

COMMUNITY DEVELOPMENT ADVISORY COMMISSION MEETING UNAPPROVED MINUTES

DATE: Wednesday, February 19, 2014
TIME: 5:30 p.m.
PLACE: Housing and Community Development Department
350 W. 6th Street, Suite 312, Dubuque IA 52001

Vice Chairperson Theresa Caldwell called the meeting to order at approximately 5:35 p.m., following staff assurance of compliance with Iowa Open Meeting Law.

Commissioners Present: Theresa Caldwell Janice Craddieth Angela Kelley
Paula Maloy, SVM Tom Wainwright Robert Blok
Ann Michalski (via phone)

Commissioners Absent: Mary Bridget Corken Ricardo Woods

Staff Present: Erica Haugen Alvin Nash Kris Neyen
Jerelyn O'Connor

Public Present: None

Certification of Minutes: January 15, 2014

Commissioner Wainwright moved to approve the January 15, 2014 Commission meeting minutes. Commissioner Maloy seconded. Roll call. All present in favor. Motion passed.

Correspondence / Public Input

None

Old Business

FY 2015 Annual Action Plan – Public Comments

Erica shared with the Commission the public comments received from the service projects that receive CDBG funding. Michelle Brown representing Opening Doors and Marilyn Althoff representing Hills and Dales both had submitted comments that were included in the Commission packets. Commissioner Michalski moved to receive and file the public comments. Commissioner Caldwell seconded. Roll call. All present in favor. Motion passed.

New Business

Welcome and Introductions

Vice Chairperson Caldwell welcomed Robert Blok to the Commission. Everyone at the table introduced themselves as did Robert Blok.

Designation of Area Representation for New and Re-Appointed Members

Erica Haugen stated that the City Council instructed the CDAC designate representatives to low/moderate (L/M) income areas as opposed to living in the L/M

area as stated in the by-laws. Commissioner Kelley questioned how Council can allow this if the by-laws were clearly written as living in L/M. Commissioner Craddieth now lives in the L/M designated area. Commission Michalski stated that she would be happy to represent the L/M area. Commissioner Maloy moved to have Commissioners Craddieth and Michalski represent L/M areas and Commissioner Blok be an At-Large member. Commission Caldwell seconded. Roll call. All present in favor. Motion passed.

Oath of Office

Vice Chair Caldwell administered the Oath of Office to Commissioners Blok and Craddieth. Commissioner Michalski stated she would take the Oath of Office at the City Clerk's Office.

Election of Officers

Commissioner Maloy moved to appoint Commissioner Caldwell to fill the vacancy left by David Shaw as Chairperson until July 2014. Commissioner Michalski seconded. Roll call. All present in favor. Motion passed. Nominations were made for Vice Chair. Commissioner Michalski, who declined and Commissioner Kelley declined nominations for Vice Chair due to time constraints. Commissioner Maloy moved to appoint Commissioner Blok as Vice Chair filling the vacancy left by Commissioner Caldwell who is now the Chair. Commissioner Caldwell seconded. Roll call. All present in favor. Motion passed.

Purchase of Services

Erica stated that the public hearing for the 2015 Purchase of Services Grant is scheduled for Thursday, February 20, 2014, at 6:30 p.m. and the final amount available for Purchase of Services will be determined at the final budget hearing scheduled for March 5, 2014. The commission was presented two possible funding options to meet the recommended budget. After thorough discussion, the Commission by consensus decided that option 2 was in the best interest of keeping the projects with the highest priority higher funded. Commissioner Craddieth moved to approve Option 2 the Purchase of Service recommendations and forward to City Council for approval. Commission Wainwright seconded. Roll call. All present in favor. Motion passed.

Amendment 2 Annual Action Plan

Erica stated that there is approximately \$46,000 to allocate of CDBG 2014 funds. She stated there is a need for additional funding for Accessible Curb Ramp and the Homeowner Rehabilitation Program. The commission was informed recommendations for funding must adhere with the public service and administration caps. Based on the program income from the previous year and the entitlement amount there is about \$26,000 available should the commission decide to recommend funding for public service activities. Erica stated the curb ramps were in the public service capped area. Commissioner Maloy later corrected this, stating the curb ramp project was not capped and did not fall under public service cap. Commissioner Michalski stated she would support increasing the Homeowner Rehabilitation Program making more funds available to homeowners to repair their properties. The Commission requested additional information on the priority locations for the street overlay and the accessible curb

ramps, programs provided by Neighborhood Recreation, and the Neighborhood Grants program.

Thank you letter to David Shaw

Commissioner David Shaw's term expired in February 2014. Commissioner Caldwell agreed to draft a letter for David thanking him for his service on the commission.

Information Sharing

Alvin Nash provided an update from the Housing Commission. The Commission was provided with a list of local preference points for the Assisted Housing Section 8 program. Alvin explained the preference points prevent certain groups of people from being served and preference points should be based on the need of first come first served. He stated he would send out a briefing on the Housing & Community Development Housing Budget Presentation.

The Commission was provided the date for the Purchase of Services Grant Budget Hearing, scheduled for February 20, 2014.

The City Focus Magazine featuring the Housing & Community Development Department was made available to the group.

Adjournment

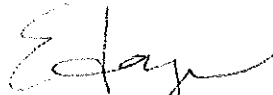
There being no further business to come before the Commission, Commissioner Kelley moved to adjourn. Commissioner Blok seconded. Motion passed by voice vote. Meeting was adjourned at approximately 6:45 p.m.

Minutes taken by:



Kris Neyen
Rehabilitation Programs Supervisor

Respectfully submitted by:



Erica Haugen
Community Development Specialist