

# COMMUNITY DEVELOPMENT ADVISORY COMMISSION UNAPPROVED MEETING MINUTES

**DATE:** Wednesday, November 28, 2018  
**TIME:** 5:30 p.m.  
**PLACE:** Housing and Community Development Conference Room, Third Floor of  
the Historic Federal Building

## Oath of Office

Commissioner Janice Craddieth took the Oath of Office.

Chair Jerry Hammel called the meeting to order at approximately 5:30 p.m., following staff assurance of compliance with Iowa Open Meeting Law.

**Commissioners Present:** Dean Boles                      Michelle Hinke  
Sara Burley                                      Tom Wainwright  
Janice Craddieth                              Julie Woodyard  
Jerry Hammel

**Commissioners Absent:** None

**Staff Present:** Erica Haugen                      Alexis Steger                      Mary Rose Corrigan  
Kris Neyen                                      Lisa Barton

**Public Present:** Craig Beytien  
Mary Rose Corrigan  
Brooke Gomez

## Certification of Minutes

Commissioner Hammel amended the agenda to read approval of meeting minutes, October 17, 2018 versus September 26, 2018. Commissioner Boles moved to approve the October 17, 2018 Commission meeting minutes as submitted. Commissioner Wainwright seconded. Roll call. All present in favor. Motion passed.

## Correspondence / Public Input

None

## **Old Business**

### **Community Development Needs Discussion**

#### **a) Equity in City Services**

Erica Haugen, Community Development Specialist, wanted to report to the commission that multiple departments in the City continue their work to evaluate equity in City services and plan to implement the process City-wide. If Commissioners are interested in getting more involved in the equity component, please contact Haugen for more information.

## **New Business**

### **Community Development Block Grant Application Review**

#### **a) Homeowner Accessibility Program Project Review**

Kris Neyen, Rehabilitation Programs Supervisor, presented a homeowner Accessibility Program application request to the Commission. Neyen explained that an elderly woman resides in the house and gave details of the accessibility problems associated with the property. Neyen reported that contractor bids came in at \$15,870 and therefore is requesting to increase funding for the project from \$5,000 to \$15,870.

Commissioner Boles requested information regarding the number of households with elderly and disabled persons. Haugen will review census data and bring information back to the commission at the next meeting. Haugen reported the need for accessibility improvements can be addressed in the consolidated plan. Haugen stated that all CDBG funds are currently allocated; however, if there is additional need to fund accessibility projects, an amendment to the plan could be considered to move funding from another area.

Commissioner Woodyard motioned to approve additional accessibility funds for this Homeowner Accessibility project. Commissioner Burley seconded. Roll call. All present in favor. Motion passed.

#### **b) Rental Rehabilitation program Project Review**

Alexis Steger, Housing and Community Development Director, stated she received two Rental Rehabilitation Program applications. Steger reported that staff is recommending application for project located at 276 W. 17<sup>th</sup> Street owned by Chris Richards. Steger explained that the project is a 30 (one bedroom) unit structure that meets all the criteria to be eligible for the rental rehabilitation program. The applicant is requesting \$15,000 per unit. \$10,000 per unit would be in the form of a forgivable loan and \$5,000 per unit would be available at 3% APR over a term not to exceed 10 years. The total amount of funding request is \$450,000. Due to prior commitments, Richards was not able to attend the meeting.

Steger reported that the second applicant failed to meet all the requirements of the program; however, there is still more work to be completed on the file before staff

recommendation can be made. Craig Beytien, owner of 1838 Central Avenue, was in attendance and presented his project plans to the commission. Beytien reported his project will consist of a new business, Upcycle Dubuque, and then three apartments above, one in which they will reside. The \$230,000 he received from other sources has been exhausted so he is requesting \$75,000 CDBG funds to complete the project; \$25,000 for each (two bedroom) unit. Beytien reported if they don't receive the funding to complete the project, they will be forced to sell the building.

Commissioner Burley motioned to approve funding in the amount of \$375,000 for 276 W. 17<sup>th</sup> and set aside \$75,000 for 1838 Central Avenue. If the project doesn't get approved, the \$75,000 would go back to 276 W. 17<sup>th</sup> Street and would be submitted for approval at the next commission meeting. Seconded by Commissioner Craddieth. Roll call. All present in favor. Motion passed.

**c) Large Neighborhood Grants**

Jerelyn O'Connor, Neighborhood Development Specialist, reported there has been some discussion from the Commission on whether to allow non-profit organizations to apply for Large Neighborhood Grant Program funds. O'Connor suggested forming a committee to review the current grant program to determine if any changes are deemed necessary to create a more effective and impactful program or continue to maintain the existing program.

After thorough discussion, Commissioner Woodyard motioned to form a small committee to review current program and recommend any changes to commission at the next commission meeting. Commissioner Craddieth seconded. Roll call. Five in favor and two not in favor. Motion passed by majority vote.

Commissioners Hinke, Woodyard, and Craddieth volunteered to be a part of the committee and will provide an update at the next meeting.

**d) Public Facility Project Review: Crescent Community Health Center**

Haugen reported Crescent Community Health Center has provided additional information to the application previously submitted for Commission review. Haugen stated the project includes a number of eligible activities that can be funded using CDBG. Mary Rose Corrigan, board member, and Brooke Gomez, Interim CEO, were in attendance in support of the application.

After lengthy discussion, Commissioner Boles motioned to receive and file Crescent Community Health Center supplemental information. Commissioner Burley seconded. Roll call. All present in favor. Motion passed.

**Fiscal Year 2019 Annual Action Plan Amendment 1 Public Hearing**

Commissioner Woodyard motioned to open public hearing regarding Fiscal Year 2019 Annual Action Plan Amendment 1. Commissioner Hinke seconded. Roll call. All present in favor. Motion passed.

Haugen distributed to the Commission a copy of Amendment 1 and stated that it is a substantial amendment that reallocates prior year funds to new and existing activities. Haugen stated that this amendment will help with timeliness issues. If there would be any need to change these allocations, a second Amendment could be completed.

After thorough discussion, Commissioner Woodyard motioned to close public hearing. Commissioner Boles seconded. Roll call. All present in favor. Motion passed.

Commissioner Boles motioned to approve the Fiscal Year 2019 Annual Action Plan Amendment 1. Commissioner Woodyard seconded. Roll call. All present in favor. Motion passed.

### **Set Public Hearing for Fiscal year 2020 Annual Action Plan**

Haugen reported the City is working to prepare the Fiscal Year 2020 budget for the use of Community Development Block Grant funds. The City's budget preparation process will include the anticipated use of block grant funds for Fiscal Year 2020. Haugen asked the Commission to set a public hearing for January 16, 2019 to review the first draft of the Fiscal Year 2020 Annual Action Plan. The first draft of the proposed plan will be made available for public review 30 days prior to the public hearing.

Commissioner Boles motioned to set a public hearing for the Fiscal Year 2020 Annual Action Plan at the next CDAC commission meeting scheduled for Wednesday, January 16, 2019. Commissioner Craddieth seconded. Roll call. All present in favor. Motion passed.

### **Reports**

#### **Housing Commission**

Commissioner Craddieth, new liaison for the Housing Commission, had no updates to report. Steger volunteered to share some highlights from the Housing Commission meeting giving Commissioner Craddieth an update example for the next meeting.

Steger gave some updates regarding Greg Prehm properties. The Commission designated Prehm, landlord/owner/general manager, as priority category in hopes of making the housing stock better which will be more attractive to neighborhoods. Steger was also happy to report that 2035 Washington, a burned-out structure, is being demolished in the next week or so.

#### **Housing and Community Development Reports**

Neyen presented a handout to the Commission and gave a brief report on the status of City owned properties as well as other homebuyer and homeowner projects. Neyen reported that 396 W. Locust Street has been completed; appraised at \$145,500; and listed with a realtor.

### **Resilient Community Advisory Commission**

Commissioner Boles reported on two topics: 1) Solid waste study - part of the study was looking at percentage of recyclables going into the landfill. Another part of the study was the possibility of having a large item throw away day a couple times annually versus calling in for a large item pick up. 2) Lead and different requirements - Boles reported that one of the legislative priorities is that the City adopt a more strident requirement.

### **Human Rights Commission**

Commissioner Hammel stated the Commission is continuing to review and access the steps to move forward with the Greater Dubuque Development Corporation (GDCC) per a Community Perception Study that was completed in 2017. Another item discussed was the equity concerns within the school district.

### **Information Sharing**

#### **Fair Housing Training**

Haugen reported that if you were not able to attend the Fair Housing training to please let her know.

#### **Health Indicators Report: Housing Mortgage Lending – Dean Boles**

#### **GreatSchools.org – Dean Boles**

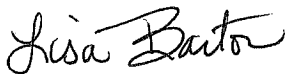
#### **Affirmatively Furthering Fair Housing, Income Mobility – Dean Boles**

Commissioner Boles gave a brief summary of the above topics; however, due to time constraints, the Commission agreed to table these issues until the next commission meeting.

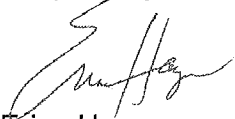
### **Adjournment**

There being no further business to come before the Commission, Commissioner Boles motioned to adjourn. Commissioner Woodyard seconded. Motion passed by voice vote. Meeting was adjourned at approximately 7:30 p.m.

Minutes transcribed by:



Lisa Barton  
Housing Financial Specialist  
Respectfully submitted by:



Erica Haugen  
Community Development Specialist

