

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

**DATE:** Tuesday, March 2, 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 and Tom Wainwright

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

**Public Present:** Carol Gebhart, Deb Gustafson, Rick Mihm

**Certification of Minutes**

Motion by Commissioner Woodyard to approve the February 22, 2021 Commission meeting minutes as submitted. Seconded by Commissioner Craddieth. Motion carried 6-0

**New Business**

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

No applications received.

**b. Set Public Hearing for FY2020 Amendment #4 to incorporate the second Cares Act**

Motion by Commissioner Dalton to set a Public Hearing for FY2020 Amendment #4 to incorporate the second Cares Act for Wednesday, March 17, 2021. Seconded by Commissioner Fox. Motion carried 6-0

**c. Public Hearing for FY 2020 Consolidated Annual Performance and Evaluation Report (CAPER)**

Motion by Commissioner Woodyard to open the public hearing for FY2020 Consolidated Annual Performance and Evaluation Report (CAPER). Seconded by Commissioner Craddieth. Motion carried 6-0

Alexis Steger, Housing & Community Development Director, stated just under \$1.7 million has been spent in Community Development Block Grant (CDBG) funding for FY2020. Many goals have been accomplished; however, due to COVID-19 a couple of homeowner rehab projects were not able to be finalized.

Steger reported although a significant portion of people assisted were white, there was an increase in the number of racial minorities that were served.

Steger also reported they were able to leverage housing Tax Increment Financing (TIF) funds this year along with the rehab program to rehabilitate homes that were dilapidated. These homes

were turned into residential units in which 1<sup>st</sup> Homebuyers were able to use CDBG funds to purchase the homes.

Motion by Commissioner Craddieth to close the public hearing for FY 2020 Consolidated Annual Performance and Evaluation Report. Seconded by Commissioner Dalton. Motion carried 6-0

Motion by Commissioner Woodyard to approve the FY2020 CAPER. The CAPER will then be presented to the City Council for final approval on Monday, March 8, 2021. Seconded by Commissioner Craddieth. Motion carried 6-0

**d. Public Hearing for Amendment 2 of FY 2021 Annual Action Plan**

Motion by Commissioner Dalton to open the public hearing for Amendment 2 of FY 2021 Annual Action Plan. Seconded by Commissioner Craddieth. Motion carried 6-0

Steger stated one of the major changes is reallocating the Rental Unit Rehabilitation funds to the Homeless Shelter Rehabilitation Program in the amount of \$250,000. Three applications were presented to the commission at the last CDAC meeting. Alexis invited representatives to summarize their request.

Rick Mihm, Executive Director of Dubuque Rescue Mission, explained there is a need to rehab the third-floor bathroom area where thirty homeless men stay at the emergency shelter. This project would involve renovating four bathrooms, flooring, lighting, and HVAC system. The amount of their request is \$80,000.00.

Deb Gustafson, Executive Director of Child Care and Social Services for the Dubuque YMCA, explained the need for the Domestic Violence Shelter to renovate two kitchens, replace existing flooring, cabinets, counter tops, five bathrooms, windows, and electrical panel repair work, in order to provide a safe and descent place for families to go to when in need. Requesting \$117,000.00.

Carol Gebhart, Executive Director for Opening Doors, is looking to perform some repairs to the Maria House. Looking to repair the soffit, downspouts, and fascia that are falling. Requesting \$53,000.

Steger asked the Commission if they would consider waiving the 25% match for the Homeless Shelter Rehabilitation Program.

Commissioner Dalton inquired if the Commission could go back through the purchase of services applications to possibly utilize some of the remaining unallocated CDBG funds. Steger suggested the Commission form a small sub-committee to review purchase of service applications.

Steger stated the rental assistance program is currently being administered under Cares Act funds. Steger explained the new budget request of \$50,000 in Amendment #2 would be administered under regular Community Development Block Grant (CDBG) funds for tenants facing evictions not related to COVID-19. She also stated since CARES ACT funds are being exhausted, there is a need to allocate additional CDBG funds to cover Housing administration expenses.

Motion by Commissioner Boles to close the public hearing for Amendment 2 of FY 2021 Annual Action Plan. Seconded by Commissioner Dalton. Motion carried 6-0

Motion by Commissioner Dalton to approve Amendment 2 of FY 2021 Annual Action Plan. Seconded by Commissioner Boles. Motion carried 6-0

Motion by Commissioner Woodyard to waive the 25% match for the Homeless Shelter Rehabilitation Program. Seconded by Commissioner Dalton. Motion carried 6-0

Motion by Commissioner Dalton to form a small sub-committee to review the purchases of services application that have been submitted previously. Seconded by Commissioner Fox. Motion carried 6-0

Motion by Commissioner Woodyard to approve Commissioners Dalton, Fox, and Woodyard as the three-person sub-committee to review purchase of service applications. Seconded by Commissioner Craddieth. Motion carried 6-0

### **Reports**

#### **Housing Commission**

Steger reported the Housing Commission reviewed the Source of Income Report and Recommendation to City Council. It will be considered at City Council on March 1, 2021 for adoption.

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

No reports were available

#### **Human Rights Commission**

No reports were available

### **Adjournment**

There being no further business, motion by Commissioner Dalton to adjourn at 6:38 p.m. Seconded by Commissioner Woodyard. All in favor. Motion carried.

Minutes transcribed by:



Karla Escobar,  
Housing Financial Specialist  
Respectfully submitted by:



Christopher Lester,  
Community Development Specialist