

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

**DATE:** Wednesday, April 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      Janice Craddieth      Tom Wainwright  
Rob Blok II      Michelle Hinke      Julie Woodyard  
Dean Boles      Rev. Lindsay James

**Commissioners Absent:** Theresa Caldwell

**Staff Present:**      Erica Haugen      Jerelyn O'Connor  
Kris Neyen      Sarah Bennett

**Public Present:**      John Hessler      Joseph Noll  
Kaitlin Kellogg

### **Oath of Office**

Dean Boles- Dean Boles read the Oath of Office.

Julie Woodyard- Julie Woodyard read the Oath of Office.

### **Certification of Minutes**

Commissioner Wainwright moved to approve the March 16, 2016 Commission meeting minutes as submitted. Commissioner Baumhover seconded. Roll call. Commissioner Woodyard-abstained, all others present in favor. Motion passed.

### **Correspondence / Public Input**

None

### **Old Business**

None

### **New Business**

#### **Neighborhood Grants**

Jerelyn O'Connor, Neighborhood Development Specialist, extended the availability of the Large Neighborhood Grant Program. Since the extension of the Grant Program (3/17-4/11) one additional application was received. O'Connor introduced to the Commission John Noll, President of the Downtown Neighborhood Association. Noll introduced the association's proposal which would provide \$5,000 in additional funding for the 2016 St. Mark's Youth Enrichment Summer Heroes Academy. Noll then explained partnering with St. Mark's would have a positive impact on the Downtown Neighborhood since they predominantly serve children living within their neighborhood.

Noll introduced Kaitlin Kellogg from St. Mark's, and John Hessler, from St. Luke's United Methodist Church. They explained the partnership the three organizations were providing for students through this program.

#### The Downtown Neighborhood Association

- Requested \$5,000 for the St. Mark's Summer Hero Academy
  - o Funds will be used to serve 150 area students in a 7 week program. This program will provide fun and engaging activities related to literacy, STEAM (Science, Technology, Engineering, Arts, Math & Music), Character building, and Health & Wellness.
  - o St. Luke's United Methodist Church congregation will be volunteering to work with students for one on one reading opportunities.

Commissioner Baumhover moved to approve the Large Neighborhood Grant to St. Marks for the Summer Heroes Academy. Commissioner Craddieth seconded. Roll call. All present in favor. Motion passed.

#### Input for City Council Goal Setting Session

Erica Haugen Community Development Specialist, provided information regarding the City Council Goal Setting Session. The City is seeking input in six areas: Economic Development, Health, Human Services, Housing, Transportation, and Safety. Haugen explained that the comments gathered from each of these topics will be used to provide input on the City Council Goals and Priorities for the next year/year and a half of planning. She provided information on how to access the topic feedback surveys and how to submit them through the City's website. The Commission provided input on the topic of Housing during the meeting. Some remarks included a need to keep the trash problem under control, satisfaction with removing/rehabilitating vacant and blighted building and creating better relationships between landlords and tenants. Survey responses and notes from the Commission's discussion were forwarded to the Community Engagement Coordinator at the Human Rights Department. All public input will be analyzed, presented to staff, City Manager, and City Council.

#### **FY2016 CDBG Annual Action Plan Amendment 4 – Public Hearing**

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

Haugen explained the amendment allocates \$2,400 to improve the lighting in Pinard Park. The park is located in a low/moderate income area and is eligible for CDBG funding.

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

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

Chairperson Hinke brought this item back to the table for discussion.

Commissioner Woodyard moved to approve the FY2016 CDBG Annual Action Plan Amendment 4. Commissioner Baumhover seconded. Roll call. All present in favor.

Motion passed.

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

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

Haugen provided the Commission a summary of the Annual Action Plan, and a narrative expanding on the year two activities of the Five Year Consolidated Plan.

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

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

Chairperson Hinke brought this item back to the table for discussion.

Commissioner Blok moved to approve the FY2017 CDBG Annual Action Plan. Commissioner Craddieh seconded. Roll call. All present in favor. Motion passed.

#### **Reports**

##### **Housing Commission Report**

Commissioner Baumhover reported that the majority of the March Housing Commission meeting was spent discussing the formation of the Resilient Community Advisory Commission. .

##### **Neighborhood Development Reports**

O'Connor provided information on various neighborhood association cleanup days. She also shared updates on the Washington Neighborhood Community Garden's Open House. The garden has had many updates including an addition of a pergola, and improved community engagement within the neighborhood.

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

Kris Neyen, Rehabilitation Programs Supervisor, provided information on the Community Days of Caring project that housing staff would be working on. She also updated the Commission on current projects and future properties that would be for sale.

##### **Information Sharing**

Commission Woodyard provide information regarding the Crescent Community Health Center Health Fair on May 26, 2016 at Steeple Square.

**Adjournment**

There being no further business to come before the Commission, Commissioner Craddieth moved to adjourn. Commissioner Baumhover seconded. Motion passed by voice vote. Meeting was adjourned at 6:54 p.m.

Minutes taken by:



Sarah Bennett  
Recording Secretary

Respectfully submitted by:



Erica Haugen  
City of Dubuque Community Development Specialist