

MINUTES FOR HOUSING COMMISSION MEETING

DATE: Tuesday, October 23, 2018
TIME: 4:00 p.m.
PLACE: Housing and Community Development Department
350 West 6th Street, Suite 312; Dubuque, IA 52001

Chairperson Amy Eudaley called the meeting to order at 4:04 p.m. following staff assurance of compliance with Iowa Open Meeting Law.

Commissioners Present: Michelle Becwar
Nicole Borovic (by telephone until 4:42 p.m.)
Brad Cavanagh
Janice Craddieth (4:10 p.m.)
Amy Eudaley
Coralita Shumaker (4:16 p.m.)
Dorothy Schwendinger (left at 4:38 p.m.)
Gail Weitz

Commissioners Absent: Adam Babinat Sam Wooden

Staff Present: Alexis Steger Kris Neyen
Tonya England Cate Richter
Scott Koch

Public Present: Amanda Hohmann

Oath of Office – Coralita Shumaker

Coralita Shumaker read Oath of Office shortly after her arrival to the meeting.

Oath of Office – Sam Wooden

Sam Wooden was not present.

Oath of Office – Michelle Becwar

Michelle Becwar read the Oath of Office. The Staff and Amanda Hohmann introduced themselves.

Certification of Minutes – August 28, 2018 Housing Commission Meeting

Commissioner Dorothy Schwendinger moved to approve the Minutes for the August 28, 2018 Housing Commission Meeting with the following corrections:

Under Certification of Minutes, "Seven (6) in favor." should be changed to "Six (6) in favor."

Under New Business, Item B add the following: "The Commissioners also discussed having one commissioner attend at least one meeting annually for each neighborhood association."

Also, "Commissioner Janice Craddieth moved to approve the City of Dubuque Housing Commission 2018-2019 Goals." should be changed to "Commissioner Janice Craddieth moved to approve the City of Dubuque Housing Commission 2018-2019 Goals with changes."

MINUTES FOR HOUSING COMMISSION MEETING

Under New Business, Item E, "It was requested to change the number of size of units to reflect who we are currently serving; however, that can not be done at this time." should be changed to "It was requested to change the number and/or size of units to reflect who we are currently serving; however, that can not be done at this time."

Under Reports, Item E, "Commissioner" should be changed to "Commissioners" in the first sentence.

Under Information Sharing, Item A, "Meeting" should be added to the end of the sentence. It should read as follows: "A request was made to invite a representative from True North to speak at the next meeting. Bassler will request a representative from True North to attend a Housing Commission Meeting."

Commissioner Gail Weitz seconded. Roll call. All present (8) in favor. Motion passed.

Correspondence/Public Input

There was no correspondence nor public input.

Old Business

- a. City of Dubuque Housing Commission 2018-2019 Goals

There were no further questions or comments.

Commissioner Eudaley asked that the City of Dubuque Housing Commission 2018-2019 Goals be accepted and filed since they were approved at the Housing Commission Meeting held on August 28, 2018.

New Business

- a) Federal Fiscal Year 2016 Continuum of Care – Phoenix Housing Special Needs Annual Performance Report

Cate Richter, Assisted Housing Coordinator, discussed the Federal Fiscal Year 2016 Continuum of Care – Phoenix Housing Special Needs Annual Performance Report. She stated all funding allotted to program was utilized; the administrative fees were used to provide rental assistance. While the required grant match is 25%, the Department was able to match 69.8%.

Amanda Hohmann, Regional Homeless Coordinator with East Central Development Corporation, added that in July 2018 eleven (11) individuals were found sleeping outside during their summer point-in-time count in Dubuque. Although there are currently no veterans in the City of Dubuque's Continuum of Care program, there are other programs that offer services for veterans who are homeless—such as Supportive Services for Veteran Families program at Hillcrest and two different Rapid Rehousing programs through Hawkeye Area Community Action Program (HACAP) in Hiawatha.

Commissioner Brad Cavanagh moved to accept and file the Federal Fiscal Year 2016 Continuum of Care – Phoenix Housing Special Needs Annual Performance Report. Commissioner Janice Craddieth seconded. All present (8) in favor. Motion passed.

- b) Appointment of Liaison for Community Development Advisory Commission

MINUTES FOR HOUSING COMMISSION MEETING

The Housing Commission discussed appointing a Liaison for the Community Development Advisory Commission, which became vacant due to Shane Hoeper's resignation.

Commissioner Schwendinger moved to appoint Commissioner Janice Craddieth as the Liaison for the Community Development Advisory Commission. Commissioner Coralita Shumaker seconded. Roll call. All present (8) in favor. Motion passed.

Reports

a) Crime/Nuisance Property Report

Scott Koch, Investigator, stated there are currently 195 nuisance properties. In April 2018, the City started utilizing an existing software, WebQA, to coordinate the efforts of several departments with reporting complaints. There have been 34 problem properties since April 2018; there are currently 14 active cases. The City is focusing on properties in which three (3) calls for service for quality of life issues (i.e. drugs, garbage, disturbance, loud music, etc.), which have been confirmed. Calls for victims of burglary, assault or theft are not used in the count. Koch evaluates the calls and determines whether or not a pattern exists; he then contacts the landlord or tenant. If this problem occurs again, Koch issues a municipal infraction. (He has only had to issue 1 municipal infraction since April.) Koch reported most calls are related to trash. The City is awaiting funding to purchase an enforcement module in Accela to enhance the combined effort.

Koch added that, since 2009, he has been evaluating arrest information weekly for the City and County. The goal is to prove whether or not the Section 8 program participants cause higher crime statistics. The way statistical data will be distributed has to be decided by the City Manager, Chief of Police, and/or Housing Director.

Koch also stated 301 background checks have been completed thus far this year.

b) CDBG Advisory Commission Report

Erica Haugen, Community Development Specialist, was not present.

Alexis Steger, Housing Director, stated at the last CDBG Advisory Commission Meeting there were discussions on how information is being disseminated to all in regards to services offered by Housing & Community Development. They revisited discussions on lead in any home and child care needs assessments.

c) Rehab Report

Kris Neyer, Rehabilitation Programs Supervisor, explained the average sale price is around \$99,000 after incentives for CHI properties; the incentives may differ based on a family's income and the sale price of the house. Steger stated that the properties have been assessed and reassessed after improvements based on the value of homes in the neighborhood.

Neyer highlighted several properties:

- 396 West Locust was evaluated by an appraiser yesterday. He will need to locate comparables in the radius of the unit's location. Neyer scheduled a time for the commissioners to tour the house—Friday, October 26, 2018 at 10 a.m.
- 2407 Queen Street held a bid tour on last Friday (October 19, 2018); 2 general contractors, an electrician, and a plumbing/HVAC contractor attended.

MINUTES FOR HOUSING COMMISSION MEETING

- 2243 Central Avenue has had an asbestos roof removed; it was replaced with a non-asbestos roof.
- 2320 Mineral has a leaking roof, which they are working on replacing by the start of winter.

Neyen and Roger Benz, Rehabilitation Programs Inspector, are working with True North on conducting assessments on potential properties for them to purchase.

d) Neighborhood Services

Jerelyn O'Connor, Neighborhood Development Specialist, was not present.

Steger provided that some of the activities Neighborhood Services have completed, which included repainting the roundabouts in the Washington Neighborhood, helping close down the night market, and assisting the library with knitting/crocheting events.

e) Assisted Housing Waiting List Statistical Summary

Richter stated the current Housing Choice Voucher Waiting List has 617 applicants on the Waiting List; this number will remain stable until the beginning of 2019 when the federal budget is received. Budget cuts are being anticipated.

Steger stated the Voluntary Compliance Agreement (VCA) is still current and one more year is remaining. The next update will be in January 2019. Since the City has been meeting and exceeding HUD's expectations, the City will be asking in December whether or not the VCA may be ended early.

f) Housing Choice Voucher Participant Statistical Summary

Richter confirmed there are currently 815 participants on the Housing Choice Voucher program. She also discussed the additional report prepared by Teresa Bassler, Assisted Housing Supervisor, which shows a demographic breakdown from June 2013 through September 2018. The numbers dropped from 132 applicants to 57 applicants and then increased to 1,000 applicants; this drop was due to the Department exhausting the two (2) old waiting lists for the Housing Choice Voucher program and starting the new randomly selected waiting list.

Richter stated there is a plan to contact all applicants on the waiting lists for the Project Based Voucher (PBV) and Moderate Rehabilitation (Mod Rehab) to see if they are still interested in the program(s).

Commissioner Weitz asked for the number of applicants residing in Dubuque that are on the Housing Choice Voucher Waiting List.

g) Continuum of Care Special Needs Assistance Program

Hohmann explained the Continuum of Care Special Needs Assistance Program (CoC SNAP) is a permanent supportive housing program for individuals who are chronically homeless who have a history of homelessness and have a physically disabling condition related to physical health, mental health, substance abuse, and/or HIV/AIDS.

MINUTES FOR HOUSING COMMISSION MEETING

The title of the report for Continuum of Care Special Needs Assistance Program (CoC SNAP) should reflect "October 2018" instead of "January 2018". When compared to the numbers from the last quarter, the program lost a single client but gained a mother and child.

Hohmann discussed the Housing First Model. This model works first on assisting individuals who have been identified with obtaining housing. The focus is then placed on the barriers that have prevented the individuals from maintaining stable housing and on connecting the individuals with resources to support other needs they have.

ECIA wrote a grant for Emergency Solutions; the funding is being utilized for Rapid Rehousing, Street Outreach, and Coordinated Entry.

Information Sharing

a) Family Self-Sufficiency Program Grant

Richter stated the Department will be applying for the Family Self-Sufficiency Program Grant when the Notice of Funding Availability (NOFA) becomes available.

The Department has applied for a Vista grant; this will provide funding for 3 additional positions to assist with reaching out to the community and building the Circles and Family Self-Sufficiency programs according to Steger.

b) December Housing Commission Meeting

Richter explained the regular December Housing Commission Meeting will fall on a holiday-- December 25, 2018. The Meeting has been rescheduled for Tuesday, December 18, 2018; it will be held in the Historic Building, Room 250 at 4 p.m.

c) Review of Urban Revitalization for Housing Projects on Radford Road and Alta Vista Street

Steger provided a handout called Radford Road Urban Revitalization Plan along with Exhibit A. Exhibit A shows aerial and street views of the parcel. She stated the City may designate any area as an urban revitalization area, which tells what type of development in the area may be eligible for a tax incentive.

There are currently 2 requests for for an urban revitalization designation. The planned use for one request is for a 52-unit affordable housing complex on Radford Road (adjacent to Roosevelt Middle School). The location is within 1 mile of food, daycare, transportation, work, and a library; it is out of a poverty concentrated area. This will be included on the next Housing Commission Meeting Agenda, as well.

Steger stated the revitalization project for Alta Vista Street is still under review.

d) Commissioner Schwendinger asked Steger to add True North to next month's Agenda for the Housing Commission.

e) There were questions regarding the status of renaming the Housing Conference Room. Steger stated the City Manager's Office is in the process of establishing a policy for naming rooms. The Housing Commission would like to have an update regarding the fundraising and the policy.

MINUTES FOR HOUSING COMMISSION MEETING

Adjournment

There being no further business to come before the Commission, Commissioner Weitz moved to adjourn the meeting. Commissioner Cavanagh seconded. Motion passed by voice vote. Meeting adjourned at 5:40 p.m.

Minutes taken by:



Tonya England
Recording Secretary

Respectfully Submitted:



Alexis Steger, Department Director