

# COMMUNITY DEVELOPMENT ADVISORY COMMISSION MEETING MINUTES

**DATE:** Tuesday, April 18, 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 5:31 p.m., following staff assurance of compliance with Iowa Open Meeting Law.

**Staff Present:** Erica Haugen Sarah Bennett  
Kris Neyen

**Public Present:** None

## Oath of Office

Sara Burley – Sara Burley read Oath of Office  
Rev. Lindsay James – Rev. Lindsay James read Oath of Office

### Certification of Minutes

Commissioner Boles moved to approve the March 21, 2017 Commission meeting minutes as submitted. Commissioner Baumhover seconded. Roll call. All present in favor. Motion passed.

## Correspondence / Public Input

None

## Old Business

Erica Haugen, City of Dubuque CDBG/HCV Supervisor, provided an update regarding the Ann Michalski Memorial. Jerelyn O'Conner, Neighborhood Development Specialist, will be working with volunteers from the Housing Commission to plan a dedication ceremony for the Housing Conference Room. If Commissioners are interested in volunteering, they are welcome to contact O'Conner for further updates.

## **New Business**

### **Procedure for approving CDBG funded Activities, Policies, and Procedures**

At the April 2017 meeting, Commissioners had questioned their role in approving CDBG funded activities, policies, and procedures while reviewing the Microeconomic Lending Program. Haugen provided an opportunity to take official action for commission regarding the current role the Commission has, which is to review and comment on changes to CDBG funded programs. Haugen asked if the Commission would be interested in changing their role, and start approving all changes to CDBG funded programs. The Commission unanimously decided they would like to continue their current process of review, comment, and file.

### **CAPER- Reschedule Public Hearing: Tuesday May 23, 2017**

Commissioner Baumhover moved to table the Public Hearing to Tuesday May 23, 2017. Commissioner Woodyard seconded. Roll call. All present in favor. Motion passed

### **CDBG Application for funding**

Haugen received a request from a housing developer for CDBG funding to help subsidized their project. The developer did not meet the deadline for application and the item was withdrawn.

### **FY 2017 Amendment 3**

Haugen provided the commission the details of the FY2017 Amendment 3. Amendment 3 is a substantial amendment that requires a 30-day comment period prior to approval by resolution of the City Council after recommendation from the Commission. Amendment 3 allocates \$660,974 in funds to existing activities to allow for the timely use of CDBG funds. Amendment 3 would allow for increased funds for First Time Homebuyer Program, Home Repair Program, Sewer and Water Line Repair Program, Accessible Curb Ramps, improved street lighting project, as well as funds for the Multicultural Family Center and St. Marks tuck pointing project.

Commissioner Woodyard moved to set a public hearing for the May 23, 2017 Meeting. Commissioner Wainwright seconded. Roll call. All present in favor. Motion passed.

### **Approval of CDBG Sewer and Water Loans**

Kris Neyen, Rehabilitation Programs Supervisor discussed the CDBG Sewer and Water Loan Program, which were programs that had been administered in the past. These loans would assist with the repair and replacement of broken water and sewer lines. The programs would be a due on sale loan, up to \$4,999 to make the necessary repairs.

Commissioner Woodyard moved to approve the CDBG Sewer and Water Line Replacement Program. Commissioner Baumhover seconded. Roll call. All present in favor. Motion passed.

### **Citizen Participation Plan**

#### **a. HUD Rule on Affirmatively Furthering Fair Housing**

Haugen explained that the Citizen Participation Plan needed to be amended to comply with HUD's new rule of Affirmatively Furthering Fair Housing. Haugen provided a summary of the new rule for commissioners to review and comment

## Reports

### **Housing Commission Report**

Commissioner Baumhover provided copies of the Housing Commission Agenda from March. The Commission had also been discussing a memorial for the late Ann Michalski, and will be dedicating the Housing and Community Development Department conference room after her. They are currently working out the details of the ceremony, as well as funding sources.

### **Housing and Community Development Reports**

Kris Neyen, Housing Rehabilitation Supervisor, went over her monthly report. She discussed the progress of the housing currently being rehabbed, as well as the Days of Caring Projects Staff would be taking part in.

### **Neighborhood Development Reports**

Jerelyn O'Connor, Neighborhood Development Specialist was not present to provide a report.

## Information Sharing

None

## Adjournment

There being no further business to come before the Commission, Commissioner Woodyard moved to adjourn. Commissioner Boles seconded. Motion passed by voice vote. Meeting was adjourned at 6:38 p.m.

Minutes taken by:

  
Sarah Bennett  
Recording Secretary

Respectfully submitted by:

  
Erica Haugen  
City of Dubuque CDBG/HCV Supervisor

