

**Minutes**  
**COMMUNITY DEVELOPMENT ADVISORY COMMISSION**  
**(UNAPPROVED )**

**DATE:** Wednesday, January 16, 2019  
**TIME:** 5:30 p.m.  
**PLACE:** Housing and Community Development Conference Room, Third Floor of the Historic Federal Building, 350 W. 6<sup>th</sup> Street, Suite 312

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

**Commissioners Present:** Dean Boles, Sara Burley, Jerry Hammel (by phone), Michelle Hinke, Tom Wainwright, Julie Woodyard (arrived 5:33 p.m.)

Commissioners Absent: Janice Craddieth

**Staff Present:** Erica Haugen, Alexis Steger, Kris Neyen, Lisa Barton, Laura Carstens, and Guy Hemenway

**Public Present:** TJ Mauer, Craig Beytien, Kristina Beytien, Michelle Mihalakis, Chastity McCue, and Steve Ulstad

**Certification of Minutes**

Motion by Boles to approve the November 28, 2018 Commission meeting minutes as submitted. Seconded by Hinke. Motion carried 5-0.

*Commissioner Woodyard arrived at 5:33 p.m.*

**Correspondence/Public Input**

TJ Mauer, Program Administrator at Real Recovery, shared information about Real Recovery, a men's sober living environment, he has been operating since August 2017. Currently 26 men reside at Real Recovery. Due to funding loss, Mr. Mauer expressed interest in Community Development Block grant funds to continue operations and would like to share more information at the next meeting.

*Commissioner Hammel left the meeting at 5:45 p.m.*

**New Business**

**Community Development Block Grant Application Review**

**a) Rental Rehabilitation Program: Consideration for Funding**

Alexis Steger, Housing and Community Development Director, stated the Commission set-aside \$75,000 for a pending application for the Rental Rehabilitation Program at the November CDAC meeting. The application to be considered is for the renovation of three

apartments located above Upcycle Dubuque at 1838 Central Avenue; \$25,000 per unit. Steger is recommending funding for this project but stated there is a complication with the application as the owners are proposing to live in one of the units and would be required to income qualify for the length of the loan (up to 10 years).

After thorough discussion, Motion by Woodyard to approve CDBG funding of \$75,000 to complete the rehabilitation of three apartments, \$25,000 for each apartment, located at 1838 Central Avenue. Seconded by Hinke. Motion carried 5-0

**b) Consideration for funding project: Michelle Mihalakis**

Steger reported Liberty Recovery Community is applying for funding for Liberty Recovery and Training Center and Liberty Place Apartments at 2216 White Street. The Liberty Recovery Community has purchased the vacant Liberty Bank building and are requesting \$250,000 of CDBG funding to rehabilitate the structure.

Steger stated Liberty Recovery Community received a grant of \$2.7 million from the Iowa Finance Authority covering most of the costs for the construction of Liberty Place Apartments; however, there is a funding gap so they are also requesting \$150,000 to fill the gap. Steger reported the City of Dubuque is supportive of this project; although, additional information is required to consider assistance with funding.

Steger reported the City of Dubuque has allocated CDBG funds to the Salvia House of \$66,250 for the addition of an elevator which has gone unused for the past three years. If the additional required information is provided and the project meets all the requirements of CDBG, the City would support and recommend moving the allocation to the Liberty Recovery Community project.

Michelle Mihalakis, Founder/Executive Director of Manasseh House/Operation Empower, Chastity McCue, V.P. Manasseh House/Operation Empower and Mr. Ulstad, architect of the project, were in attendance in support of the project. Mihalakis would like to provide additional information and outcomes at the next meeting.

Motion by Boles to receive and file the project. Seconded by Hinke. Motion carried 5-0

**Fiscal year 2019 Annual Action Plan Amendment 2 Public Hearing**

Erica Haugen, Community Development Specialist, reported that the Fiscal year 2019 Annual Action Plan Amendment 2 is a substantial amendment that reduces the amount of resources available in the plan year from \$2,802,917 to \$2,674,605, which reallocates funding between existing programming and removes funding for two Neighborhood Development projects. Steger reported due to time constraints with SHIPO on Rental Rehab Projects, the reallocation of funds to Purchase/Rehab/Resale would help meet the spending timeless test in the spring. The commission is requested to set a public hearing for FY2019 Amendment 2 on February 20, 2019.

After thorough discussion, Motion by Boles to set a public hearing for the Fiscal Year 2019 Annual Action Plan Amendment 2 at the next CDAC commission meeting scheduled for Wednesday, February 20, 2019. Seconded by Woodyard. Motion carried 5-0

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

Haugen reviewed some highlights of the proposed budget for the Fiscal Year 2020 Annual Action Plan. She reported the budget provides \$1,478,963 in resources and recommends allocating \$1,462,701 for Administrative, Housing and Community Development, and Neighborhood Development activities which would leave a cushion of \$16,000. Having a cushion is essential in the event less program income is received than budgeted. The City is finalizing the budget, so these allocations could change.

Motion by Woodyard to set a public hearing for the Fiscal year 2020 Annual Action Plan at the next CDAC meeting scheduled for Wednesday, February 20, 2019. Seconded by Hinke. Motion carried 5-0

### **Reports**

#### **Analysis of 2012-2017 ACS Poverty Sample Data**

Guy Hemenway, Assistant Planner with the City of Dubuque, prepared and presented an analysis of the 2012-2017 American Community Survey (ACS) five-year Poverty Sample Data. Laura Carstens, City Planner, was also present to answer questions.

#### **Source of Income Annual Report**

Steger prepared and presented an annual report on Source of Income and shared a couple highlights of the report: 1) the City Council is going to be presented the option to adopt an ordinance modifying the information collected on rental licenses to include information about the property owner accepting housing choice vouchers. 2) the City started collecting data regarding the reasons why a voucher holder doesn't lease-up.

#### **Housing Commission**

The Housing Commission minutes were provided from November's meeting.

#### **Resilient Community Advisory Commission**

Boles shared information regarding Star and coordination with Planning Services.

#### **Human Rights Commission**

The Human Rights Commission minutes were provided from November's meeting.

### **Information Sharing**

#### **Impact of Government Shutdown**

Haugen reported some CDBG projects may be delayed due to the need for approval for environmental review and the recommended amendment for the PY2017 CAPER and narrative that was added is awaiting HUD review prior to submission to City Council. Steger reported Housing Assistance Payments would run out in February and the City was currently covering grant funded positions.

**Housing and Community Development Department Budget Hearing and City Council Hearing for CDBG Annual Action Plan**

The Housing and Community Development Department Budget Hearing and City Council Hearing for CDBG Annual Action Plan is scheduled for February 13, 2019.

**Adjournment**

There being no further business, Boles motioned to adjourn at 7:10 p.m. Seconded by Hinke. Motion carried 5-0

Minutes transcribed by:



Lisa Barton  
Housing Financial Specialist

Respectfully submitted by:

Erica Haugen  
Community Development Specialist