

## MINUTES FOR HOUSING COMMISSION MEETING

**DATE:** Tuesday, February 28, 2017  
**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 4:00 p.m. following staff assurance of compliance with Iowa Open Meeting Law.

Commissioners Present:	Rick Baumhover Amy Eudaley Anna Fernandes Dorothy Schwendinger	Brett Shaw Coralita Shumaker David Wall
Commissioners Absent:	Wesley Heimke Jill Kedley	Robert McDonell
Staff Present:	Alvin Nash Erica Haugen Teresa Bassler Tonya England Scott Koch	Jerelyn O'Connor Kris Neyen Cate Richter Veronica Witikko (FSS Intern) Amanda Hohmann (ECDC)
Public Present:	<i>None</i>	

### **Oath of Office – New Housing Commission Member Brett Shaw**

The Oath of Office was read by Brett Shaw. Introductions of the Commissioners and City Staff followed.

### **Certification of Minutes – January 24, 2017 Housing Commission Meeting**

Commissioner Amy Eudaley moved to approve the minutes for the January 24, 2017 Housing Commission Meeting as submitted. Commissioner David Wall seconded. Roll call. All present in favor.

### **Correspondence/Public Input**

*None*

### **Old Business**

a.) Memorial for Ann Michalski

Jerelyn O'Connor, Neighborhood Development Specialist, stated there has been discussion at recent meetings regarding ways to honor Ann Michalski, who was a former Housing Commissioner. There was a recommendation to rename the conference room as the Ann Michalski Conference Room.

She asked for possible volunteers for planning a dedication and appropriate program. Commissioner Schwendinger and Commissioner Baumhover agreed to help with program. Nash stated that a profile for Ann Michalski will be sent to the Commissioners.

## MINUTES FOR HOUSING COMMISSION MEETING

Commissioner Dorothy Schwendinger moved to create a committee with the CDBG Commission under the leadership of Jerelyn O'Connor to draw a plan to present to City Council for a dedication for Ann Mischalski. Commissioner Brett Shaw seconded. Roll call. All present in favor.

### **New Business**

#### a.) Draft PHA Annual Plan

Erica Haugen, CDBG/HCV Supervisor, presented the changes to the PHA Annual Plan. She explained that the Voluntary Compliance Agreement (VCA) requires the City of Dubuque to submit the long version of the Plan.

The purpose of the Plan is to show the how we plan to use the resources available to administer the Assisted Housing programs annually. The Plan provides a variety of information from the application process to the waiting list procedures to the rules for porting to information on our home ownership program.

One of the goals under the VCA was to increase home ownership among minorities and voucher participants. Last year, there were 5 voucher participants who purchased homes through the home ownership program.

Commissioner Schwendinger moved to accept the draft PHA Annual Plan with the recommended changes and also to schedule a Public Hearing on March 28, 2017 at 4 p.m. Comissioner Shaw seconded. Roll call. All present in favor.

### **Reports**

#### a.) Crime/Nuisance Property Report

Scott Koch, Investigator, reported there are currently 129 nuisance properties; he has completed 42 background checks this year. He completed 622 background checks last year. In November and December 2016, there were 305 and 304 arrests, respectively, in Dubuque and Dubuque County; 6.23% and 3.95% program related arrests occurred in November and December 2016.

#### b.) CDBG Advisory Commission Report

Haugen gave a presentation on the Community Development Block Grant (CDBG) Fiscal Year 2018 Annual Action Plan. These are federal funds received from HUD on an entitlement basis, which are used to create opportunities for low and moderate income populations.

Approximately \$102,000 in Purchase of Service Grants were awarded to non-profit organizations working in the community towards goals and objectives set by the City Council. In 2016, 354 units were inspected for housing code in the low and moderate income residential areas. One property was purchased for rehab and resale for a low-income resident. There were 4 rehabilitation home loans and 9 first-time homebuyers. Sixty-six (66) housing units were inspected for zoning and enforcement. Block grant funding on the federal level has been declining since 2001.

On March 21, 2017, the Large Neighborhood Grant Applications are due. The Purchase of Service Grant applications will be available at the end of March or beginning of April.

## MINUTES FOR HOUSING COMMISSION MEETING

She is looking for volunteers to be on the committee that reviews the Purchase of Service Grant applications.

### c.) Rehab Report

Kris Neyen, Rehabilitation Programs Supervisor, spoke on the several properties:

- The exterior of 2249 Harold Street is completed; she is hoping to close on this property in April. They have a household below 30% that is interested in purchasing the unit.
- 2407 Queen has been inspected; it was determined that the unit has lead.
- An offer to purchase has been received for 308 East 22<sup>nd</sup>.
- A firefighter will be closing on a property through the OATH program on Wednesday.

She showed the new yard signs that will be put up to advertise the projects. She explained that the OATH program stands for Officers at Home. Anyone in an occupation that requires an oath (e.g. police department, sheriff department) is offered up to \$15,000 to assist with down payment and closing costs and up to \$25,000 on the rehabilitation of the property in the form of a forgivable loan deferred with 0% interest.

### d.) Neighborhood Services

Jerelyn O'Connor, Neighborhood Development Specialist, provided a handout called *Safe Neighborhoods* and spoke about what the City and its partners are doing in the community.

### e.) Assisted Housing Waiting List Statistical Summary

Teresa Bassler, Assisted Housing Supervisor, explained Assisted Housing is currently not accepting new applications; therefore, the total number of people on the waiting list will not increase. Applicants are being taken off the Waiting List—averaging about 25 per month—to be put on the Assisted Housing program. The department is also watching the funding closely. The 2017 budget has not been received.

### f.) Housing Choice Voucher Participant Statistical Summary

Bassler continued with information on the Housing Choice Voucher Program. While the numbers are dropping, Assisted Housing is attempting to maintain from 900 to 915 participants on the program.

### g.) Continuum of Care Special Needs Assistance Program

Amanda Hohmann, Employment and Training Specialist with East Central Development Corp., presented information on the Continuum of Care Special Needs Assistance Program. The numbers have changed since she submitted the report—three more people have been approved for the program within the last week. One of the households is no longer an Application in Process; this household is receiving SSI.

### **Information Sharing**

- a.) Commissioner Baumhover congratulated the Housing & Community Development Department on the budget presentation to City Council.

## MINUTES FOR HOUSING COMMISSION MEETING

b.) Commissioner Schwendinger informed the Commission that NAACP and Housing are collaborating to install smoke detectors. Haugen stated that she will send brochures about the event, Days of Caring, which will occur on April 28. A brochure titled *Smoke Alarms Save Lives* was provided to the commissioners.

### **Adjournment**

There being no further business to come before the Commission, Commissioner David Wall moved to adjourn the meeting. Commissioner Coralita Shumaker seconded. Motion passed by voice vote. Meeting adjourned at 5:15 p.m.

Minutes taken by:



Tonya England  
Recording Secretary

Respectfully Submitted:



Alvin Nash  
Department Director