

COMMUNITY DEVELOPMENT ADVISORY COMMISSION MEETING MINUTES

DATE: Tuesday, January 24, 2017
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 5:30 p.m., following staff assurance of compliance with Iowa Open Meeting Law.

Commissioners Present:	Rob Blok II Dean Boles Sara Burley	Michelle Hinke Rev. Lindsay James Tom Wainwright	Julie Woodyard
Commissioners Absent:	Rick Baumhover	Theresa Caldwell	
Staff Present:	Alvin Nash Erica Haugen Kris Neyen	Jerelyn O'Connor Sarah Bennett	
Public Present:	None		

Certification of Minutes

Commissioner Burley moved to approve the November 22, 2016 Commission meeting minutes as submitted. Commissioner Boles seconded. Roll call. All present in favor. Motion passed.

Correspondence / Public Input

None

Old Business

None

New Business

FY 2017 Annual Action Plan Amendment 1 – Public Hearing

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

Erica Haugen, CDBG/HCV Supervisor, explained the proposed amendment to the FY2017 plan. The plan allocates carry-over funds from FY 2016 in the amount of: \$563,519 for Housing Programs; \$149,970 for Economic Development Programs; \$99,970 for Neighborhood and Community Development Programs; and re-allocates \$20,000 from Purchase of Services to St. Mark Youth Enrichment, as awarded in the FY2017 Purchases of Services Grant Competition.

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

Commissioner Woodyard moved to close the public hearing. Commissioner Boles 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 FY2017 CDBG Annual Action Plan Amendment 1. Commissioner Blok seconded. Roll call. All present in favor. Motion passed.

FY 2018 Annual Action Plan – Public Hearing

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

Haugen provided the proposed FY2018 Annual Action Plan for use of the Community Development Block Grant Funds, along with a summary of the program and activities for FY2018. Haugen then discussed the guidelines and process the City uses to create each Annual Action Plan, along with any proposed amendments.

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

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

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

Commissioner Boles stated he would like to see a breakdown of the program income, and an estimate of the projected carryover from FY 2017 included in the projected FY 2018 Annual Action Plan.

Commissioner Boles moved to approve the FY2018 CDBG Annual Action Plan. Commissioner Blok seconded. Roll call. All present in favor. Motion passed.

CAPER- Reschedule Public Hearing: Tuesday March 14th, 2017

Commissioner Woodyard moved to reschedule the Public Hearing to Tuesday March 14, 2017. Commissioner Wainwright seconded. Roll call. All present in favor. Motion passed.

Application for CDBG Funding – St. Marks Youth Enrichment

Haugen announced that one application had been received for Community Development Block Grant Funds. St. Mark Youth Enrichment had applied for CDBG funds to repair their deteriorating building. The building has several damaged areas, including mortar joints and the chimney. Immediate repairs will be critical to stop further damage and to prevent increased costs if not repaired. St. Mark's qualify for this funding because of the low-moderate income population they serve.

Commissioner Woodyard moved to approve the Application for CDBG Funding. Commissioner Boles seconded. Roll call. All present in favor. Motion passed.

Review changes to Home Repair Program

Haugen introduced the proposed changes to the Home Repair Program. The Home Repair Program is funded through CDBG funds and provides long-term, 0% Interest loans to help low-mod income households do minor repairs to their properties. The current program provides up to \$5,000 loan to all households below 80% median income to be used anywhere within the City Limits. Haugen explained that the \$20/mo payment that is required for households below the 30% median income was found to be unaffordable for the qualified households. The proposed changes would modify the existing program so that households below 30% median income would receive a deferred until sale loan instead.

Commissioner Woodyard moved to approve the changes to the Home Repair Program. Commissioner Blok seconded. Roll call. All present in favor. Motion passed.

Reports

Housing Commission Report

Commissioner Baumhover was absent, but Erica Haugen discussed the Housing Commission Report. The Commission had tabled a discussion on voucher bedroom sizes for families with children, approved the submission of the FY2016 Federal FY2014 Continuum of Care Performance Report, tabled a discussion on the Ann Michalski Memorial, and approved an amendment to the City of Dubuque Administrative Plan.

Housing & Community Development Reports

Kris Neyen, Rehabilitation Programs Supervisor was not available to discuss the monthly report she provides in the packet. Haugen went over an additional handout updating the Commission on upcoming initiatives and projects the Housing Department has been involved in. These initiatives and projects include: Source of Income Working Groups, Low Income Housing Tax Credit (LIHTC) Projects, Inclusive Dubuque Housing Sector Group Goals, National Disaster Resiliency Grant, Imagine Dubuque, and the International Property Maintenance Code.

Neighborhood Development Reports

Jerelyn O'Connor, Neighborhood Development Specialist provided pamphlets regarding the Dubuque Community Police Relations Committee (DCPRC). O'Connor explained that the DCPRC is a forum for citizen input into the development and operations of the Dubuque Police Department, and that the pamphlet provides information as well as a complaint form for citizens. O'Connor also invited the Commission to the Downtown Neighborhood Association monthly meeting.

Information Sharing

Haugen invited the Commission to attend The Housing and Community Development Budget Hearing Thursday, February 16, 2017. She explained there would be a dinner provided by the City for anyone that would like to attend. Commissioners will need to

RSVP to attend the dinner.

Adjournment

There being no further business to come before the Commission, Commissioner Wainwright moved to adjourn. Commissioner Boles seconded. Motion passed by voice vote. Meeting was adjourned at 6:50 p.m.

Minutes taken by:



Sarah Bennett
Recording Secretary

Respectfully submitted by:



Erica Haugen
City of Dubuque CDBG/HCV Supervisor