

## MINUTES FOR HOUSING COMMISSION MEETING

**DATE:** Tuesday, November 27, 2018  
**TIME:** 4:00 p.m.  
**PLACE:** Housing and Community Development Department  
350 West 6<sup>th</sup> Street, Suite 312; Dubuque, IA 52001

Chairperson Amy Eudaley called the meeting to order at 4:00 p.m. following staff assurance of compliance with Iowa Open Meeting Law.

Commissioners Present: Adam Babinat  
Michelle Becwar  
Brad Cavanagh  
Janice Craddieth (4:02 p.m.)  
Amy Eudaley  
Dorothy Schwendinger (left at 5:28 p.m.)  
Coralita Shumaker (left at 5:10 p.m.)  
Gail Weitz  
Sam Wooden

Commissioners Absent: Nicole Borovic

Staff Present: Alexis Steger Jerelyn O'Connor  
Teresa Bassler Kris Neyen (left at 5 p.m.)  
Tonya England Cate Richter

Public Present: Ryan Newhard Ed Raber

## Oath of Office – Sam Wooden

Sam Wooden read the Oath of Office; afterwards, Commissioner Eudaley introduced the public attendees. The Housing Commissioners and Staff introduced themselves.

Certification of Minutes – October 23, 2018 Housing Commission Meeting

Commissioner Janice Craddieth moved to approve the Minutes for the October 23, 2018 Housing Commission Meeting. Commissioner Coralita Shumaker seconded. Roll call. All present (9) in favor. Motion passed.

## **Correspondence/Public Input**

There was no correspondence nor public input.

## Old Business

a) Memorial for Ann Michalski

Jerelyn O'Connor, Neighborhood Development Specialist, showed the mock version of the proposed signage for the Memorial for Ann Michalski. The City Council approved the renaming of the Housing Conference Room. O'Connor explained Commissioner Dorothy Schwendinger assisted with raising private funding, which will be used to pay for the dedication ceremony and signage. She also stated the Commissioners may assist the committee with planning the dedication ceremony.

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### b) Review of Urban Revitalization for Housing Project on Radford Road

Alexis Steger, Housing Director, summarized the Urban Revitalization for Housing Project on Radford Road. There is a parcel next to Roosevelt Middle School, which is currently all green space. The proposed development is for a 52-unit, multi-family affordable housing complex. To obtain tax credit for the project, the area needs to be designated as an urban revitalization area or urban renewal area by the City. Staff will be recommending the project because it is outside the area of concentrated poverty and is within 1 mile of a library, grocery store, transportation, child care, and schools. On December 3, 2018, a Public Hearing will be held at the City Council Meeting.

There is a 30-day waiting period after the Public Hearing is held; during this time, petitions for a second Public Hearing may be received. If no petitions are received, the City Council may designate the area on January 7, 2019.

### **New Business**

#### a. Family Self-Sufficiency Program Grant

Teresa Bassler, Assisted Housing Supervisor, stated the Family Self-Sufficiency Program (FSS) Grant was submitted last Friday although it is not due until this Friday. It was submitted early just in case there were issues with the uploading process. In this year's grant application, they requested the same amount of funding as they did last year. Normally, the application requests 3 salary comparisons. The new Notice of Funding Availability (NOFA) states the salary comparisons from last year may be utilized and those comparisons may be used for the next 3 years. The program must maintain a certain amount of participation in order to keep the level of coordinators currently in place. While the number of households on the Family Self-Sufficiency Program has declined, the focus for the coordinators is to properly serve the approximately 90 families on the program.

There are new performance measures being introduced next year. The Family Self-Sufficiency Program will be scored based on increased earnings of the participants (50%), graduation rate (30%), and FSS participation (20%).

Commissioner Craddieith stated that the program is doing well. At a funeral in Illinois for a past participant, it was mentioned how the program had turned around her life.

#### b. Section Eight Management Assessment Program (SEMAP) Report for FY2018

Bassler discussed the final results of the Section Eight Management Assessment Program (SEMAP) Report. The Total Score was 78%, which ranked the Housing Department as a "Standard Performer".

Twenty (20) points were lost on the Lease-Up category. The PHA had to expend 98% of budgeted funds to be awarded twenty (20) points or expend 95% to 97% of budgeted funds to obtain 15 points. If the PHA had 94% or below, it was given zero (0) points. The City of Dubuque's Housing Department expended 94% of budgeted funds.

A corrective action letter was submitted last week. Bassler stated a position was lost when Janet Walker retired, which meant higher caseloads; a caseworker was recently hired by the Housing Department. In the last year, two (2) staff attended voucher program management training; information learned will assist with keeping up with the lease-up rates. The Housing Choice Voucher Waiting List closed in April 2015 and a lot of

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applicants were on the waiting list that needed to be contacted. Due to the VCA requirements, it took a lot of time to contact the applicants.

Commissioner Michelle Becwar asked if there were opportunities for interns or Vistas to assist with the outreach. Steger stated there is an intern from Loras College helping with secretarial duties to free up some of the staff time. Three (3) Vistas were awarded to support the Family Self Sufficiency Program; the positions will start being posted in February.

Commissioner Eudaley asked if there is anything that may be done for the Deconcentration Bonus category. Bassler stated there are not a lot of rental properties in the deconcentration areas at this time; the urban revitalization project will help with the Deconcentration Bonus.

### c. Set Date for Election of Officers

Bassler explained the by-laws states the Election of Officers has to occur annually. She asked the Commissioners when they would like to hold the Election of Officers—in January 2019 or when the last Chairperson's appointment ends in March 2019.

Commissioner Schwendinger moved to have the Election of Officers for the Housing Commission in March of each year. Commissioner Gail Weitz seconded. Roll call. All present (9) in favor. Motion passed.

## Reports

### a) Crime/Nuisance Property Report

Scott Koch, Investigator, was not present. Alexis Steger, Housing Director, stated 2033 Washington Street has been taken off the Nuisance Property List; all of the tenants have been appropriately vacated from the property. There are plans to take down 2035 Washington Street.

Commissioner Eudaley requested adding a note to the report regarding how unauthorized persons are included in the arrests but the percentages are not adjusted. Also, Commissioner Schwendinger suggested rewriting the first sentence in the first paragraph under Background in a positive manner for it seems to give credit to a negative assumption. Commissioner Eudaley suggested changing the second sentence in the 2<sup>nd</sup> to last paragraph from "There are currently 6 active cases at this time." to "There are currently 6 active case at this time with no distinction for landlord or tenant." In the last paragraph, there should be clarification on whether or not the numbers are for background checks for participants and/or landlords.

### b) CDBG Advisory Commission Report

Erica Haugen, Community Development Specialist, was not present. Commissioner Craddieh stated the next meeting for the Community Development Advisory Commission is tomorrow, Wednesday, November 28, 2018.

Steger reported the Commission will be reviewing the revitalization plans and applications for the rental rehab program. Basically, all of the CDBG funds are committed. The CDBG funds may be applied for city-wide; it is not for specific areas of Dubuque.

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### c) Rehab Report

Kris Neyen, Rehabilitation Programs Supervisor, provided a copy of a flier for the property located at 396 West Locust Street. It has been listed with American Realty. She is planning an Open House for the public and City Council Work Session on December 3, 2018 at 5 p.m. at 396 West Locust Street.

During the month of November 2018, she attended the Point End Association Meeting, Remax Board Meeting, and the Annual Meeting for the Board of Realtors to present information about the Rehab programs.

### d) Neighborhood Services

Jerelyn O'Connor, Neighborhood Development Specialist, gave copies of handouts for Activities in the Downtown Neighborhood Association, The Point Neighborhood Association Annual Christmas Social, and Ann E. O'Hara Michalski.

The handout for the Downtown Neighborhood Association summarizes what they did during the past quarter — which included a tree planting, a presentation on the budget process by a City employee, and attendance at a memorial service.

The Point Neighborhood Association is having their annual Christmas party on the second Tuesday in December. Everyone is welcome; this year they reached out to the Marshall School. Hope House is hosting a holiday social on December 14, 2018.

She explained the City Manager has quarterly meetings with the leaders of the Neighborhood Associations to discuss their initiatives. Some of the neighborhood groups have discussed poor quality rentals and their effects along with concerns for owner-occupied properties. They have also supported the International Maintenance Code and tiered inspections.

There were questions regarding the number of inspectors in the Housing Department. Steger stated there are three (3) Inspectors, one (1) General Housing Specialist, one (1) Rehab inspector, and one (1) Supervisor. An additional inspector has been requested for the current budget year, with a goal of having 5 Inspectors on the 5-year inspection cycle. She stated a seasonal inspector has been granted and will be hired for May 2019 to handle weed/grass complaints.

There was discussion about a recent article in the *Telegraph Herald* in regards to properties managed/owned by Greg and Bridget Prehm. Steger explained the International Maintenance Code was instituted in 2016; in this case, an appeal was submitted to the Board of Appeals to appeal the Priority Category for properties they own and manage.

It was requested by a Housing Commissioner to add to the Agenda upcoming meetings for the Neighborhood Association. O'Connor stated a schedule for the meetings was provided for the Housing Commissioners several months ago.

### e) Assisted Housing Waiting List Statistical Summary

Teresa Bassler, Assisted Housing Supervisor, stated staff will be pulling from the Housing Choice Voucher Waiting List but not as aggressively as in the past because the budget for next year has not been received. Bassler explained it was thought the pulling would stop but the number of participants on the program has decreased.

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### f) Housing Choice Voucher Participant Statistical Summary

Bassler informed the Housing Commission the number of participants on the Housing Choice Voucher program has dropped; staff are being cautious since next year's budget is not known.

At the last meeting, Commissioner Weitz asked for the number of applicants residing in Dubuque that are on the Housing Choice Voucher Waiting List. Steger explained why demographic data for applicants who have applied for rental assistance was not provided. She informed the Commission that at the last meeting she thought it was decided by the Staff and Housing Commission that those numbers should not be provided due to the Voluntary Compliance Agreement (VCA). Dubuque does not have a preference for residents. The Staff does not want this information to be utilized for data.

### Information Sharing

#### a) True North – Ed Raber

Ed Raber, Director for Dubuque's True North, stated the program is a 501(3)(c) utilizing the same Tax Identification Number as Washington Neighborhood Development Corporation. There are is a Board of Directors composed of twenty-one (21) individuals. The Greater Dubuque Corporation provides the staff for the non-profit.

Raber spoke about how the non-profit is charged with partnering with the City of Dubuque to rehabilitate up to fifty (50) of two hundred (200) homes as part of the CHANGE Initiative for the Bee Branch. Their primary focus is on purchasing and rehabilitating vacant rental units.

#### b) Commissioner Eudaley reminded everyone of the public input meeting for Eagle Point Park Restoration, which is occurring today at the Carnegie-Stout Public Library at 6 p.m.

### Adjournment

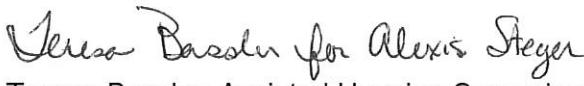
There being no further business to come before the Commission, Commissioner Brad Cavanagh moved to adjourn the meeting. Commissioner Adam Babinat seconded. Motion passed by voice vote. Meeting adjourned at 5:30 p.m.

Minutes taken by:



Tonya England  
Recording Secretary

Respectfully Submitted:

  
Teresa Bassler, Assisted Housing Supervisor for  
Alexis Steger, Department Director