

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

**DATE:** Monday, February 22, 2021  
**TIME:** 5:30 p.m.  
**PLACE:** Virtual GoToMeeting due to social distancing guidelines related to the COVID-19 Pandemic

Chairperson Michelle Hinke called the meeting to order at 5:31 p.m., following staff assurance of compliance with Iowa Open Meeting Law.

**Commissioners Present:** Dean Boles, Janice Craddieth, Hilary Dalton, Kelly Fox, Michelle Hinke, Tom Wainwright, Julie Woodyard

**Commissioners Absent:** Gerald Hammel

**Staff Present:** Alexis Steger, Chris Lester and Karla Escobar

**Public Present:** None

**Certification of Minutes**

Motion by Commissioner Wainwright to approve the January 20, 2021 Commission meeting minutes as submitted. Seconded by Commissioner Craddieth. Motion carried 6-0

Motion by Commissioner Craddieth to approve the February 4, 2021 Commission meeting minutes as submitted. Seconded by Commissioner Fox. Motion carried 6-0

*Julie Woodyard arrived at 5:35pm*

**New Business**

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

Chris Lester, Community Development Specialist, explained to the commission that they are considering reallocating \$250,000 from Rental Rehabilitation funds into a Homeless Shelter Rehabilitation fund, public hearing is scheduled for March 2, 2021. Lester stated that three applications have been submitted.

1. Dubuque Rescue Mission- \$50,000
2. Opening Doors- \$39,744.21
3. Dubuque Community Y- \$250,000

Commissioner Woodyard asked if there was a deadline to approve the applications. Alexis Steger, Housing and Community Development Director, stated that there is no deadline.

Commissioner Boles asked if we could approve and change the budget or are we just agreeing that these applications need approval to be considered at the Public Hearing scheduled for March 2, 2021. Alexis Steger stated that we are approving the applications to be considered at the Public Hearing and to reallocate the \$250,000 from Rental Rehabilitation into a Homeless Shelter Rehabilitation fund.

Motion by Commissioner Woodyard to accept and forward applications for Homeless Shelter Rehabilitation Public Hearing scheduled for Tuesday, March 2, 2021. Seconded by Commissioner Dalton. Motion carried 7-0

**b. Set a Public Hearing to review the Consolidated Annual Performance and Evaluation report (CAPER)**

Motion by Commissioner Dalton to set a Public Hearing to review the Consolidated Annual Performance and Evaluation Report for Tuesday, March 2, 2021. Seconded by Commissioner Craddieth. Motion carried 7-0

**c. Set a Public Hearing for Amendment 2 of FY 2021 Annual Action Plan for the reallocation of funds**

Motion by Commissioner Woodyard to set a Public Hearing for Amendment 2 of FY 2021 Annual Action Plan for the reallocation of funds for Tuesday, March 2, 2021. Seconded by Commissioner Craddieth. Motion carried 7-0

**Reports**

**Housing Commission**

Commissioner Dalton shared that the Planning Department asked Alexis Steger to have a liaison to serve on the Long Range Planning Advisory Commission. A request will be sent to City Council to consider an ordinance change, if the ordinance change is approved, the Housing Commission will select a liaison to serve for a term of one year.

Commissioner Dalton shared that the Housing Commission serves as an advisory board for the Continuum of Care Special Needs Assistance Program (CoC SNAP). A termination has been proposed for a client; client has requested an appeal. Three Housing Commissioners will serve during the hearing for the appeals process.

**Resilient Community Advisory Commission**

Commissioner Boles shared that they continue to discuss the Climate Action Plan goal setting and recommendations for council about how to prioritize things. One of the goals is to plant trees in low-mod income areas, it has an action step for better insulation, which could fall under Rental or Homeowner Rehabilitation Programs and could be worthy or receiving CDBG funding. Commissioner Boles offered a consideration to form a subcommittee between the Community Development Advisory Commission and Resilient Community Advisory Commission members to further discuss possible consideration for CDBG funds.

**Human Rights Commission**

No reports were available

**Information Sharing**

Commissioner Wainwright thanked everyone for the card he received.

**Adjournment**

There being no further business, motion by Commissioner Boles to adjourn at 5:55 p.m. Seconded by Commissioner Craddieth. All in favor. Motion carried.

Minutes transcribed by:



Karla Escobar,  
Housing Financial Specialist

Respectfully submitted by:



Christopher Lester,  
Community Development Specialist

