

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

**DATE:** Wednesday, March 16, 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 5:32 p.m., following staff assurance of compliance with Iowa Open Meeting Law.

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

**Commissioners Absent:** None

**Staff Present:** Alvin Nash      Mary Rose Corrigan  
Erica Haugen      Sarah Bennett  
Jerelyn O'Conner

**Public Present:** Merrill Crawford  
Trish McDonald  
Cheryl Whalen  
Jenny Manders

### **Oath of Office**

Michelle Hinke- Michelle Hinke read Oath of Office.

Theresa Caldwell- Theresa Caldwell read Oath of Office.

### **Certification of Minutes**

Commissioner Caldwell moved to approve the January 20, 2016 Commission meeting minutes as submitted. Commissioner Craddieth seconded. Roll call. All present in favor. Motion passed.

### **Correspondence / Public Input**

None

### **Old Business**

None

### **New Business**

#### **Resilient Community Advisory Commission (RCAC)**

Mary Rose Corrigan, City of Dubuque Public Health Specialist, discussed the creation of a Resilient Community Advisory Commission. Corrigan provided background information, goals and priorities, and shared the projected timeline for forming the RCAC. Corrigan proceeded to ask the Commission a series of open ended questions

to gather input and opinions regarding the new commission. The Commissioners provided there support, ideas, and concerns in regards to forming another commission.

### **Neighborhood Grants**

Jerelyn O'Conner, City of Dubuque Neighborhood Development Specialist, introduced the Large Neighborhood Grant Program. She provided background information about the program, discussed the review committee, and the process it undergoes to choose finalists for the grant. O'Conner then introduced the three applicants the review committee had selected and recommended the commission reward the applicants the requested funding.

#### The Point Neighborhood Association

- Requested \$4,440 for the Point Neighborhood 2016 Communication Project.
  - o Funds will be used for printing, processing, and distributing two editions of a neighborhood-wide newsletter.

#### Historic Bluffs Neighborhood Association

- Requested \$4,490 for the Arlington Garden Project
  - o Funds will be used to create a neighborhood garden at the corner of Grove Terrace and Arlington St.
  - o An environmental review will be needed for this project, depending on the level of review required, this could cause additional cost. Erica Haugen, Community Development Specialist, is investigating this.

#### Valley View Neighborhood Association

- Requested \$1,152 for Valley View Beautification Weekend
  - o Funds will be used for neighborhood cleanup and social luncheon.

Commissioner Caldwell moved to approve the three Neighborhood Grants with the stipulation of a reasonable environmental review for the garden and to have the application period remain open for other associations. Commissioner Wainwright seconded. Roll call. All present in favor. Motion passed.

### **FY2016 CDBG Annual Action Plan Amendment 4 – Set Public Hearing for April 20, 2016**

Commissioner Baumhover moved to set the public hearing date for April 20, 2016. Commissioner Blok seconded. Roll call. All present in favor. Motion passed.

### **FY2017 CDBG Annual Action Plan – Set Public Hearing for April 20, 2016**

Commissioner Baumhover moved to set the public hearing date for April 20, 2016. Commissioner Blok seconded. Roll call. All present in favor. Motion passed

### **Reports**

#### **Housing Commission Report**

Commissioner Baumhover reported that the January Housing Commission meeting was the “best quality” meeting they have ever had, in his opinion. Some of the topics discussed were City Budget, International Property Maintenance Code, and a Safe Neighborhood crime report. The other commissioners were interested in seeing the

statistics from the crime report, and requested they get a copy. Jerelyn O'Conner, Neighborhood Development Specialist, said she would obtain a copy from the City Manager, to share with commissioners.

### **Neighborhood Development Reports**

O'Connor reported a quick recap of the Large Neighborhood Grant program, and then shared information regarding the Community Gardening Project.

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

Haugen went over the reports that were distributed in the packets prior to the meeting.

### **Information Sharing**

Commissioner Caldwell requested more information regarding the timeline of the Bee Branch Resiliency Project. Haugen informed the Commissioners that the projected time for accepting applications was July, and then proceeded to explain the process the grant would go through before any repairs could take place.

### **Adjournment**

There being no further business to come before the Commission, Commissioner Craddieh moved to adjourn. Commissioner Caldwell seconded. Motion passed by voice vote. Meeting was adjourned at 7:15 p.m.

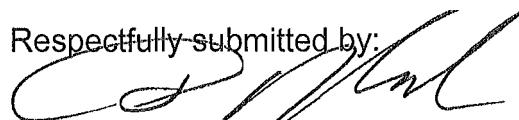
Minutes taken by:



Sarah Bennett

Recording Secretary

Respectfully submitted by:



Alvin Nash

Department Director