

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

DATE: Wednesday, June 16, 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 5:34 p.m., following staff assurance of compliance with Iowa Open Meeting Law.

Commissioners Present: Janice Craddieth, Hilary Dalton, Kelly Fox, Michelle Hinke, Julie Woodyard

Commissioners Absent: Dean Boles and Tom Wainwright

Staff Present: Alexis Steger, Madeline Haverland and Karla Escobar

Public Present: John Kruse

Amend Meeting Minutes-March 17, 2021

Motion by Commissioner Dalton to approve the amended meeting minutes for March 17, 2021. Seconded by Commissioner Woodyard. Motion carried 5-0

Certification of Minutes

Motion by Commissioner Fox to approve the May 19, 2021, Commission meeting minutes as submitted. Seconded by Commissioner Craddieth. Motion carried 5-0

New Business

a. Community Development Block Grant Application Review
No applications received.

b. Confirmation of satisfactory year and CAPER completion FY 2020 (Program Year 2019)
Alexis Steger, Housing and Community Development Director, explained to the commission that all milestones had been met during the program year 2019, therefore HUD sends out a letter confirming a satisfactory year and CAPER completion.

c. Public hearing for increase in formula funding FY 2022 (Plan Year 2021)
Motion by Commissioner Dalton to open the public hearing for the increase in formula funding FY 2022 (Plan Year 2021) Seconded by Commissioner Woodyard. Motion carried 5-0.

Motion by Commissioner Craddieth to close the public hearing for the increase in formula funding FY 2022 (Plan Year 2021). Seconded by Commissioner Fox. Motion carried 5-0.

Steger stated that HUD had a miscalculation, and more money was awarded, and was added to Parks Improvements budget, as it was not sufficient to create new Projects.

Motion by Commissioner Woodyard to approve the increase in formula funding FY 2022 (Plan Year 2021) Seconded by Commissioner Fox. Motion carried 5-0.

d. Amend the Citizen Participation Plan

Steger asked the commission to make an action, as a public hearing is not needed to amend the Citizen's Participation Plan.

Motion by Commissioner Woodyard to amend the Citizen Participation Plan. Seconded by Commissioner Dalton. Motion carried 5-0

e. Approve Purchase of Service Grant Applications for Funding

Commissioner Fox explained to the commission that the small group committee met on Tuesday, June 15, 2021 to evaluate and review all Purchase of Services grant applications. The small group committee selected the following to be fully funded:

1. Convivium Urban Farmstead-\$25,000
2. Dubuque YMCA/YWCA Domestic Violence Shelter- \$25,000
3. Maita Theisen Childcare Center at Steeple Square- \$10,000
4. Red Basket Project- \$12,625
5. St. Mark Youth Enrichment- \$25,000

After fully funding the above, there was \$2,375 remaining that the small group committee awarded to Project Rooted.

Motion by Commissioner Dalton to approve funding for Purchases of Services applications. Seconded by Commissioner Craddieth. Motion carried 5-0.

f. JFK Sidewalk Assessment Financial Assistance

Steger, stated that CDBG funds are reserved for sidewalks in CDBG census tract areas. The JFK sidewalk that is being considered serves CBDG areas. The City of Dubuque bids the project and assess the homeowners for the sidewalk. Homeowners who are low mode income would need to submit an application to prove that they are a low mode income household in order to get assistance to help pay for the assessment.

Motion by Commissioner Dalton to approve the JFK Sidewalk Assessment Financial Assistance Program. Seconded by Commissioner Fox. Motion carried 5-0.

Reports

Housing Commission

Commissioner Dalton stated that they reviewed and approved the FY2021 Public Housing Agency Annual Plan.

Resilient Community Advisory Commission

No reports were available.

Human Rights Commission

No reports were available.

Information Sharing

N/A

Adjournment

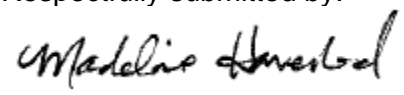
There being no further business, motion by Commissioner Woodyard to adjourn at 6:13 p.m. Seconded by Commissioner Dalton. All in favor. Motion carried.

Minutes transcribed by:



Karla Escobar,
Housing Financial Specialist

Respectfully submitted by:

A handwritten signature in black ink that reads "Madeline Haverland". The script is cursive and fluid, with the first name and last name clearly distinguishable.

Madeline Haverland,
Community Development Specialist