

## MINUTES FOR HOUSING COMMISSION MEETING

**DATE:** Tuesday, July 25, 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 4:09 p.m. following staff assurance of compliance with Iowa Open Meeting Law.

Commissioners Present:	Rick Baumhover Amy Eudaley (by phone) Robert McDonell (by phone)	Dorothy Schwendinger Coralita Shumaker Brett Shaw
Commissioners Absent:	Anna Fernandes Wesley Heimke	Jill Kedley David Wall
Staff Present:	Alvin Nash Erica Haugen Teresa Bassler Tonya England	Scott Koch Kris Neyen Cate Richter
Public Present:	None	

### Oath of Office – Rick Baumhover

The Oath of Office was read by Rick Baumhover.

### Certification of Minutes – June 27, 2017 Housing Commission Meeting

Commissioner Dorothy Schwendinger moved to approve the minutes for the June 27, 2017 Housing Commission Meeting with the following corrections:

Under New Business, Item B, “Commissioner McDonell moved to appoint *Brew* Shaw for the Trust Fund Advisory Commission.” should be changed to “Commissioner McDonell moved to appoint *Brett* Shaw for the Trust Fund Advisory Commission.”

Under New Business, Item C, “Commissioner Schwendinger moved to appoint Rick Baumhover for the *Trust Fund* Advisory Commission.” should be changed to “Commissioner Schwendinger moved to appoint Rick Baumhover for the *Community Development* Advisory Commission.”

Commissioner Coralita Shumaker seconded. Roll call. All present in favor.

### Correspondence/Public Input

None

### Old Business

a.) Memorial for Ann Michalski

Commissioner Schwendinger shared a copy of the current proposal for wording for the plaque and stated Jerelyn O’Connor has submitted requests for quotes on the pricing of the plaque. Erica Haugen, CDBG/HCV Supervisor, added O’Connor plans to bring the final proofs to the Commission for approval.

### New Business

a) Jill Kedley Resignation

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Teresa Bassler, Supervisor for Assisted Housing, stated that on June 26, 2017 Jill Kedley requested to be removed from the Housing Commission. The City Clerk's office has advertised for the vacancy.

b) Appointment to Community Development Advisory Commission

Bassler explained that the appointment was made prior to the Council approving Commissioner Rick Baumhover's application to serve another term as a Housing Commissioner.

Commissioner Schwendinger moved to appoint Rick Baumhover for the Community Development Advisory Commission. Commissioner Coralita Shumaker seconded. Roll call. All present in favor. Motion passed.

c) Chairperson Appointment to the Housing Commission

Commissioner Brett Shaw moved to appoint Rick Baumhover as the Chairperson for the Housing Commission. Commissioner Schwendinger seconded. Roll call. All present in favor. Motion passed.

d) 2017 Mandatory Fair Housing Training

Erica Haugen provided details for the 2017 Mandatory Fair Housing Training. The proposed dates for the sessions are September 6, 11, 20, 21, and 23, 2017. The sessions will be held from 8 a.m. to 12 noon and from 1 p.m. to 5 p.m. Kelly Larson will be providing spreadsheets with the dates and sessions in the next week or so.

### **Reports**

a.) Crime/Nuisance Property Report

Scott Koch, Investigator, indicated there was an increase in arrests related to the Housing Voucher program last month (5.98%) when compared to the previous month (5.21%). He explained that there has been a decrease in the number of background checks he has completed because the number of vouchers that have been issued for the Housing Choice Voucher program has decreased.

Koch spoke about the history of the nuisance property report, which started in April 2014. Out of the 146 properties that have had nuisance cases opened, approximately 14 cases remain open.

Commissioner Schwendinger indicated that she would like for the Crime/Nuisance Property Report to show the number of open and closed cases for the nuisance properties.

b.) CDBG Advisory Commission Report

Erica Haugen, CDBG/HCV Supervisor, stated that the Senate Transportation & HUD subcommittee, which was charged with developing the spending bill, has recommended CDBG & Home be funded over \$3 billion for Fiscal Year 2018.

c.) Rehab Report

Kris Neyen stated 1450-52 Jackson Street was recently purchased. The Lead Department is working at 2407 Queen Street to remove the lead paint. For the unit located at 2056 Washington, the department will be assisting with up to \$2,000 for a stove and refrigerator.

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The Iowa Finance Authority Trust Fund Application was just released; it is due on October 1, 2017. Neyen will be meeting Tom Barton from the Telegraph Herald regarding the C.H.A.N.G.E. program on Wednesday.

d.) Neighborhood Services

Neyen spoke about the National Night Out occurring at Comisky Park on August 1, 2017 from 6 p.m. to 8 p.m.

e.) Assisted Housing Waiting List Statistical Summary

Bassler explained fifty (50) more applicants were pulled from the Housing Choice Voucher Waiting List this month and another fifty (50) will be pulled next month. They are hoping to have the waiting list down to 408 applicants by August 1, 2017.

f.) Housing Choice Voucher Participant Statistical Summary

Bassler stated that the numbers are down slightly because participants are porting to other housing authorities; this has enabled the department to be able to issue more vouchers to applicants on the Housing Choice Voucher Waiting List.

**Information Sharing**

a) Notice of Funding Availability for FFY 2017 Continuum of Care Program Competition

It was explained by Bassler that last week the notice of the competition for the Continuum of Care Program was made available by HUD. The deadline is September 28, 2017. The Housing Department has to submit a portion of the application 30 days prior to the September 28 deadline to the Balance of State.

b) Agreement for Services and Memorandum of Understanding with East Central Development Corporation

Last Monday, Council approved the Agreement for Services with East Central Development Corporation to be the sponsor of the Continuum of Care Program for one year according to Bassler.

**Adjournment**

There being no further business to come before the Commission, Commissioner Schwendinger moved to adjourn the meeting. Commissioner Shaw, seconded. Motion passed by voice vote. Meeting adjourned at 4:50 p.m.

Minutes taken by:



Tonya England  
Recording Secretary

Respectfully Submitted:



Alvin Nash, Department Director