

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

**DATE:** Wednesday, July 21, 2021  
**TIME:** 5:30 p.m.  
**PLACE:** Housing & Community Development, Room 250, Second Floor of the Historic Federal Building, 350 W 6<sup>th</sup> St, Suite 312, Dubuque, IA 52001.

Chairperson Michelle Hinke 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, Kelly Fox, Michelle Hinke, Julie Woodyard

**Commissioners Absent:** Hilary Dalton and Tom Wainwright

**Staff Present:** Madeline Haverland and Karla Escobar

**Public Present:** Karen Zeckser and Keith Kettler

**Certification of Minutes**

Motion by Commissioner Woodyard to approve the June 16, 2021, Commission meeting minutes as submitted. Seconded by Commissioner Fox. Motion carried 5-0

**New Business**

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

Karen Zeckser, Board member for Mount Pleasant Home, explained to the commission that they are seeking to receive \$25,000 to help with the installation of a new elevator. The current elevator was installed in 1959 and is in dire need of updating. Mount Pleasant Home is a three-story building in where 90% of the habitants are elderly.

Motion by Commissioner Woodyard to approve Mt. Pleasant Home application as submitted. Seconded by Commissioner Craddieth. Motion carried 5-0.

**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 Hinke inquired if there were any nominations. Commissioner Craddieth nominated Commissioner Hinke as Chair and Commissioner Fox as Vice-Chair; both accepted.

Motion by Commissioner Craddieth to approve Commissioner Hinke as Chair and Commissioner Fox as Vice-Chair. Seconded by Commissioner Woodyard. Motion carried 5-0.

**c. Match funding request for 2021 Lead and Healthy Homes Grant Application**

Madeline Haverland, Community Development Specialist, explained to the Commission that Lead and Healthy Homes is applying for a forty-two month grant to continue work in the city to remediate lead hazards. The grant requires a 10% match commitment. The Lead and Healthy Homes Program is requesting a match funding of \$300,000 over four fiscal years. Haverland stated, the proposal will produce 90 lead safe units.

Motion by Commissioner Boles to approve the 2021 Lead and Healthy Homes Grant. Seconded by Commissioner Craddieth. Motion carried 5-0

**d. Update of Liberty Recovery Community Funding**

Haverland, stated that on April 21, 2021, the Community Development Advisory Commission approved an application from Liberty Recovery in the amount of \$104,500 to rehabilitate a vacate bank to be utilized as a training center to facilitate group meetings, education classes, therapy and wellness sessions, social functions, and supportive services for residents of Liberty Place Apartments, Manasseh, and Salvia Apartments.

Due to requirements of other funding sources being used for the facility, it cannot be available for public use. For this type of request to be eligible for CDBG funding, it would have to meet a national objective. The only national objective would require that the facility be open to public in Low-Mod Income areas, because this is restricted, it no longer meets a national objective. The funding set aside for Liberty Recovery will return to the Contingency Fund and will be available for others to apply.

**Reports**

**Rehabilitation Programs**

No reports were available

**Housing Commission**

No reports were available

**Resilient Community Advisory Commission**

Commissioner Boles stated that there is a new pilot program in where homeowners could receive assistance to install solar panels.

**Human Rights Commission**

No reports were available.

**Information Sharing**

Sustainability Fair will be hosted at Bee Branch Watershed this week. Summer Meals Program that Shelley shared to everyone.

**Adjournment**

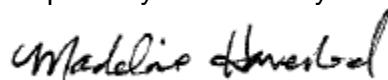
There being no further business, motion by Commissioner Woodyard to adjourn at 6:14 p.m. Seconded by Commissioner Fox. All in favor. Motion carried.

Minutes transcribed by:



Karla Escobar,  
Housing Financial Specialist

Respectfully submitted by:



Madeline Haverland,  
Community Development Specialist