

# COMMUNITY DEVELOPMENT ADVISORY COMMISSION UNAPPROVED MEETING MINUTES

**DATE:** Wednesday, May 16, 2018

**TIME:** 5:30 p.m.

**PLACE:** Housing and Community Development Conference Room

Commissioner Burley representing the chair called the meeting to order at 5:30 p.m., following staff assurance of compliance with Iowa Open Meeting Law.

**Commissioners Present:** Dean Boles  
Gerald Hammel  
Shane Hoeper  
Tom Wainwright  
Julie Woodyard  
Sara Burley

**Public Present:** Craig Beytien  
Kristina Harrison  
Ben Jacobson  
Kaitlin Kellogg  
Jenny Manders

## Oath of Office

Commissioner Julie Woodyard read his Oath of Office.

### **Certification of Minutes**

Commissioner Boles moved to approve the March 28, 2018 Commission meeting minutes as submitted. Commissioner Wainwright seconded. Roll call. All present in favor. Motion passed.

## **Correspondence / Public Input**

Communication from Craig Beytein and Kristina Harrison regarding their strong support of the proposed Rental Rehabilitation Program. Mr. Beytein addressed the commission stating financial resources are vital to ensure the financial feasibility and affordability for rehabilitation of the buildings, particularly the historic mixed-use buildings in the Central Avenue corridor.

Communication from Julita Schneider regarding Davis Place and the need for programming to address and prevent bed bugs.

Commissioner Woodyard motioned to receive and file Craig Beytein's comments. Commissioner Boles seconded. Roll call. All present in favor. Motion passed.

Commissioner Woodyard motioned to receive and file Julita Schneider's comments. Commissioner Boles seconded. Roll call. All present in favor. Motion passed.

## **Old Business**

### **Review Proposed Rental Rehabilitation Program**

After reviewing the comments and recommendations the Commission made at the March CDAC Meeting, Erica Haugen, Community Development Specialist, proposed the revised Rental Rehabilitation Program. The revised program offers funds for the rehabilitation of mixed-use property. The revisions include staggered affordability periods based on funding received, affirmative marketing requirements, and property standards for compliance with applicable code.

After thorough discussion, Commissioner Woodyard motioned to approve the revised Rental Rehabilitation Program as written, unless other substantial comments are made. After consideration of comments, Housing & Community Development Director, Alvin Nash, will make a recommendation and any changes will be brought back to the Commission for comment. Commissioner Boles seconded. Roll call. All present in favor. Motion passed.

## **City Managers Message on Grants**

Per request of the Commission, Haugen provided a copy of the City Manager's statement regarding the management of the City's grant funded programs as discussed at the last meeting. The Commission has recently received two large grant requests from Crescent Community Health Center and the Visiting Nurse Association. The Commission requested we discussed the process of awarding grants and would like to have a standing item or committee review of the Purchase of Service and Neighborhood Grants process.

Commissioner Boles motioned to receive and file City Managers Message on Grants. Commissioner Woodyard seconded. Roll call. All present in favor. Motion passed.

## **New Business**

### **Large Neighborhood Grants**

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 Kaitlin Kellogg of St. Marks Youth Enrichment. Kellogg explained that receiving the large neighborhood grant would provide additional funding for the 2018 St. Mark's Youth Enrichment Summer Heroes Academy. The funds will be used to serve 150 area students in a 6-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.

Commissioner Woodyard motioned to approve the 2018 large neighborhood grant requests. Commissioner Boles seconded. Roll call. All present in favor. Motion passed.

### **FY19 Annual Action Plan**

Haugen informed the Commission that the City's FY19 Annual Action Plan adopted for the City budget needs to be amended to reflect the correct allocation amount. City budget adopted an annual action plan funding projecting \$490,421 in program income and \$968,235 for total resources \$1,458,656. The formula allocation for Dubuque is \$1,073,776. To balance the plan the City needs to allocate \$108,541.

### **Set Public Hearing FY2017 CAPER**

Commissioner Boles motioned to Set a Public Hearing for the FY2017 CAPER for June 20, 2017 Commissioner Boles seconded. Roll call. All present in favor. Motion passed.

### **Reports**

#### **Housing Commission Report**

Commissioner Hoeper stated that the last Housing Commission Meeting mainly consisted of discussion of the proposed Rental Rehabilitation Program.

#### **Resiliency Commission Report**

Commissioner Boles reported that the Resiliency Commission has been focusing on the community health needs assessment. Boles also stated that they just finished awarding their sustainability grants.

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

Kris Neyen, Housing Rehabilitation Supervisor, provided an update on all of the Housing Rehabilitation properties. Neyen also invited the Commission to attend the open house for our project located at 396 W. Locust

#### **Neighborhood Development Reports**

Jerelyn O'Connor, Neighborhood Development Specialist shared information regarding the Old House Enthusiast Tour, May 19, 2018. This year's tour will be featuring the Washington Neighborhood, and the tour will consist of homes that Community Housing Initiative (CHI) has rehabilitated in partnership with the City of Dubuque Housing Rehabilitation Program.

#### **Information Sharing**

None

**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 7:07 p.m.

Minutes transcribed by:



Sarah Bennett  
Secretary

Respectfully submitted by:



Erica Haugen  
City of Dubuque CDBG/HCV Supervisor