

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

**DATE:** Wednesday, March 18, 2020

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

**PLACE:** City Council Chambers, 2<sup>nd</sup> Floor of the Historic Federal Building, 350 W. 6<sup>th</sup> Street, Suite 312

Chair, Gerald Hammel, called the meeting to order at 5:31 p.m., following staff assurance of compliance with Iowa Open Meeting Law.

**Commissioners Present:** Dean Boles (by phone), Janice Craddieth, Hilary Dalton, Kelly Fox (by phone), Jerry Hammel, Michelle Hinke (by phone), Tom Wainwright

**Commissioners Absent:** Julie Woodyard

**Staff Present:** Alexis Steger, Chris Lester, Kris Neyen, Jerelyn O'Connor, Lisa Barton, Jill Connors (by phone)

**Public Present:** Tom Barton, Whitney Sanger

**Oath(s) Of Office**

Gerald Hammel, Chair, administered the Oath of Office to Kelly Fox.

**Certification of Minutes**

Motion by Commissioner Dalton to approve the February 19, 2020 Commission meeting minutes as submitted. Seconded by Commissioner Craddieth. Motion carried 7-0.

**Correspondence/Public Input**

None

**New Business**

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

No applications were received

**b) Public Hearing for FY2020 Annual Action Plan Amendment 1**

Chair Hammel inquired if there was a motion to open the public hearing. Motion by Commissioner Craddieth to open the public hearing for the FY2020 Annual Action Plan Amendment 1. Seconded by Commissioner Dalton. Motion carried 7-0.

Whitney Sanger, Co-founder of Project Rooted, was in attendance and spoke about her interest in the Community Development Block Grant (CDBG) to help fund their No-cost Grab and Go Sack Lunch Program. Due to the effects of the COVID-19 Pandemic, Project Rooted partnered with Convivium Urban Farmstead and developed this program to provide no-cost lunches to all children 18 and under. Lunches served will align strongly with their mission and will include nutritious items in each sack lunch. Whitney stated they are estimating approximately 250 lunches per day and are initially requesting \$2,500 to help cover the costs for the first three weeks. If the lunch program is extended, they would like to be able to request additional funds. Sanger provided handouts to the Commission detailing the above.

Alexis Steger, Housing and Community Development Director, stated this program would qualify under the Microenterprise program as Project Rooted is a new business. Steger explained that in the Annual Action Plan Amendment 1, there is a contingency of \$154,265 listed at the bottom of the page. These unallocated funds are available to reallocate as needed.

After discussion, motion by Commissioner Craddieh to Set aside \$25,000 of the unallocated CDBG funds for the Microenterprise Program to be utilized by Project Rooted for the No-cost Grab and Go Sack Lunch Program. Seconded by Commissioner Wainwright. Motion carried 7-0.

Steger also explained that Staff is recommending two other options to assist with the COVID-19 Pandemic. The first option is a shelter to quarantine the homeless. Steger reported that costs associated to rehab a building or facility are estimated to be \$200,000. Staff is recommending using the funds allocated to the Renal Unit Rehabilitation for this project.

The second option is a diagnosis facility for testing. The facility would be used for coronavirus testing versus individuals seeking assistance from area hospitals. Steger stated staff is recommending operational costs associated with this project to be funded from the remaining \$129,265 of the unallocated funds listed in Amendment 1.

After thorough discussion, motion by Commissioner Dalton to close the public hearing for the FY2020 Annual Action Plan Amendment 1. Seconded by Commissioner Craddieh. Motion carried 7-0.

Motion by Commissioner Dalton to approve FY2020 Annual Action Plan Amendment 1 with funding recommendations as presented by staff. Seconded by Commissioner Craddieh. Motion carried 7-0.

**c) Neighborhood Grant Review Subcommittee**

Jerelyn O'Connor, Neighborhood Development Specialist, reported the Large Neighborhood Grant application period is now open. O'Connor is requesting two to three volunteers from the Commission to serve on the Large Neighborhood Grant review committee. O'Connor explained the committee will meet on either April 13<sup>th</sup> or 14<sup>th</sup> and report their recommendations to the Commission at the April 15<sup>th</sup> Community Development Advisory Commission (CDAC) meeting.

Commissioner Dalton and Commissioner Craddieh volunteered to serve on the Large Neighborhood Grant review committee.

**d) In-Home Childcare Startup Assistance using CDBG Microenterprise funds**

Jill Connors, Economic Development Director, spoke about the lack of quality, affordable childcare in the community. Connors would like the Commission to consider another option for the use of Microenterprise program funds in conjunction with the current Step Up Program. Connors reported the current balance of the Microenterprise program is approximately \$37,570.

Connors stated the Dubuque County Early Childcare (DCEC) recently received funding from the County assisting with new in-home childcare centers. Connors would like to replicate their model and develop a similar forgivable loan program for providing up to \$5,000 of startup

assistance for in-home childcare providers. Connor explained applicants would be referred to Childcare Resource and Referral to begin training, background checks, and submission of application. Once approved, the applicant would receive \$1,000 to assist with purchasing start-up materials approved by Department of Human Services (DHS). Once the applicant is provided a registration, the provider will receive an additional \$2,000. After 6 months, they will receive another \$1,000 and then a final payment of \$1,000 at 18 months of operation.

After lengthy discussion, motion by Commissioner Dalton to approve the development of a forgivable loan program to provide up to \$5,000 of startup assistance for several in-home childcare providers within the Microenterprise Program. Seconded by Commissioner Boles. Motion carried 6-1, with Commissioner Craddieth voting Nay.

**e) Review and Approve Additional Funds for Accessibility Rehab**

Kris Neyen, Rehabilitation Programs Supervisor, reported she is working with an elderly disabled family and is requesting additional funds of \$5,000 to complete accessibility upgrades so they can remain in the home.

Total project costs are estimated at \$19,625. The current Accessibility Rehabilitation Program provides \$5,000 per person for a total amount of \$10,000. The additional request is for \$5,000 which would bring their loan amount to \$15,000 as a 3-year forgivable loan. The family will also be receiving a loan in the amount of \$4,625 from the Home Repair Program, where payments are deferred until the sale of the property.

Motion by Commissioner Dalton to approve additional funds for a Rehab project for Accessibility purposes in the amount of \$5,000 in the form of a 3-year forgivable loan. Seconded by Commissioner Wainwright. Motion carried 7-0.

**f) Set a Public Hearing for Amended Citizen Participation Plan**

An amendment was made to the Citizen Participation Plan, so a public hearing is required. Motion by Commissioner Craddieth to set a Public Hearing for the Amended Citizen Participation Plan for the April 15, 2020 Community Development Advisory Commission meeting. Seconded by Commissioner Dalton. Motion carried 7-0.

**Reports**

**Rehabilitation Program**

Neyen reported 2320 Mineral will be closing in April. Neyen also stated there are families interested in 2033 Washington and 2320 Jackson Street.

**Housing Commission**

Commissioner Craddieth referred the Commission to the Housing Commission minutes as they were very detailed. She explained some of the changes to the 5-year plan and the Annual Public Housing Authority (PHA) Plan

**Resiliency Community Advisory Commission**

Commissioner Boles reported one of the main topics of the meeting was the Public Works automated waste collection.

**Human Rights Commission**

Commissioner Hammel reported goal-setting has been a top priority for the Human Rights Commission. He also explained the budget for the Race in the Heartland Conference funding request was put before council and is still pending.

*Kelly Fox left the meeting at approximately 6:45 p.m.*

**Information Sharing**

Steger stated that the CDBG FY2021 actual allocation was \$19,731 over what was initially budgeted. Steger stated that staff is recommending setting aside \$5,000 for the Race in the Heartland Conference.

Motion by Commissioner Dalton to allocate \$5,000 of the \$19,371 in FY2021 Annual Action Plan contingency funds to be earmarked for the Race in the Heartland Conference. Seconded by Commissioner Craddieh. Motion carried 6-0 with one abstention from Chair Hammel because he was the one that presented it to council.

**Adjournment**

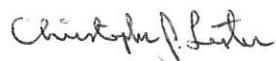
There being no further business, motion by Commissioner Dalton to adjourn at 6:55 p.m. Seconded by Commissioner Boles. All in favor, motion carried.

Minutes transcribed by:



Lisa Barton  
Housing Financial Specialist

Respectfully submitted by:



Chris Lester  
Community Development Specialist