

COMMUNITY DEVELOPMENT ADVISORY COMMISSION UNAPPROVED MEETING MINUTES

DATE: Wednesday, May 18, 2016
TIME: 5:30 p.m.
PLACE: Housing and Community Development Department
350 W. 6th 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: Rob Blok II Janice Craddieth Tom Wainwright
Dean Boles Michelle Hinke
Teresa Caldwell Rev. Lindsay James

Commissioners Absent: Rick Baumhover
Julie Woodyard

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

Public Present: None

Certification of Minutes

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

Correspondence / Public Input

None

Old Business

Commissioner Caldwell requested the memorial for Ann Michalski be added to the June meeting agenda.

New Business

Request to change meeting day from 3rd Wednesday of the month to 3rd Tuesday of the month.

Erica Haugen, Community Development Specialist, proposed to the Commission a request to change the date of the Community Development Advisory Commission (CDAC) meetings from the 3rd Wednesday to the 3rd Tuesday of the month on behalf of Alvin Nash, Housing and Community Development Director. Haugen explained the Long Range Planning Commission also holds meetings on the 3rd Wednesday at 5:30 pm. Switching the CDAC meeting date would allow staff to attend both meetings.

Commissioner Caldwell asked if this would allow Alvin Nash to attend the meetings more regularly and stated the meetings would need to continue to start at 5:30 p.m. Haugen confirmed Nash's availability and the meeting time would remain 5:30 p.m.

Commissioner Blok moved to approve the request to change the CDAC meeting dates to the 3rd Tuesday of the month. Commissioner James seconded. Roll call. All present in favor. Motion passed.

Purchase of Service Grant Applications: Receive & direct to review committee

Haugen reported eleven applications were received for the Purchase of Service Grant requesting over \$161,000.00 in funding for projects that will further the City's Goals and Priorities. The review committee will consist of Housing Director Alvin Nash, and CDAC Commissioners Craddieth, Boles, James, and Hinkey. Haugen will provide technical assistance and facilitate the review committee meeting.

Commissioner Caldwell moved to receive the applications and forward to the review committee Commissioner Blok seconded. Roll call. All present in favor. Motion passed.

Neighborhood Stabilization Project (NSP) – Set Public Hearing

Neighborhood Stabilization Project (NSP) has been providing grants to rehabilitate, resell, and redevelop homes and stabilize neighborhoods for the past several years. Kris Neyen, Rehabilitation Supervisor, stated the NSP funding had been initially received in 2009 and was anticipated to last for three years; however, a request to extend the due date until March 2017 was recently approved. Neyen explained because of the extension, the State requested we hold a Public Hearing to discuss the program's accomplishments.

Commissioner Caldwell moved to set a Public Hearing for Tuesday June 21, 2016. Commissioner Craddieth seconded. Roll call. All present in favor. Motion passed.

Reports

Housing Commission Report

Commissioner Baumhover was absent, there was nothing to report.

Housing & Community Development Reports

Neyen reported the City's Housing and Community Development Department acquired two properties located on Harold and Vernon Streets. She gave an update on future properties that will be available and suggested the Commissioners tour the homes when they were closer to completion. The Commission was in favor of touring the homes.

Information Sharing

Haugen distributed a roster of CDAC member contact information and Housing & Community Development Department Staff contact information.

Neyen shared information regarding the Circles® program and the positive experience she has had over the past six months of her involvement. She encourages members to attend a Circles meeting so they can witness the rewarding work of the Circles team.

Adjournment

There being no further business to come before the Commission, Commissioner Caldwell moved to adjourn. Commissioner Boles seconded. Motion passed by voice vote. Meeting was adjourned at 5:54 p.m.

Minutes taken by:



Sarah Bennett
Recording Secretary

Respectfully submitted by:



Erica Haugen
City of Dubuque Community Development Specialist

