

**COMMUNITY DEVELOPMENT ADVISORY COMMISSION
UNAPPROVED MEETING MINUTES**

DATE: Wednesday, June 20, 2018
TIME: 5:30 p.m.
PLACE: Housing and Community Development Conference Room

Commissioner Burley representing the chair called the meeting to order at 5:30 p.m., following staff assurance of compliance with Iowa Open Meeting Law.

Commissioners Present: Dean Boles
Gerald Hammel
Shane Hoeper
Michelle Hinke
Tom Wainwright
Julie Woodyard
Sara Burley

Commissioners Absent: Rev. Lindsay James

Staff Present: Erica Haugen
Kris Neyen
Jenny Larson
Lisa Barton
Sarah Bennett

Public Present: None

Certification of Minutes

Commissioner Boles moved to approve the May 16, 2018 Commission meeting minutes as submitted. Commissioner Wainwright seconded. Roll call. All present in favor. Motion passed.

Correspondence / Public Input

None

Old Business

None

New Business

Reschedule Public Hearing FY17 CAPER: July 18th, 2018

Erica Haugen, Community Development Specialist explained to the commission that publication and notification requirements were not met, and as a result the Commission cannot consider the CAPER until such a time that the requirements are met. Haugen provided a draft of the CAPER for the commission to start to review, and she provided a basic understanding of the CAPER and how the information is organized in the report.

After thorough discussion, Commissioner Boles motioned to Set a Public Hearing for the FY2017 CAPER for July 18, 2018 Commissioner Hinke seconded. Roll call. All present in favor. Motion passed.

Recommended Amendment to the City's adopted budget for the Annual Action Plan

Haugen informed the Commission that the City's FY19 Annual Action Plan was adopted by the City before HUD had provided the annual allocation for CDBG funds. HUD provided the annual allocation of \$1,073,776 in May. To balance the Annual Action Plan, \$105,541 needs to be allocated to new and existing activities. Haugen recommended the Commission allocates \$89,715 to neighborhood slum & blight and \$17,960 additional funds to the Purchase of Service Grants.

After thorough discussion, Commissioner Woodyard motioned to approve the recommended Amendment to the City's adopted budget for the Annual Action Plan Commissioner Hammel seconded. Roll call. All present in favor. Motion passed.

Select Purchase of Service Grant Application Review Committee members

Haugen asked the commission to select 2-3 members to form a committee to review the applications for the Purchase of Service Grant. These members would score and rank the applications that will be brought back to the commission at a later date.

Commissioner Hinke, and Commissioner Hammel volunteered to form the committee.

Set Meeting Date for FY2019 (July 2018 - June 2019)

Haugen provided a list of dates for the FY2019 meetings for the Commission to review. Haugen also suggested moving the location of the meeting from the Housing and Community Development Conference room, to either conference room A at city hall or the conference room at the new Jule training center.

Commissioner Wainwright motioned to approve the FY2019 meeting dates, as well as the new meeting location at the Jule training center. Commissioner Hoepfer seconded. Roll call. All present in favor. Motion passed.

Reports

Housing Commission Report

Commissioner Hoepfer stated that he was not present at the last meeting, but Haugen stated they went over the Annual Action Plan.

Resiliency Commission Report

Commissioner Boles reported that the Resiliency Commission has been focusing on Strategic Planning and working on their Sustainability Grants.

Housing and Community Development Reports

Kris Neyen, Housing Rehabilitation Supervisor, provided an update on all of the Housing Rehabilitation properties. Neyen also informed the commission that she had been approved to deconstruct and rebuild the property at 2407 Queen St., and had acquired 2601 Jackson and 2243 Central. Both properties will be fully rehabbed in the near future.

Neighborhood Development Reports

Jerelyn O'Connor, Neighborhood Development Specialist was absent and unable to report.

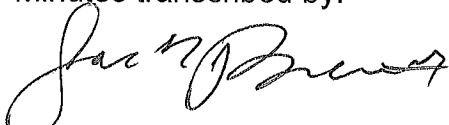
Information Sharing

Commissioner Woodyard shared that construction was ready to start on the Crescent Community Health Center Addition.

Adjournment

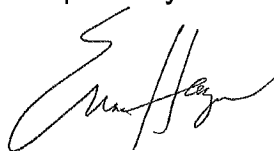
There being no further business to come before the Commission, Commissioner Woodyard moved to adjourn. Commissioner Hinke seconded. Motion passed by voice vote. Meeting was adjourned at 6:40 p.m.

Minutes transcribed by:



Sarah Bennett
Secretary

Respectfully submitted by:



Erica Haugen
City of Dubuque CDBG/HCV Supervisor

