

COMMUNITY DEVELOPMENT ADVISORY COMMISSION UNAPPROVED MEETING MINUTES

DATE: Wednesday, March 28, 2018
TIME: 5:30 p.m.
PLACE: Housing and Community Development Conference Room

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

Commissioners Present: Dean Boles
Gerald Hammel
Michelle Hinke
Shane Hoepfer
Tom Wainwright
Rev. Lindsay James

Commissioners Absent: Sara Burley
Theresa Caldwell
Julie Woodyard

Staff Present: Alvin Nash
Erica Haugen
Kris Neyen
Jerelyn O'Connor
Teresa Bassler
Kim Glaser
Sarah Bennett

Public Present: None

Oath of Office

Commissioner Tom Wainwright read his Oath of Office.
Commissioner Shane Hoepfer read his Oath of Office

Certification of Minutes

Commissioner Boles moved to approve the January 17, 2018 Commission meeting minutes as submitted. Commissioner Hinke seconded. Roll call. All present in favor. Motion passed.

Correspondence / Public Input

Communication from Mary Parkin to request Commission consider providing technical assistance to low and moderate-income individuals wishing to start a business or eligible business owners wanting to expand an existing business.

Erica Haugen, Community Development Specialist, explained that there were two ways this could be funded with Block Grant dollars. This request could be funded through the Purchase of Service Grant activity, as well as through the Economic Development activity for technical assistance. The Commission decided to make this a future agenda item.

Old Business

Applications for Community Development Block Grant Funding

- Crescent Community Health Center
- Visiting Nurses Association (VNA)
- Proposed Annual Action Plan Amendment

Erica Haugen, Community Development Specialist provided an update on the applications. She explained that Crescent had some items that did not qualify for CDBG funding and had to be removed. Haugen also informed the Commission that the VNA was still planning to do a presentation, similar to the presentation Crescent provided in the January Meeting.

Commissioner Boles went on record that he would like to have a better understanding of the CDBG application process and make the process for requesting CDBG funding more transparent. He would like to make sure that the applicants are efficient and effective with their CDBG Dollars. Chairperson James agreed that she would like to see the outcomes of the money being requested.

New Business

Proposed Rental Rehabilitation Program

Kris Neyen, Housing Rehabilitation Supervisor, proposed a new Rental Rehabilitation Program to the Commission. The new program provides long-term, 0% interest loans for rental property owners. This program is designed to encourage the rehabilitation of existing residential rental property with 6 units or less and provides housing for low-moderate income tenant households. Neyen explained that the City has had a similar program in the past, but it was proven to be unsuccessful because participants did not like all the requirements of the program.

After thorough discussion, the Commission decided to not act on this agenda item. Alvin Nash, Housing and Community Development Director decided staff would meet and address these concerns before bringing it back to the Commission.

FY17 CAPER: Set Public Hearing

Erica Haugen, Community Development Specialist explained to the Commission that the FY17 CAPER is not complete and requested the Commission re-schedule the Public Hearing.

Commissioner Boles motioned to re-schedule the FY17 CAPER Public Hearing for April 25, 2018. Commissioner Hinke seconded. Roll call. All present in favor. Motion passed.

City Manager's Message on Grants

Commissioner Boles had requested that the Commission review the City Manager's message on the competitive grant process that allows a citizen panel to make recommendations on how to allocate these limited resources taking into account City Council's goals & priorities. Commissioner Boles suggested there should be "An open, well-advertised, competitive grant process."

The Commission decided to keep this topic as a reoccurring agenda item. Haugen explained that she can bring additional information regarding the process of selecting grants for Capital vs Operating (Public Service) expenses and assist with providing better transparency.

Large Neighborhood Grants

Jerelyn O'Conner, City of Dubuque Neighborhood Development Specialist, introduced the Large Neighborhood Grant Program. She provided background information about the program, discussed the review committee, and the process it undergoes to choose finalists for the grant. O'Conner requested volunteers to meet and review the grants so they are ready to vote at the next scheduled meeting.

Commissioner Hinke and Commissioner Hammel volunteered for the review committee. Neighborhood Grants will be reviewed at the April 25, 2018 meeting.

Reports

Housing Commission Report

Erica Haugen, Community Development Specialist updated the Commission on activities from the Housing Commission. Haugen explained they set a public hearing to go over the Annual Plan, and welcomed members recently appointed to the commission. Commissioner Hoepfer was selected as the representative from Housing Commission, to serve on the Community Development Advisory Commission Meeting, replacing Rick Baumhover vacant seat.

Resiliency Commission Report

Commissioner Boles reported that the Resiliency Commission has been focusing on better internet access for the City of Dubuque. The Commission started looking at the possibility of a municipal internet. The Commission did not take action on this item, just reviewed information at this time.

Housing and Community Development Reports

Erica Haugen, Community Development Specialist, explained information on budget appropriations on the federal level. Haugen shared that the recommended budget for block grant was higher than the previous year.

Neighborhood Development Reports

Jerelyn O'Connor, Neighborhood Development Specialist shared information regarding the Old House Enthusiast Tour, May 19, 2018. This year's tour will be featuring the Washington Neighborhood, and the tour will consist of homes that Community Housing Initiative (CHI) has rehabilitated in partnership with the City of Dubuque Housing Rehabilitation Program.

Information Sharing

Erica Haugen, Community Development Specialist, shared with the commission that she will continue to be the Community Development Specialist, but will be located at City Hall through the Budget Department, instead of the Housing and Community Development Department. Haugen explained that her contact information will remain the same.

Adjournment

There being no further business to come before the Commission, Commissioner Wainwright moved to adjourn. Commissioner Boles seconded. Motion passed by voice vote. Meeting was adjourned at 7:01 p.m.

Minutes transcribed by:

A handwritten signature in cursive script, appearing to read "Sarah Bennett".

Sarah Bennett
Secretary

Respectfully submitted by:

A handwritten signature in cursive script, appearing to read "Erica Haugen".

Erica Haugen
City of Dubuque CDBG/HCV Supervisor