

## UNAPPROVED MINUTES OF COMMUNITY DEVELOPMENT ADVISORY COMMISSION MEETING

**DATE:** December 14, 2011  
**TIME:** 5:30 p.m.  
**PLACE:** Housing & Community Development Department  
Historic Federal Building  
350 W. 6<sup>th</sup> Street, Dubuque, Iowa 52001

Chairperson Stubben called the meeting to order at 5:30 p.m., following staff assurance of compliance with Iowa Open Meeting Law.

**Commissioners Present:** Theresa Caldwell      Peter Koshakji      Paula Maloy, SVM  
Ann Michalski      Hilary Stubben      Tom Wainwright

**Commissioners Absent:** David Shaw      Ricardo Woods

**Staff Present:** Aggie Tauke      David Harris      Jane Glennon

**Public Present:** None

### **Certification of Minutes – 30 November, 2011**

Commissioner Michalski requested the addition of Terri Wainwright listed as public present at the November 30, 2011 meeting. Commissioner Maloy moved to approve the minutes of November 30, 2011 as amended. Commissioner Caldwell seconded. Roll call. Commissioner Koshakji abstained. All others present in favor. Motion passed.

### **Correspondence / Public Input**

None

### **Old Business**

None

### **New Business**

#### **Public Hearing FY 2013 CDBG Annual Action Plan**

Commissioner Michalski motioned to open the public hearing. Commissioner Caldwell seconded. All present in favor. Motion passed.

Staff Aggie Tauke presented the FY 2013 CDBG Annual Action Plan for Commission approval. She stated HUD notified the City on Dec 12th that our FY13 CDBG allocation will be reduced by \$195,578 due to reduced Congressional funding and the census data impact on our CDBG allocation formula.

The Commission questioned the impact on the FY13 Annual Plan currently being considered. Aggie noted the Commission could approve the Plan as presented so it can be included in the budget documents for the City Council. Staff is reviewing the impact on CDBG programs, including the effect on the HUD required public service and administrative cap expenditures. An amended Plan will be presented to the Commission in January.

Following discussion, Commissioner Michalski motioned to close the public hearing. Commissioner Wainwright seconded. All present in favor.

Commissioner Wainwright motioned to approve the FY 2013 CDBG Annual Action Plan and submit to the City Council for review and approval. Commissioner Caldwell seconded. All present in favor. Motion passed.

### **Purchase of Services – Council Directive**

On December 5, 2011, the City Council directed the Commission to develop a purchase of service funding review process for City Council approval by May 2012. The competitive application process would be for agencies funded with general fund money for the FY 2014 budget. The Commission will make funding recommendations to Council during the annual budget process. The Council proposed no budget limit, and suggested sunseting of annual requests after three years.

The Commission discussed the application process and possible guidelines. Staff will research various application processes and guidelines, including ranking applications based on Council goals and priorities. Aggie noted the previous Community Partnership Grant (cp2) application process, as well as the Arts and Culture funding process may be helpful examples. The Commission reviewed the possible need to establish guidelines to insure funding agencies with the greatest need, avoiding duplicating funding from other sources, and including CDBG funded agency requests in this process. They will discuss further at the January meeting and will review establishing a subcommittee.

Aggie stated she will be out of town for the next scheduled January 18, 2012 Commission meeting. The Commission concurred to move the meeting to January 25, 2012.


### **Information Sharing**

Staff noted Commissioners Stubben and Wainwright's terms expire in February 2012. Commissioner Wainwright stated he will reapply. Since Commissioner Stubben had previously noted she will not apply for another term, two positions are now open for residents from low/moderate income areas. Commissioner Koshakji stated he has moved so Aggie will research if his membership could be designated for the low/mod category, creating an at large position.

### **Adjournment**

There being no further business to come before the Commission, Commissioner Maloy moved to adjourn. Commissioner Michalski seconded. Motion passed by voice vote. Meeting was adjourned at approximately 5:58 p.m.

Minutes taken by:



Jane Glennon  
Rehabilitation Programs Secretary

Respectfully submitted by:



Aggie Tauke  
Community Development Specialist