

COMMUNITY DEVELOPMENT ADVISORY COMMISSION MEETING MINUTES

DATE: Wednesday, June 28, 2017
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 (phone) Michelle Hinke
Sara Burley Rev. Lindsay James
Theresa Caldwell Tom Wainwright

Commissioners Absent: Dean Boles
Julie Woodyard

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

Public Present: None

Certification of Minutes

Commissioner James moved to approve the April 18, 2017 Commission meeting minutes as submitted. Commissioner Burley seconded. Roll call. All present in favor. Motion passed.

Correspondence / Public Input

None

Chairperson Hinke recommended addressing new business on the agenda prior to old business to address a change in meeting dates that could impact action to be taken under Old Business. Hearing no objections, New Business was conducted first.

New Business

Large Neighborhood Grants

At the March Commission meeting, the commission agreed to keep the application period open for the Large Neighborhood Grant Program. The North End Neighborhood Association (NENA) has requested \$3,000.00 in funding for the NENA Communication Project. The NENA Communication Project produces and distributes quarterly newsletters to all residents in the North End. The NENA Newsletter includes information on NENA meetings, updates from the Community Oriented Police Officers,

as well as recognition for local events and business's in the neighborhood. The Large Neighborhood Grant Review Committee has unanimously recommended the application be awarded funding.

Commissioner Baumhover moved to approve funding for the NENA Communication Project. Commissioner Caldwell seconded. Roll call. All present in favor. Motion passed.

Community Development Advisory Commission (CDAC) Meeting Date for FY2018

Haugen requested the Commission consider moving the CDAC meetings back to the 3rd Wednesday of the month, instead of the 3rd Tuesday. In May 2016, Alvin Nash, Housing and Community Development Director, had requested the meetings be moved from 3rd Wednesday to 3rd Tuesday to better fit his schedule, and allow him the opportunity to attend more meetings. After a yearlong trial, Haugen explained to the commission that the change had provided many obstacles for the commission including conflicts with other staff schedules and other commission's meeting locations and schedules.

Commissioner Caldwell expressed concerns that the change in meeting date would conflict Mr. Nash's schedule, preventing him from attending even less meetings than before. Caldwell requested the minutes reflect this concern.

Commissioner Baumhover expressed concerns about a conflict with his work schedule. He already has Tuesday's off to allow him to attend Housing Commission Meetings and CDAC, and he is unsure if his employer will be flexible to allow Tuesdays and Wednesdays.

Commissioner Caldwell moved to approve changing the CDAC Meeting Date back to 3rd Wednesdays. Commissioner Burley seconded. Roll call. Commissioner Baumhover-nay. All others present in favor. Motion passed.

Purchase of Service Grant Applications

Haugen informed the Commission that the Purchase of Service Grant Competition will open in July 2017, with applications being due in August. Haugen will be hosting two trainings in July for applicants and commissioners are invited to attend. More information will be sent to Commissioners once the dates have been determined.

Old Business

FY 2017 Amendment 3

Haugen recommended the Commission table Amendment 3 and set a public hearing for July 19, 2017 to amend the FY 2018 plan to include the changes proposed in Amendment 3.

Commissioner Caldwell moved to set a public hearing for the July 19, 2017 Meeting. Commissioner Burley seconded. Roll call. All present in favor. Motion passed.

*Motion was later amended to hold the public hearing on July 18, 2017.

CAPER- Reschedule Public Hearing

Commissioner Baumhover moved to table the Public Hearing to Wednesday, July 19, 2017. Commissioner Burley seconded. Roll call. All present in favor. Motion passed.

*Motion was later amended to hold Public Hearing on Tuesday, July 18th 2017.

Reports

Housing Commission Report

Haugen provided a brief update from the June Housing Commission meeting. The Commission received a preliminary notice of funding for the Continuum of Care (CoC) Grant which provides housing for homeless with disabling conditions (preferences for Mental Health, Substance Abuse or HIV/Aids). The Commission is also working to adjust their admin plan to include more "Housing First" language.

The Commission has been discussing a memorial for the late Ann Michalski, and will be dedicating the Housing and Community Development Department conference room after her. They are currently working out the details of the ceremony, as well as funding sources.

Housing and Community Development Reports

Kris Neyen, Housing Rehabilitation Supervisor, went over her monthly report. She reported that since the beginning of FY17 there had been 26 new homebuyers. 3 Community Housing Initiative (CHI) homes have been sold to income eligible families, with an offer still pending on another. Neyen also reported they would be closing on the 2249 Harold Property which was purchased and rehabbed with CDBG funds had sold and was closing June 30, 2017.

Neighborhood Development Reports

Jerelyn O'Connor, Neighborhood Development Specialist invited the Commission to the Grand Opening for the Bee Branch Amphitheater Wednesday, July 18, 2017. She also provided an update for the Washington Neighborhood Community Garden.

*So Commissioners could attend the Bee Branch opening, Commissioner Cauldwell motioned to amend the earlier motions setting public hearings for the CAPER and Amendment 3 from Wednesday, July 19th to Tuesday July 18th. Burley seconded. All in favor.

Information Sharing

Haugen informed the Commission that the Election of Officers will be held at the July meeting. The Commission will be electing a new chair, and reelecting a vice chair.

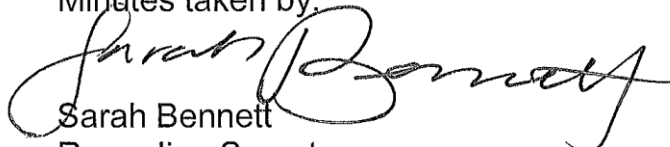
Haugen informed the Commission local HUD office conducted a Civil Rights and Public Services monitoring this past week. Haugen reported that they had not received the final results, but overall the review went well and HUD was pleased with our program implementation and management. The two findings will be addressed within the next month.

Adjournment

There being no further business to come before the Commission, Commissioner

Caldwell moved to adjourn. Commissioner Burley seconded. Motion passed by voice vote. Meeting was adjourned at 6:38 p.m.

Minutes taken by:


Sarah Bennett
Recording Secretary

Respectfully submitted by:



Erica Haugen
City of Dubuque CDBG/HCV Supervisor