

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

**DATE:** Wednesday, August 28, 2019  
**TIME:** 5:30 p.m.  
**PLACE:** Ann Michalski 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:** Dean Boles, Sara Burley, Janice Craddieth, Jerry Hammel, Michelle Hinke, Tom Wainwright

**Commissioners Absent:** Jeff Lenhart, Ellen Pinnola, Julie Woodyard

**Staff Present:** Alexis Steger, Kris Neyen, Lisa Barton

**Public Present:** none

**Certification of Minutes**

Motion by Wainwright to approve the July 17, 2019 Commission meeting minutes as submitted. Seconded by Boles. Motion carried 5-0.

**Correspondence/Public Input**

None

**Old Business**

**a) Review of Large Neighborhood Grant Applications follow-up**

Alexis Steger, Housing and Community Development Director, stated that Jackie Hunter, Director of the Multicultural Family Center (MFC), asked that their grant application be tabled indefinitely due to problems with zoning. The MFC would like to have all issues resolved prior to bringing it back to the Commission.

Motion by Burley to table the Multicultural Family Center grant application in the amount of \$3,000 indefinitely. Seconded by Boles. Motion carried 5-0.

**b) Commission role to oversee Community Development Block Grant (CDBG) program deadlines**

Steger recommended the commission adopt a role to oversee program deadlines in their commission roles/goals. Adopting this new role will provide an actual timeline of CDBG deadlines and deliver actionable items on the agenda pertaining to those dates annually.

After discussion, motion by Boles to direct staff to include required deadlines from HUD in the Commission roles/goals to be incorporated into monthly meetings and presented and adopted at September's CDAC meeting. Seconded by Hinke. Motion carried 5-0.

### **New Business**

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

Steger reported no applications were received

#### **b) Public Hearing for FY2019 Consolidated Annual Performance and Evaluation Report (CAPER)**

Motion by Burley to open the public hearing for FY2019 Consolidated Annual Performance and Evaluation Report (CAPER). Seconded by Hinke. Motion carried 5-0

Steger provided the Commission with a copy of the CAPER and presented some of the highlights. Steger reported that Chris Lester, Community Development Specialist, referenced the Annual Action Plan goal descriptions and created a report detailing the anticipated goals projected versus actual outcomes. Boles inquired if the commission could receive a copy of this information at the next meeting.

*Craddieth arrived at the meeting at 5:53 p.m.*

Motion by Hinke to close the public hearing. Seconded by Burley. Motion carried 6-0.

After lengthy discussion, motion by Boles to approve the FY2019 CAPER. The CAPER will then be presented to the City Council for final approval on Tuesday, September 3. Seconded by Craddieth. Motion carried 6-0

#### **c) Public Hearing for Amended Citizen Participation Plan**

Motion by Boles to open the public hearing for the amended Citizen Participation Plan. Seconded by Craddieth. Motion carried 6-0

Steger reviewed the amendments to the Citizen Participation Plan with the Commission. Discussion was held if the language should be changed or should it remain open ended for citizen participation and outreach as submitted.

Motion by Boles to close the public hearing. Seconded by Burley. Motion carried 6-0.

After lengthy discussion, motion by Burley to approve the Citizen Participation Plan as presented with no additional changes. Seconded by Hinke. Motion carried 5-1. Boles Nay

#### **d) Review of program changes for adoption by Commission**

Kris Neyen, Rehabilitation Programs Supervisor, reviewed with the commission the Emergency Repair program for Homeowners. Neyen stated this new program will be subsidized with Community Development Block Grant (CDBG) funds. Steger reported she would like to get the Emergency Repair program in place so it can be funded in the future. The program will be used for emergency repairs for homeowners who do not qualify for other rehabilitation programs due to credit issues. A referral from the General Housing Code Enforcement staff is required for the project to be considered for this program.

Motion by Hinke to approve and adopt program changes. Seconded by Craddieth. Motion carried 6-0.

## **Reports**

### **Housing Commission**

No minutes were available. Craddieth stated the meeting entailed reports on investigations related to housing choice voucher holders who were also receiving assistance in other cities.

### **Resilient Community Advisory Commission**

Boles gave updates on the following two items of discussion: Sustainable Dubuque Grant and Climate Action Plan.

### **Human Rights Commission**

No minutes were available. Hammel reported that Steger was in attendance and gave a report on Sources of Income.

### **Information Sharing**

Steger reported she recently met with the National Association for the Advancement of colored People (NAACP) and reported they are going to go before the City Council when she presents the Sources of Income update. The NAACP would like to express their concerns with the status of desegregation in the community.

### **Adjournment**

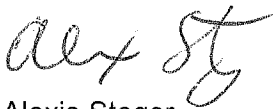
There being no further business, motion by Craddieth to adjourn at 6:50 p.m. Seconded by Burley. Motion carried 6-0

Minutes transcribed by:



Lisa Barton  
Housing Financial Specialist

Respectfully submitted by:



Alexis Steger  
Housing and Community Development Director

