

COMMUNITY DEVELOPMENT ADVISORY COMMISSION MEETING MINUTES

DATE: Tuesday, August 15, 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 5:32 p.m., following staff assurance of compliance with Iowa Open Meeting Law.

Commissioners Present: Rick Baumhover
Sara Burley
Tom Wainwright
Dean Boles
Michelle Hinke
Rev. Lindsay James
Nicole Borovic

Commissioners Absent: Theresa Caldwell
Julie Woodyard

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

Public Present: Deb Schmidt, Acting Director
Habitat for Humanity

Oath of Office

Commissioner Rick Baumhover read his Oath of Office. Erica Haugen clarified that Nicole Borovic did not currently qualify for her current position but is re-evaluating the members to see if there can be an adjustment in the members to enable Ms. Borovic to continue to serve. Erica suggested her Oath has been tabled for the next meeting. Commissioner James motioned to table Borovic's Oath. Commissioner Boles seconded. Roll taken. All present in favor. Motion passed.

Certification of Minutes

Commissioner Baumhover moved to approve the June 28, 2017 Commission meeting minutes as submitted. Commissioner Wainwright seconded. Roll call. All present in favor. Motion passed.

Correspondence / Public Input

Erica Haugen explained to the Commission that there were two surveys for the FY2018 Annual Action Plan Amendment 1. She would like to include those surveys with the submission of the Action Plan to HUD. She is asking the Commission to receive the comments submitted. Commissioner James motioned the comments be submitted.

Commissioner Boles seconded. Roll call. All present in favor. Motion passed.

Old Business

Ann Michalski – Long time commission member Ann Michalski passed away some time ago. There had been a recommendation to create a memorial for Ann Michalski. Due to her service and her fierce advocacy for affordable housing and our community's neighborhoods, the Housing Commission voted unanimously to recommend to City Council that the Housing and Community Development Conference Room be named for Ann Michalski. There will be a dedication ceremony later when the plaque is received. Commissioner Boles motioned the Commission endorse the memorial. Commissioner James seconded. Roll call. All present in favor. Motion passed.

New Business

Election of Officers

At the first Commission meeting of the Fiscal Year, the election of officers is held. Commissioner Wainwright motioned that Commissioner James be nominated as the Chairperson. Commissioner James accepted. Commissioner Boles seconded. Roll call. All present in favor. Motion passed.

Commissioner Wainwright nominated Commissioner Burley to be the co-chair of the CDAC Commission. Commissioner Burley accepted. Commissioner Boles seconded. Roll call. All present in favor. Motion passed.

FY18 Annual Action Plan Public Hearing

Commissioner Baumhover motioned to open the hearing. Commissioner Boles seconded. Roll call. All present in favor. Motion passed. Meeting open. Erica Haugen discussed the FY18 Annual Action Plan. This is the initial submission to HUD due to the late HUD appropriation this year. This plan takes the approved Annual Action Plan that was submitted with the budget proposal and adds funds that were committed in FY17. Funds that are being carried over for the same use and funds that were unallocated. The recommended plan is available for review and comment on the website. Commissioner James had some questions regarding the changes from the International Property Code inspection changes. She wanted to know how our enforcement is doing. Erica offered explanations on the progress of the inspection process currently. Only 15% of our rental units are in the low to moderate income area. Commissioner Boles had questions regarding the First-Time Homebuyer programs and the opportunities available. Commissioner Baumhover motioned to close the hearing. Commissioner Boles seconded. Roll call. All present in favor. Motion passed.

Commissioner Boles motioned to approve the FY18 Annual Action Plan. Commissioner Baumhover seconded. Roll call. All present in favor. Motion passed.

FY16 CAPER Public Hearing

Commissioner James motioned to open the hearing. Commissioner Boles seconded. Roll call. All present in favor. Motion passed. Meeting open. Erica explained the report explaining a little about what the CAPER is. She explained that the VCA also has a direct impact on how our funds are used. The primary use of funds is for the housing programs, administrative expenses, CDBG expenses, and Neighborhood & Community programs. Comments during the public hearing will be submitted to HUD.

Commissioner Boles had some concerns with the Racial and Ethnic composition of families assisted. He is concerned for disparate impact. Deb from Habitat commented on the potential opportunities she sees to partner with our programs to assist residents of our community. Commissioner James questioned how we are going to handle the microenterprise economic development funds since there is a currently a shortage of staff. Erica confirmed that Housing will verify the income, administer the funds to activities and then we monitor the use of these funds. She talked about how we can try to leverage with Dupaco to assist some of the programs. Commissioner Boles motioned the close the hearing. Commissioner Baumhover seconded. Roll call. All present in favor. Meeting closed.

Commissioner James motioned to submit the FY16 CAPER. Commissioner Burley seconded. Roll call. All present in favor. Motion passed.

Set Public Hearing FY17 CAPER

Commissioner Baumhover motioned to set the FY17 CAPER public hearing for September 12, 2017 at 5:30 pm. Commissioner Boles seconded. Roll call. All present in favor. Motion passed.

Housing Rehabilitation Program Changes Review

Kris Neyen discussed the changes proposed to the different Rehabilitation programs. There was conversation that the reason for the changes is to entice individuals to participate in the programs. Previously, with having the pay an interest charge on these loans caused a decrease in program participation. Commissioner Boles suggested maybe forgiving the first \$5,000 of the rehabilitation loans and repay the remainder of the loan. Commissioner Baumhover motioned to approve the changes. Commissioner Burley seconded. Roll call. All present in favor. Motion passed

Reports

Housing Commission Report

Commissioner Baumhover reported that he was voted in as Chair of the Housing Commission. Big thanks went out for all the help on the Ann Michalski memorial.

Resiliency Commission Report

Commissioner Boles reported that the strategic goals and objectives were put out for the next year. There are four major goals set: 1) Healthy Environment, 2) Open and Transparent Data and Open and Transparent Performance Measures, 3) Sustainability, 4) Economic Development.

Housing and Community Development Reports

Kris Neyen, Housing Rehabilitation Supervisor, went over her monthly report. She reported that everything is up to date. She did receive an email from David Harris and he advised that the properties at 232 E. 14th Street and 1465 Jackson will be closing by the end of August 2017. There is some interest in 2056 Washington currently. The Queen Street property will hopefully be lead free by mid-September 2017. Erica reported that at the end of July, the Senate Appropriations Committee worked on the CDBG allocation. The budget has been approved and allocations are out for FY18, which will be about \$3 billion for CDBG.

Neighborhood Development Reports

Jerelyn O'Connor shared that Sunday night was Music in Jackson Park. They've held that event for several years and it is becoming a real neighborhood family event. Leisure Services also attended with their Rec and Roll trailer. They gave away free hot dogs at this event also.

Information Sharing

Inclusive Dubuque Housing and Neighborhood Working Group

Erica briefly discussed that there may be a future option to assist with a portion of the rebrand of the Housing Choice Voucher program.

City Council Goals and Priorities

Erica shared that the Commissions goals have been shared with the City Council and there have been some changes to work toward meeting the Commission's goals.

Fair Housing Training Dates

The dates were shared with the Commission for the 2017 Fair Housing Training. The dates are being held in September. All commission members must attend.

Commissioner James shared that she is recruiting volunteers for the BBQ in DBQ on September 30, if anyone is interested in helping. It will be held at Clarke University.

Adjournment

There being no further business to come before the Commission, Commissioner Wainwright moved to adjourn. Commissioner James seconded. Motion passed by voice vote. Meeting was adjourned at 7:05 p.m.

Minutes transcribed by:



Brenda Henry
Secretary

Respectfully submitted by:



Erica Haugen
City of Dubuque CDBG/HCV Supervisor