

**Minutes**  
**COMMUNITY DEVELOPMENT ADVISORY COMMISSION**  
**(UNAPPROVED )**

**DATE:** Wednesday, June 19, 2019

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

**PLACE:** Housing and Community Development Conference Room, Third Floor of the Historic Federal Building, 350 W. 6<sup>th</sup> Street, Suite 312

Chair, Hammel, called the meeting to order at 5:30 p.m., following staff assurance of compliance with Iowa Open Meeting Law.

**Commissioners Present:** Sara Burley, Janice Craddieth, Jerry Hammel, Michelle Hinke, Jeff Lenhart (by phone), Ellen Pinnola, Tom Wainwright, Julie Woodyard (*arrived at 5:35 p.m.*)

**Commissioners Absent:** Dean Boles

**Staff Present:** Alexis Steger, Jerelyn O'Connor, Kris Neyen, Lisa Barton

**Public Present:** Jenny Manders, Joseph Noll, Kaitlin Schmidt, Amy Kramer, and Jacqueline Hunter

**Certification of Minutes**

Motion by Craddieth to approve the May 15, 2019 Commission meeting minutes as submitted. Seconded by Burley. Motion carried 8-0.

**Correspondence/Public Input**

None

**Old Business**

**Follow-up on request for CDBG funding for Northeast Iowa Community College (NICC) parking**

Alexis Steger, Housing and Community Development Director, reported that Renee Tyler, Transit Manager, stated this wasn't her first request for additional parking at NICC. Tyler specified they are looking at different options in conjunction with the new parking meter systems. They are currently working on policy and procedures and will provide updated information at a future CDAC meeting.

**New Business**

**a) Community Development Block Grant Application Review**

Steger reported no applications were received

**b) Review Citizen Participation Plan**

Steger explained when beginning the development of the five-year Consolidated Plan, the first thing the Commission needs to address is to review the Citizen Participation Plan. The Citizen Participation Plan is the guidelines that are used to encourage citizens to participate in the development of the City's Community Development Block Grant (CDBG) Program. The Citizen Participation Plan has not been updated since FY2014 other than a minor change in FY2016. The Commission will be asked to approve an updated version at the next CDAC meeting.

*Jeff Lenhart left the meeting at 5:45 p.m.*

**c) Review of Large Neighborhood Grant Applications**

Commissioners Craddieth and Hinke, grant review committee, reported they received and reviewed all applications with some questions. Jerelyn O'Connor, Neighborhood Development Specialist, suggested that representatives from each organization in attendance at today's meeting, give some background information of their request to the Commission. Reports were given on the following:

- \$1,730 – Valley View Neighborhood Association for Neighborhood Beautification Project;
- \$3,000 – North End Neighborhood Association for Communication Project;
- \$3,000 – St. Mark Youth Enrichment and Downtown Neighborhood Association for St. Mark Heroes Summer Academy;
- \$3,000 – Dubuque Rescue Mission for Beautifying the Dubuque Rescue Mission;
- \$3,000 – Multicultural Family Center for T.A.S.T.E – Teens About Sustaining the Earth.

After lengthy discussion, Motion by Craddieth to approve all the above grant application requests except for the Multicultural Family Center, which the Commission is requesting additional information. Seconded by Wainwright. Motion carried 7-0.

**d) Appoint 2-3 Members**

Steger reported that our annual Purchases of Services Grant allocation is \$120,000 this year. Any service provider or organization offering a service that is part of the consolidated plan, meeting the city council goals and priorities can apply. The applications will be scored based on meeting those criteria. Kris Neyen, Rehabilitation Programs Supervisor, presented a timeline for the Purchase of Services Grant to the Commission.

Members appointed will review the applications at length and recommend those to fund to the Commission. Two or three people from the commission are normally appointed. Julie Woodyard and Janice Craddieth volunteered to be on the Committee.

After discussion, motion by Woodyard to appoint Julie Woodyard and Janice Craddieth with the possibility to add a third. Seconded by Craddieth. Motion carried 7-0

**Reports**

**Housing Commission**

The minutes were not available. Steger reported the Housing Commission and City Council approved a change to the Housing Choice Voucher (HCV) program. The HCV waiting list will now open the second Tuesday of the month beginning on July 9. There was also discussion about the arrests data for the Housing Choice Voucher Program and the number of arrests that are repeat offenders.

**Resilient Community Advisory Commission**

The minutes were not available and Boles was not present to give a report.

**Human Rights Commission**

Hammel gave a summary with the main topic dedicated to the race conference. More information regarding the conference will be available at the next meeting.

**Information Sharing**

Steger informed the Commission that the CDBG program was selected for a single audit by our

auditors, Eide Bailey, which started today. Steger reported while preparing for the audit, quite a few things were discovered to be out of compliance. Steger stated that all our programs were in compliance; however, what will come out of the findings report will be on the reporting side. Steger reported the last three Consolidated Annual Performance and Evaluation Reports (CAPER) were significantly late; Annual Action Plans were submitted late the last two years; the last seven quarterly Federal Financial Reports were not turned in. HUD contacted us and reported that everything needed to be submitted by 9:00 p.m., tonight. Steger was happy to inform the Commission that everything has been submitted to HUD.

Steger reported that the Commission might want to consider adopting a new Commission role to include overseeing CDBG program deadlines. Steger asked the Commission to bring their ideas to the next meeting.

**Adjournment**

There being no further business, Motion by Craddieh to adjourn at 6:30 p.m. Seconded by Pinnola. Motion carried 7-0.

Minutes transcribed by:



Lisa Barton  
Housing Financial Specialist

Respectfully submitted by:



Alexis Steger  
Housing and Community Development Director

