 2015.

### **Neighborhood Development**

Jerelyn O'Connor, Neighborhood Specialist, was not present to provide a report.

### **Housing & Community Development Reports**

Haugen and Kris Neyen, Rehabilitation Programs Supervisor went over the reports that were distributed in the packets prior to the meeting.

## **Information Sharing**

Housing Budget Presentation is February 17, 2016 at 6:30 p.m.

## **Adjournment**

There being no further business to come before the Commission, Commissioner Caldwell moved to adjourn. Commissioner Baumhover seconded. Motion passed by voice vote. Meeting was adjourned at 6:48 p.m.

Minutes taken by:



Sarah Bennett  
Recording Secretary

Respectfully submitted by:



Alvin Nash  
Department Director