

# MINUTES FOR HOUSING COMMISSION MEETING

**DATE:** Tuesday, September 27, 2016  
**TIME:** 4:00 p.m.  
**PLACE:** Housing and Community Development Department  
350 West 6<sup>th</sup> Street, Suite 312; Dubuque, IA 52001

Chairperson Rick Baumhover called the meeting to order at 4:09 p.m. following staff assurance of compliance with Iowa Open Meeting Law.

Commissioners Present: Rick Baumhover Coralita Schumaker  
Wesley Heimke Dorothy Schwendinger  
Jill Kedley David Wall

Commissioners Absent: Amy Eudaley Anna Fernandes

Staff Present: Alvin Nash Kris Neyen  
Teresa Bassler Tonya England  
Scott Koch

Public Present: Amanda Hohmann

Certification of Minutes – July 26, 2016 Housing Commission Meeting

Commissioner Dorothy Schwendinger moved to approve the minutes for the July 26, 2016 Housing Commission Meeting as submitted. Comissioner David Wall seconded. Roll call. All present in favor.

## Correspondence/Public Input

None

## Old Business

- a. Revised Federal Fiscal Year 2016 Continuum of Care Phoenix Housing Project Renewal Application

Teresa Bassler, Supervisor for Assisted Housing, stated that the Section Eight Management Assessment Program Report was a revised version of the application that was provided with the information packet for the August meeting. The purpose of the application is to apply for money for the Continuum of Care grant. The report was due at the end of August.

Commission Dorothy Schwendinger asked if this grant was in addition to the Section 8 program and if it was primarily for the disabled and homeless.

Bassler communicated that the City approved a new sponsor for the program- East Central Development Corporate (ECDC) as the former sponsor, Project Concern, was no longer in business. The new Project Manager, Amanda Hohmann, was introduced by Bassler.

Commissioner Dorothy Schwendinger moved to approve the submission of the revised grant application. Seconded by David Wall. All present in favor. Motion passed.

## MINUTES FOR HOUSING COMMISSION MEETING

### New Business

- a. Section Eight Management Assessment Program (SEMAP) Report for FY2016  

Bassler continued with a discussion about the Section Eight Management Assessment Program Report, which was due to the U.S. Department of Housing and Urban Development (HUD) at the end of August. She explained that backup data was included in the packet since it had been requested by Commissioner Robert McDonnell in the past. The data shows the findings of the quality control audit.
- b. Amendment to City of Dubuque Administrative Plan Chapter 4 Applications, Waiting List and Tenant Selection with Resident Advisory Board Minutes from September 15, 2016

Bassler explained that due to the Voluntary Compliance Agreement (VCA), changes to the Administrative Plan have to be approved by the HUD. The changes are then taken to the Resident Advisory Board (RAB), Housing Commission and the City Council, respectively, and approved prior to implementation.

HUD sent their suggestions for the changes to Chapter 4 Applications, Waiting List and Tenant Selection. The Resident Advisory Board had a few comments/questions, which are indicated in the RAB Minutes from September 15, 2016.

There was discussion about the lottery system for the waiting list and the source of income task force meetings.

Tonya England, Recorder/Secretary for Assisted Housing, was asked by Bassler to email the commissioners the time and location of the next source of income dialogue meeting.

Commissioner Schwendinger moved to approved the Amendment to City of Dubuque Administrative Plan, Chapter 4 Applications. Seconded by Wesley Heimke. All present in favor. Motion passed.

### Reports

- a. Crime/Nuisance Property Report

Scott Koch, Investigator, stated that he has completed 547 background checks thus far for 2016; there has been an increase in the amount of background checks for the Circles Initiative.

In July and August 2016, there were 392 and 342 arrests, respectively, in Dubuque; 4.95% and 2.92 % program related arrests occurred in July and August 2016. Koch said that 1 property was added to the list for nuisance properties.

Koch also discussed the rental licensing class. There are three attorneys that talk about different aspects for landlords-leases, evictions, and fair housing. There is a representative from the Community Development & Housing Department who speaks about inspections. The Police Department representative speaks about the "broken window" theory and fire safety is discussed by a Fire Department representative.

- b. CDBG Advisory Commission Report

*None*

## MINUTES FOR HOUSING COMMISSION MEETING

### c. Rehab Report

Kris Neyen, Rehabilitation Programs Supervisor, updated the commissioners on the Rehabilitation Program. She is currently working on the Iowa Finance Authority Application that is due on October 4, 2016. The Trust Fund Committee is meeting tomorrow, Wednesday, September 28, 2016 at 7:30 a.m.

Make a Difference Day is on October 22, 2016. Neyen has submitted 3 of their past clients' names for the project. 2249 Harold is ready to go to contract with the exterior. 346 West Locust is ready to go to contract with the heart program. 2409 Queen Street—SHIPO (Stage Historic Preservation)

Neyen will be requesting from the Community Development Advisory Commission an increase in the accessibility program for homebuyers and renters for a 3-year forgivable loan. She is going to be asking for \$5, 000 per person (instead of per household) if the disabilities are different and require different modifications.

### d. Neighborhood Services

*None*

### Information Sharing

#### a. Imagine Dubuque

Bassler shared a hand-out that explained Imagine Dubuque. The City is looking for input/ideas from citizens regarding the Comprehensive Plan. More information may be found at [www.imaginedubuque.com](http://www.imaginedubuque.com).

### Adjournment

There being no further business to come before the Commission, Commissioner Jill Kedley moved to adjourn the meeting. Commissioner David Wall seconded. Motion passed by voice vote. Meeting adjourned at 4:49 p.m.

Minutes taken by:



Tonya England  
Recording Secretary

Respectfully Submitted:



Alvin Nash  
Department Director