

# COMMUNITY DEVELOPMENT ADVISORY COMMISSION MEETING MINUTES

**DATE:** Tuesday, March 21, 2017  
**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 Sara Burley Julie Woodyard (5:38)  
Rob Blok II Michelle Hinke  
Dean Boles Tom Wainwright

**Commissioners Absent:** Rev. Lindsay James      Theresa Caldwell

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

**Public Present:** Dawn Cogan  
Joseph Noel  
Jennifer Manders

## Certification of Minutes

Commissioner Baumhover moved to approve the February 21, 2017 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

## Large Neighborhood Grant Applications

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'Connor introduced to the Commission John Noll, President of the Downtown Neighborhood Association. Noll introduced the association's proposal which would provide additional funding for the 2017 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 Dawn Cogan from St. Mark's. Cogan explained that the 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'Conner then introduced Jenifer Manders, President of the Valley View Neighborhood Association. Manders explained they were requesting funds for a neighborhood cleanup project. The funds would go towards dumpster rental, lawn care items, and supplies for the luncheon that is held after the cleanup is completed.

Commissioner Woodyard moved to approve the grant applications, and to keep the applications open. Commissioner Blok seconded. Roll call. All present in favor. Motion passed.

### **CAPER- Reschedule Public Hearing: Tuesday April 18th, 2017**

Commissioner Baumhover moved to table the Public Hearing to Tuesday April 18, 2017. Commissioner Boles seconded. Roll call. All present in favor. Motion passed

### **Microeconomic Lending Program**

Haugen provided the Commission a draft of the Microeconomic Lending Program. This program is designed to stimulate economic growth and create jobs that will improve the living conditions of residents in the community. The program provides affordable, non-conventional financing to eligible businesses and development projects that are not able to receive funding elsewhere. The Microeconomic Lending Program will be administered by the City's Economic Development Program, and funded by CDBG. Haugen asked the Commission to review and comment on the provided recommended loan procedures.

Commissioner Wainwright moved to approve the Microeconomic Lending Program guidelines. Commissioner Woodyard seconded. Roll call. Commission Boles-No, all others present in favor. Motion passed.

### **FY 2018 Annual Action Plan Amendment 2**

Haugen provided the commission the details of the FY2018 Annual Action Plan Amendment 2. Amendment 2 is a non-substantial amendment and requires approval by resolution of the City Council after a recommendation by the Commission. Amendment 2 reallocates funds between existing activities to allow for the timely use of CDBG funds. The first method is through a Lump Sum draw of \$305,363. These funds will be used for existing Homeowner Rehabilitation activities and must be expended within 2 years. The funds will then be deposited into an interest bearing account until they are expended on eligible activities. The second method will reallocate \$79,259 from the Multi-Cultural Family Center to Neighborhood Infrastructure Improvements, and Zoning Inspection/Enforcement. This allows programs that have exhausted their existing funding to continue to operate in low/mod areas.

Commissioner Woodyard moved to recommend Amendment 2 to City Council for the April 3, 2017 Meeting. Commissioner Boles seconded. Roll call. All present in favor. Motion passed.

## **Reports**

### **Housing Commission Report**

Commissioner Baumhover provided copies of the Housing Commission Agenda from February. The Commission had a discussion on the PHA plan. The Commission voted to remove the term "Section 8" from the plan, and instead replace with Housing Choice Voucher. 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.

Alvin Nash, Housing and Community Development Director requested that the Community Development Advisory Commission be provided information regarding Ann Michalski's life accomplishments, and hold a future vote on naming the conference room after her.

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

Kris Neyen, Rehabilitation Programs Supervisor was absent, but her monthly report was provided in the agenda packet. Haugen then discussed the planning process, and how she wanted to address the issues of internet access and the correlation of student performance. Haugen said this is still very early in the planning process, but will be something addressed in the next Consolidated Plan. Haugen requested that the commission review and comment on the use of CDBG funds to further this goal.

Haugen the proposed another future use of funds for the Commission to consider. Haugen would like to use CDBG funds to help address the lack of childcare issue the city faces. CDBG funds could be used for Housing Rehabilitation for childcare providers that would like to do work on their home to support an in-home childcare business. This is still very early in the planning process and was just the start of a discussion, and looking for feedback from the Commission.

### **Neighborhood Development Reports**

Jerelyn O'Connor, Neighborhood Development Specialist provided information regarding the various Neighborhood Association's Contact information and meeting times, in case Commission members are interested in attending. O'Connor then provided a flyer inviting Commission members to the Senior Center Grand Opening, March 27, 10-1 St. Matthew Lutheran Church.

**Information Sharing**

None

**Adjournment**

There being no further business to come before the Commission, Commissioner Baumhover moved to adjourn. Commissioner Woodyard seconded. Motion passed by voice vote. Meeting was adjourned at 7:02 p.m.

Minutes taken by:



Sarah Bennett  
Recording Secretary

Respectfully submitted by:



Erica Haugen  
City of Dubuque CDBG/HCV Supervisor