

Minutes
COMMUNITY DEVELOPMENT ADVISORY COMMISSION
(UNAPPROVED)

DATE: Wednesday, May 15, 2019
TIME: 5:30 p.m.
PLACE: Housing and Community Development Conference Room, Third Floor of the
Historic Federal Building, 350 W. 6th Street, Suite 312

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

Chair, Jerry Hammel, administered the Oath of Office to Ellen Pinnola

Commissioners Present: Dean Boles, Sara Burley, Janice Craddieth, Jerry Hammel, Michelle Hinke, Jeff Lenhart, Ellen Pinnola, Julie Woodyard

Commissioners Absent: Tom Wainwright

Staff Present: Alexis Steger, Jerelyn O'Connor, Chris Lester, Lisa Barton

Hammel introduced Commissioner Ellen Pinnola and Chris Lester, new Community Development Specialist, to the Commission.

Certification of Minutes

Motion by Woodyard to approve the April 17, 2019 Commission meeting minutes as submitted. Seconded by Craddieth. Motion carried 8-0

Correspondence/Public Input

Alexis Steger, Housing and Community Development Director, reported the City received an on-line request asking for Community Development Block Grant (CDBG) funds to assist Northeast Iowa Community College (NICC) students with parking costs while attending the College. Steger reported she submitted the request to the parking division. Steger will provide feedback to the Commission once she receives a response from parking.

New Business

Community Development Block Grant Application Review

a) Real Recovery

Steger stated that TJ Mauer, Administrator/CEO of ZTM Sober Living LLC (previously Real Recovery), is requesting \$15,000 to help with startup costs after Real Recovery of Florida exited the Dubuque Market. Mauer provided a Business Plan and Steger is recommending the funding of this project. Steger reported due to the Public Service cap of 15%, the Commission only has capacity to fulfill \$11,000 of the request. The remaining \$4,000 will be funded from FY2020. TJ Mauer was present in support of this request.

After thorough discussion, motion by Woodyard to approve City support in the amount of \$11,000 in CDBG funds to ZTM Sober Living. Seconded by Lenhart. Motion carried 8-0

b) Affordable Housing Network Inc./Four Oaks

Steger reported that Affordable Housing Network Inc (AHNI) is requesting \$150,000 to assist with rehabilitation costs associated with completing neighborhood revitalization efforts under the Comprehensive Housing Activities for Neighborhood Growth and Enrichment (CHANGE) initiative. The funding would support the rehabilitation of 5 units, for a contribution of \$30,000 per unit, with the goal of providing affordable homeownership opportunities. Tami Gillmore, CFO/CAO, Four Oaks Family and Children's Services, was in attendance and presented a handout to the Commission, in support of this request.

After lengthy discussion, motion by Woodyard to approve City support in the amount of \$150,000 in CDBG funds to Affordable Housing Network, Inc. Seconded by Hinke. Motion carried 6-1. Craddieth voted nay, Burley abstained due to her employment with Four Oaks.

c) Liberty Recovery

Steger explained that Manasseh House/Operation Empower is requesting CDBG funding in the amount of \$150,000 to assist with construction costs associated with building Liberty Place Apartments which will be located at 2201 Jackson Street. The apartments will be adjacent to the substance use recovery center. Michelle Mihalakis, Founder/Executive Director of Manasseh House/Operation Empower, spoke at the meeting in support of this request.

Motion by Lenhart to approve City support in the amount of \$150,000 in CDBG funds to Manasseh House/Operation Empower for the Liberty Recovery Community Project. Seconded by Burley. Motion carried 8-0.

Public Hearing for Fiscal Year 2019 Annual Action Plan Amendment 2

Commissioner Hammel entertained a motion to open the public hearing regarding the Fiscal Year 2019 Annual Action Plan Amendment 2. Motion by Craddieth to open the public hearing. Seconded by Woodyard. Motion carried 8-0.

Steger reviewed details of the Fiscal Year 2019 Annual Action Plan Amendment 2 which represents changes to programs that have unspent funds. Steger stated the unspent funds will be used to accommodate other community development opportunities that were presented to the Commission throughout the year. Steger provided a listing of the new allocations as follows: ZTM Sober Living LLC - \$11,000; Purchase/Rehab/Resale - \$200,000; Neighborhood Revitalization (AHNI) - \$150,000; Liberty Recovery Community - \$150,000; and Eagle Valley Park Design/Development - \$120,000.

After thorough discussion, Motion by Burley to close the public hearing. Seconded by Pinnola. Motion carried 8-0.

Motion by Hinke to approve Fiscal Year 2019 Annual Action Plan Amendment 2. The Amendment will then be presented to the City Council for final approval on June 3rd. Seconded by Craddieth. Motion carried 8-0.

Public Hearing for Fiscal Year 2020 Annual Action Plan

Commissioner Hammel entertained a motion to open the public hearing regarding the Fiscal Year 2020 Annual Action Plan. Motion by Woodyard to open the public hearing. Seconded by Craddieth. Motion carried 8-0.

Steger presented to the Commission a request, from Dubuque Visiting Nurse Association (VNA), of CDBG funds in the amount of \$100,000 (\$20,000 per year for five (5) years) to assist with new rental costs associated with moving from their current location, 1454 Iowa Street, to an updated facility located at 660 Iowa Street. Steger is recommending approval of \$20,000 for Fiscal Year 2020 Annual Action Plan with an addition request from the VNA of \$65,000 in CDBG funds to aide in the purchase of office furniture and equipment for their new space. Stacey Killian, Director, and Brittany Hubanks, Manager of the VNA, were in attendance in support of the request.

Boles had questions relating to Leisure Services activities/programs for low-income families. Steger suggested inviting Dan Kroger, Leisure Services Recreation Division Manager, to next month's CDAC meeting.

After thorough discussion, Motion by Burley to close the public hearing. Seconded by Pinnola. Motion carried 8-0.

Motion by Woodyard to approve VNA request of \$85,000 in the FY2020 Annual Action Plan for funding. Seconded by Burley. Motion carried 8-0.

Motion by Woodyard to approve Fiscal Year 2020 Annual Action Plan as submitted. Seconded by Craddieth. Motion carried 8-0.

Reports

Housing Commission

The minutes were not available. Craddieth reported the main highlights of the meeting were discussion of the Radford Road project, Council goals for next fiscal year, Affordable Housing Network Inc. (AHNI), and compliance complaints.

Resilient Community Advisory Commission

The minutes were not available. Boles stated there were two main topics of discussion: 1) Green House gas; 2) RFP for consultant for Climate Action Plan.

Human Rights Commission

Hammel gave a brief summary of the meeting with the main topics being graffiti found in Eagle Point Park- more education and outreach are needed to avoid future incidents; Equity Coordinator position was filled and the Civil Rights Specialist position is currently accepting applications.

Information Sharing

Neighborhood Demographics

As promised from last month's meeting, Steger provided the Commission with a link to Neighborhood Demographics with a brief explanation.

Jereilyn O'Connor, Neighborhood Development Specialist, presented a couple upcoming Neighborhood events:

- Historic Bluffs Neighborhood (W. 11th Street area) has a neighborhood clean-up on Saturday morning, May 18th.
- Downtown Neighborhood Association has their "We Love our Neighborhood Beautification" event on Wednesday, May 22, starting at 5:00 p.m.

Adjournment

There being no further business, Motion by Craddieth to adjourn at 7:15 p.m. Seconded by Woodyard. Motion carried 8-0.

Minutes transcribed by:



Lisa Barton
Housing Financial Specialist

Respectfully submitted by:



Alexis Steger
Housing and Community Development Director