

**UNAPPROVED COMMUNITY DEVELOPMENT ADVISORY
COMMISSION
MEETING MINUTES**

DATE: Tuesday August 16, 2016
TIME: 5:30 p.m.
PLACE: Housing and Community Development Department
350 W. 6th Street, 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: Rick Baumhover Michelle Hinke
 Rob Blok II Rev. Lindsay James
 Dean Boles Tom Wainwright
 Teresa Caldwell Julie Woodyard- 5:36

Commissioners Absent: None

Staff Present: Erica Haugen Jerelyn O'Conner
 Kris Neyen Sarah Bennett

Public Present: None

Certification of Minutes

Commissioner Baumhover moved to approve the June 15, 2016 Commission meeting minutes as submitted. Commissioner Boles seconded. Roll call. All present in favor. Motion passed.

Commissioner James moved to approve the June 21, 2016 Commission meeting minutes as submitted. Commissioner Boles seconded. Roll call. All present in favor. Motion passed.

Correspondence / Public Input

None

Old Business

None

New Business

Election of Officers

Erica Haugen, Community Development Specialist, informed the Commission they shall elect to office a Chairperson and Vice-Chairperson at the first meeting of each fiscal year. Haugen then thanked Commissioners Hinke and Caldwell for their term of service as Chair and Vice Chair.

Commissioner Caldwell moved for Commissioner Hinke to continue as Chair for one

more term of service. Commissioner Boles seconded. Roll call. All present in favor. Motion passed.

Commissioner Caldwell moved for Commissioner James to be appointed as Vice Chair for the Commission. Commissioner Woodyard seconded. Roll call. All present in favor. Motion passed.

Resignation of Commissioner Janice Craddieth

Commissioner Hinke shared a letter thanking Commissioner Janice Craddieth for her years of service. All the Commission Members and Staff had the opportunity to sign the letter. Commissioner James inquired about a forwarding address; Haugen informed her we were doing our best to obtain her new address.

CAPER-Set Public Hearing

Haugen explained the Commission needed to hold a public hearing to review the Fiscal Year 2016 CDBG accomplishments. The CAPER (Consolidated Annual Performance and Evaluation Report) is for the period of July 1, 2015-June 30, 2016, and reviews activities for the Community Development Block Grant. Haugen also informed the Commission the Public Hearing will require a special meeting being held on the second Tuesday, instead of our usual third Tuesday of the month.

Commissioner Woodyard moved to set the Public Hearing for September 13, 2016. Commissioner Baumhover seconded. Roll call. All present in favor. Motion passed.

Proposed Amendment – By Laws

Haugen provided a copy of the By Laws with the attached amendment for the change in meeting date for the Community Development Advisory Committee for the Commission to review. The Amendment reflects the recent change from third Wednesdays, to third Tuesdays of the month. Although there was not action required tonight, Haugen informed the Commission the By-Laws can be formally adopted after a 14 day review period. The Commission will vote on the amended By-Laws at the September 13, 2016 meeting.

Housing Commission Report

Commissioner Baumhover reported on the July 26, 2016 Housing Commission Meeting. The Commission discussed the upcoming Fair Housing Training, and then proceeded to sign up for the training of their choice. Alvin Nash, Housing and Community Development Director, shared updates regarding the Resilient Community Advisory Commission, and Cpl. Scott Koch went over the Crime Report.

Housing & Community Development Reports

Kris Neyen, Rehabilitation Programs Supervisor went over the reports that were distributed in the packets prior to the meeting. She provided updates on the petitioned properties, the current rehab projects, and discussed the homes that have potential buyers. Neyen then thanked Commissioner Hinke and Boles for their participation in the Housing Rehabilitation Homes Tour that took place earlier this month.

Neighborhood Development

Jerelyn O'Connor, Neighborhood Specialist, discussed the Washington Neighborhood Community Garden. O'Conner provided information on how to volunteer, pictures of the garden, and upcoming events aimed to continue engaging the community.

O'Conner also shared the success of Dubuque's National Night Out. She reported a good turnout and provided pictures showing community members enjoying themselves during the event.

Information Sharing

Commissioner Woodyard shared information regarding the Iowa Mission of Mercy Free Dental Clinic. The clinic will be September 23-24, 2016 at the Five Flags Center.

Adjournment

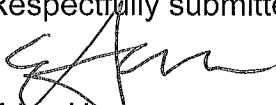
There being no further business to come before the Commission, Commissioner Caldwell moved to adjourn. Commissioner Blok seconded. Motion passed by voice vote. Meeting was adjourned at 6:03 p.m.

Minutes taken by:



Sarah Bennett
Recording Secretary

Respectfully submitted by:



Erica Haugen
City of Dubuque Community Development Specialist

