

## MINUTES OF HOUSING CODE APPEALS BOARD

**DATE:** 15 June 2010  
**TIME:** 4:30 p.m.  
**PLACE:** Housing and Community Development Department

Chairperson Robert Schaub called the meeting to order at 4:30 p.m. following staff assurance of compliance with Iowa Open Meeting Law.

Board Members Present:	Bill Kinsella Fred Miller	Paul Newman David Young	Robert Schaub
Staff Present:	Roger Benz	Tami Ernster	
Public Present:	Brittney Kavars	Tom Swift	

### **Election of Chair and Second Chair**

Fred Miller nominated Robert Schaub as Chairperson. Bill Kinsella seconded. Motion passed 5-0. Bill Kinsella nominated Paul Newman as Second Chairperson. Fred Miller seconded. Motion passed 5-0.

### **Review and Certification of Minutes of 20 April 2010 Housing Code Appeals Board Meeting**

Paul Newman motioned to approve the minutes. David Young seconded. Motion passed 5-0.

### **Correspondence/Public Input**

There was no correspondence or public input.

### **Consent Agenda**

The consent agenda items are considered to be routine and non-controversial and all consent items will be normally voted upon in a single motion without any separate discussion on a particular item.

The following property owners have requested an extension of time to complete repairs. The Housing and Community Development staff concurs with the extension of time requested and respectfully requests Housing Appeals Board approval.

Executive Management – owner of 1202 White Street – extension to 9/30/10  
Michelle Mihalakis – owner of 205 E 22<sup>nd</sup> Street – extension to 7/15/10

ALL DEFICIENCIES AND MOTIONS ARE IN ACCORDANCE WITH THE DUBUQUE HOUSING CODE UNLESS OTHERWISE STATED. EXTENSIONS OF TIME ARE GRANTED IN ACCORDANCE WITH TITLE 6 SECTION 6-9F(1) AND VARIANCES ARE GRANTED IN ACCORDANCE WITH TITLE 6 SECTION 6-9F(2).

Bill Kinsella motioned to approve the consent agenda. Paul Newman seconded. Motion passed 5-0.

### **New Business**

#### **CASE #1**

Property Management Group, owner of 1003 Bluff Street, is requesting suspension of rental license be dismissed because previous owner is no longer active or involved.

This is a GH Inspection.

Brittney Kavars, agent for Property Management Group, stated that she took over management in May and asked that the Board show compassion and not penalize her for the actions of the previous management company. She stated the contractor working on the property had moved into the unit without the permission of the property owner. It was discovered upon City inspection that again, a tenant was living in a posted unit at this property.

The Board asked staff for past history on this building. Roger Benz informed the Board that management had voluntarily requested posting of the building in August of 2009 to make repairs on the building. The owner did not notify the City when repairs were completed and allowed a tenant to move into the property. A letter was sent in December suspending the license for that unit for 6 months. The unit was posted while repairs were being made and upon inspection in May 2010, it was discovered that again, a tenant was in residence in a posted unit.

The Board asked if all repairs were completed on the building. Interior repairs are complete, however, there is soffit, fascia and brick work that need to be completed on the exterior. Bill Kinsella motioned that the license be suspended for a minimum of one month beginning July 1, 2010, and that the building pass a housing inspection before reinstatement of the license. Paul Newman seconded. Motion passed 5-0.

#### **Old Business**

There was no old business.

#### **Information Sharing**

Tom Swift asked Brittney Kavars how many properties she managed. She stated she was manager for three property groups. Mr. Swift asked her if she had a real estate broker's license. She responded that she was taking classes but did not have a license. Tom advised her that she was operating illegally in the State of Iowa.

#### **ADJOURNMENT**

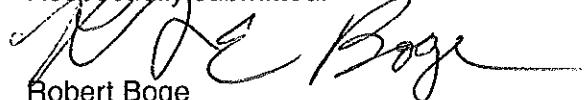
Paul Newman moved to adjourn. David Young seconded. Motion passed 5-0. The meeting was adjourned at 4:55 p.m.

Minutes prepared by:



Tami Ernster  
Permit Clerk

Respectfully submitted:



Robert Boge  
Housing Inspection Supervisor