

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

**DATE:** Wednesday, July 15, 2020

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

**PLACE:** Virtual GoToMeeting due to social distancing guidelines related to the COVID-19 Pandemic

Chair Gerald 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, Janice Craddieth, Hilary Dalton, Kelly Fox, Gerald Hammel, Michelle Hinke, Tom Wainwright

**Commissioners Absent:** Julie Woodyard

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

**Public Present:** Caprice Jones, Kaitlin Schmidt

**Certification of Minutes**

Motion by Commissioner Craddieth to approve the June 17, 2020 Commission meeting minutes as submitted. Seconded by Commissioner Hinke. Motion carried 6-0.

*Hilary Dalton joined the meeting at 5:33 p.m.*

**New Business**

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

No applications were received

**b) Election of Officers**

At the first meeting of each fiscal year, the Commission is asked to elect a Chair and Vice-Chair of the Community Development Advisory Commission. Chair Hammel inquired if there were any nominations. Commissioner Wainwright nominated Commissioner Craddieth as Chair; however, she was unable to accept at this time. Commissioner Craddieth nominated Commissioner Hinke as Chair and Commissioner Hammel as Vice-Chair; both accepted.

Motion by Commissioner Craddieth to approve Commissioner Hinke as Chair and Commissioner Hammel as Vice-Chair. Seconded by Commissioner Wainwright. Motion carried 7-0.

*Commissioner Craddieth left the meeting at 5:40 p.m.*

**c) Public Hearing to amend FY2021 Annual Action Plan**

Chair Hammel asked if a summary of the amendments to the FY2021 Annual Action Plan could be presented. Alexis Steger, Housing and Community Development Director, explained that a finding was imposed on the City from an audit in 2019 regarding allocating time incorrectly. Due to the audit, following are the amendments to the plan:

- Increase Housing and Community Development Administration;
- Decrease Planning, Monitoring, and Budgeting;
- Decrease in funding for Rehabilitation services and staff;
- Funding for Race in the Heartland was reallocated to administration
- Added funding for sidewalk repair program; and
- Annual funding for the VNA.

Commissioner Boles inquired if applicant assets would be included in eligibility requirements for the sidewalk repair program. Steger explained that both income and assets would be calculated when verifying applicant eligibility.

Chair Hammel inquired if there was a motion to open the public hearing. Motion by Commissioner Hinke to open the public hearing to amend FY2021 Annual Action Plan. Seconded by Commissioner Wainwright. Motion carried 6-0.

Chair Hammel asked if there were any other comments pertaining to amending the FY2021 Annual Action Plan. Commissioner Fox inquired when a homeowner is notified that repairs are needed to their sidewalk, are they given the option to apply for the grant? Steger reported that once the sidewalk repair program is approved, the program guidelines will be noted on the citation and posted on the City's website as well. Steger reported the property owner will not be assessed for the repairs due to partaking in the sidewalk repair program.

Motion by Commissioner Dalton to close the public hearing. Seconded by Commissioner Wainwright. Motion carried 6-0.

Motion by Commissioner Wainwright to approve staff recommendations to amend FY2021 Annual Action Plan. Seconded by Commissioner Dalton. Motion carried 6-0.

**d) VNA annual request for funding of \$20,000**

Chair Hammel entertained a motion to approve VNA request for funding. Motion by Commissioner Dalton to approve VNA annual request for funding of \$20,000. Seconded by Commissioner Fox. Motion carried 6-0.

**e) Approve COVID non-profit support program guidelines**

Through the Community Development Block Grant (CDBG), CARES ACT, \$72,000 is available to assist non-profits that have experienced a hardship due to COVID-19. The funding can deliver "operational" assistance that many other grants are unable to provide. The organization can apply for a maximum of \$15,000 and must serve low-moderate income residents.

Motion by Commissioner Hinke to approve COVID non-profit support program guidelines as provided. Seconded by Commissioner Fox. Motion carried 6-0.

**f) Review applications for COVID non-profit support program.**

Steger stated the following applications were received for the COVID non-profit support program and if approved, each organization would receive \$15,000:

1. The Fountain of Youth Program
2. St. Mark Youth Enrichment
3. Dubuque Dream Center
4. Riverview Center

Steger asked if representatives that were present could give a brief summary of their requests. Caprice Jones, Executive Director of the Fountain of Youth Program, was present and stated

his request is for assistance for operations. Jones explained that the Fountain of Youth assists citizens of Dubuque facing societal barriers of generational poverty through their Partners in Change, one-on-one personal and professional development program, and Community in Change outreach program. Jones explained that due to COVID-19, there have been many financial impacts including the freezing of expected funds by the City of Dubuque that were vital to their program.

Kaitlin Schmidt, Director of Strategic Resources for St. Mark Youth Enrichment, was in attendance and spoke about their annual initiative, Apples for Students. This program provides school supplies for low-moderate income students K-12. Due to COVID-19, the need for this program has increased by an additional \$1,500 students, and will include providing supplies for all students that attend the Title 1 schools: Audubon, Fulton, Lincoln, Marshall, and Prescott.

No representatives were present from Dubuque Dream Center and Riverview Center. Steger reported these applications could be approved as submitted at tonight's meeting as well.

Motion by Commissioner Hinke to approve the four (4) applications as submitted. Seconded by Commissioner Dalton. Motion carried 6-0.

### **Reports**

#### **Rehabilitation Programs**

No new updates

#### **Housing Commission**

No reports were available. Steger reported the Admin Plan will have a public hearing on August 17 and then Council approval is planned for Tuesday, August 28<sup>th</sup>.

#### **Resilient Community Advisory Commission**

Commissioner Boles reported the Commission did not meet in July. He stated the Climate Action Plan was submitted to City Council for approval on Monday evening.

#### **Human Rights Commission**

Commissioner Hammel stated the focus is on goals and Race in the Heartland Conference.

### **Adjournment**

There being no further business, motion by Commissioner Dalton to adjourn at 6:07 p.m. Seconded by Commissioner Hinke. All in favor, motion carried.

Minutes transcribed by:



Lisa Barton  
Housing Financial Specialist

Respectfully submitted by:



Christopher Lester  
Community Development Specialist

