

COMMUNITY DEVELOPMENT ADVISORY COMMISSION MEETING MINUTES

DATE: Tuesday, February 21, 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 5:37 p.m., following staff assurance of compliance with Iowa Open Meeting Law.

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

Oath of Office

Rob Blok II – Rob Blok II read Oath of Office

Certification of Minutes

Commissioner Boles moved to approve the January 24, 2017 Commission meeting minutes as submitted. Commissioner Wainwright seconded. Roll call. All present in favor. Motion passed.

Correspondence / Public Input

None

Old Business

None

New Business

FY 2018 Annual Action Plan Presentation

Erica Haugen, City of Dubuque CDBG/HCV Supervisor, presented the FY 2018 Annual Action Plan Presentation. This presentation was also presented to the Dubuque City Council on February 16, 2017 as part of the City's Annual Budget Hearings.

FY 2018 Annual Action Plan Amendment 2 – Set Public Hearing

Haugen asked the Commission to review and set a date for a public hearing regarding the 2018 Annual Action Plan Amendment 2. Haugen explained one of the items in this amendment would set aside funds to improve street lighting. A map was provided showing the results of a survey the City of Dubuque Engineering Dept. had found regarding areas with the highest need for street lighting. Haugen stated the amendment would need to be reviewed 30 days before the actual public hearing. Haugen stated

she would be able to provide that information in March.

Commissioner Caldwell moved to set the public hearing for April 18, 2017. Commissioner Blok seconded. Roll call. All present in favor. Motion passed.

Neighborhood Grant Review Committee Volunteers

Haugen announced that the Large Neighborhood Grant program was ready to start reviewing applications. This Program provides grants of up to \$5,000 for neighborhood improvement projects in low/moderate income neighborhoods. Haugen asked for 1-2 Volunteers to review the Large Neighborhood Grants and make recommendations to the Commission, which will then make final recommendations to the Neighborhood Development Specialist at the March CDAC Meeting.

Commissioner Boles, and Commissioner Wainwright volunteered for the Neighborhood Grant Review Committee.

Purchase of Service Grant Review Committee Volunteers

Haugen announced the Purchase of Service Grants will become available for competition in April and due in early June, 2017. The Community Development Advisory Commission reviews, ranks, and makes funding recommendations to City Council. Haugen is requesting 1-4 volunteers to for the Purchase of Service Grant Review Committee.

Commissioner Blok, Commissioner Burley, and Chairperson Hinke volunteered for the Purchase of Service Grant Review Committee.

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

Commissioner Caldwell moved to reschedule the Public Hearing to Tuesday March 21, 2017. Commissioner Boles seconded. Roll call. All present in favor. Motion passed.

Reports

Housing Commission Report

Erica Haugen discussed the Housing Commission Report. The Commission had a discussion on voucher bedroom sizes for families with children. The Commission had also been discussing a memorial for the late Ann Michalski, and were working towards the approval of naming the Housing and Community Development Department conference room after her.

Housing & Community Development Reports

Kris Neyen, Rehabilitation Programs Supervisor was absent, but the commission was provided a written report.

Neighborhood Development Reports

Jerelyn O'Connor, Neighborhood Development Specialist was absent, there was nothing to report.

Information Sharing

None

Adjournment

There being no further business to come before the Commission, Commissioner Blok moved to adjourn. Commissioner Caldwell seconded. Motion passed by voice vote. Meeting was adjourned at 6:31 p.m.

Minutes taken by:



Sarah Bennett
Recording Secretary

Respectfully submitted by:



Erica Haugen
City of Dubuque CDBG/HCV Supervisor

