

COMMUNITY DEVELOPMENT ADVISORY COMMISSION MEETING UNAPPROVED MINUTES

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

Chairperson Theresa Caldwell called the meeting to order at approximately 5:32 p.m., following staff assurance of compliance with Iowa Open Meeting Law.

Commissioners Present: Theresa Caldwell Mary Bridget Corken Janice Craddieth
Angela Kelley Paula Maloy, SVM Ann Michalski
Tom Wainwright Ricardo Woods

Commissioners Absent: Robert Blok

Staff Present: Jane Glennon Erica Haugen

Public Present: None

Certification of Minutes: February 19, 2014

Commissioner Michalski moved to approve the February 19, 2014 Commission meeting minutes. Commissioner Wainwright seconded. Roll call. Woods abstained. All present in favor. Motion passed.

Correspondence / Public Input

Staff Erica Haugen distributed the HUD 2015 allocations released recently noting a slight decrease in funding across the board nationally.

Old Business

Thank you letter to David Shaw

Commissioner David Shaw's term expired in February 2014. Chairperson Caldwell shared the thank you letter to David Shaw for his years of service on the Community Development Advisory Commission and circulated for Commissioner signatures.

New Business

Oath of Office

Chairperson Caldwell administered the Oath of Office to Commissioner Michalski.

Economic Development Programs and Services Presentation

Maurice Jones, Economic Development Director for the City of Dubuque provided an overview of his qualifications and experience. Handouts provided an overview of the Economic Development Department and Utilization of Tax Increment Financing (TIF). The Economic Development Department encompasses Transportation, Parking and most recently the Arts and Culture Department which is a proven tourism revenue generator. Their goal is job creation and revenue generation providing comprehensive

sustainable employment and housing opportunities for the entire community.

A challenge facing economic growth is a bill before the state proposing to eliminate Tax Increment Financing (TIF) which provides rebates to businesses. Moving forward Economic Development plans to continue to develop public and private partnerships and work with the CDAC to realize synergies to leverage not just money, but ideas.

Purchase of Services Grant

Erica presented the revised funding recommendation for the FY 2015 Purchase of Services Grant Awards. The FY 2015 budget allocates \$10,000 CDBG funds and \$43,789 General funds for a total of \$53,789 for competitive applications.

After discussion Commissioner Kelley moved to approve the proposed funding for the Purchase of Service and forward to City Council for approval. Commission Craddieth seconded. Roll call. All present in favor. Motion passed.

Amendment 2 Annual Action Plan

Erica reviewed the proposed Annual Action Plan Amendment 2. The amendment allocates \$92,479 obligated in FY 2013 and carries over \$576,540 in unspent funds. Due to an increased need for down payment assistance, it is recommended \$31,316 be transferred from Rental Unit Rehabilitation to the First Time Homebuyer program.

To meet ADA standards which became effective January 1, 2014 additional funding for street overlays and accessible curb ramps in low and moderate income areas increased the costs associated with the program. A map of the proposed projects was reviewed.

The Economic Development Department has received a request for a forgivable loan that meets the CDBG National Objective of providing job opportunities to low and moderate income individuals. The funds recommended for this activity were formerly used for Commercial/Industrial building rehab loans and the revolving loan fund, which has since closed.

Erica recommended setting the public hearing for Wednesday, April 23 at 5:30 p.m.

Following discussion Commissioner Maloy moved to set the public hearing for Wednesday, April 23 at 5:30 p.m. Commissioner Woods seconded. Roll call. All present in favor. Motion passed.

Information Sharing

Revised Meeting Schedule

Erica distributed the revised CDAC meeting schedule for 2014.

Intercultural Communication Training

All Commission members were encouraged to attend the Intercultural Communication Training scheduled for March 24 and April 7.

Voluntary Compliance Agreement (VCA)

Erica distributed the Voluntary Compliance Agreement (VCA) recommendations by HUD in response to the June 2011 HUD audit regarding civil rights laws and housing violations. She touched on each section of the document. A full review is scheduled for the April 23, 2014 CDAC meeting by Housing Director, Alvin Nash.

Upper Mississippi Regional Bridges Conference

Erica distributed a flyer on the Upper Mississippi Regional Bridges Conference. If interested in attending, notify Erica.

Adjournment

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

Minutes taken by:



Jane Glennon
Rehabilitation Programs Secretary

Respectfully submitted by:



Erica Haugen
Community Development Specialist