

**MINUTES
HOUSING TRUST FUND ADVISORY COMMITTEE
(UNAPPROVED)**

DATE: Thursday, September 9, 2021
TIME: 7:30 a.m.
PLACE: Housing and Community Development Department
350 West 6th Street, Dubuque, IA
AND Virtual GoToMeeting due to social distancing guidelines related to the COVID-19 Pandemic

Chairperson Jim Holz called the meeting to order at 7:32 a.m., following staff assurance of compliance with Iowa Open Meeting Law.

Committee Members Present: Michelle Becwar, Amy Eudaley, Jim Holz, and Dorothy Schwendinger

Committee Members Absent: Rick Baumhover

Staff Present: Kris Neyen, Karla Escobar

Public Present: None

Certification of Minutes

Motion by Committee Member Eudaley to approve the September 22, 2020, meeting minutes as submitted. Seconded by Committee Member Becwar. Roll call. Motion carried 4-0.

Old Business

None

New Business

a. Oath of Office – Michelle Becwar

Committee member Becwar read the Oath of Office outloud to the Committee. Due to the virtual meeting, Becwar and Chairperson Holz will meet at the Housing Department on Friday, September 10, 2021, to sign the Oath and forward it to the City Clerk's Office.

b. Update on Trust Fund Activities

Kris Neyen, Rehabilitation Programs Supervisor, asked if the Committee had any questions regarding the information sheet provided to the Committee regarding the update of the Trust Fund Grants. Neyen gave an overview of what else has been happening in Rehab. Neyen reported that three new programs have since been created: Window Replacement Program, Energy Savers Program, and Short-Term Rental/Mortgage/Utilities Assistance Program.

The Window Program for Emergency Escape and Rescue Openings provides reimbursement to homeowners and landlords/property owners to assist low/moderate income residents to modify windows on their properties for emergency escape and rescue openings. The maximum assistance for Window Program is \$4,000. The Energy Savers Program provides forgivable loans of up to \$3,500 for furnaces and \$1,500 for water heaters to homeowner and landlords/property owners to upgrade to an energy efficient mechanical. The Short-Term Assistance Program for Mortgage/Rent, and Utilities assists up to \$3,000 assistance for those facing foreclosure, eviction, or disconnection of utilities.

c. Election of Officers

Neyen explained that the election of officers needed to take place at this meeting. Committee Member Eudaley motioned to re-appoint Jim Holz as Chair. Seconded by Committee Member Schwendinger. Roll call. Motion carried 4-0.

d. Discussion Upcoming Application

Neyen explained that the only change to this year's application, besides adding all the new programs now available to low/mod residents, is that no administrative fees were going to be requested. She stated that the amount set aside for admin may pose as an issue in closing out grants if not spent. She suggested revisiting this if moving funds back to projects needed to happen in order to close out grant #21-LHTF-18.

Motion by Committee Member Becwar to set a public hearing to Review and Approve 2022 SHTF Application for Friday, September 24, 2021, at 7:30 a.m. Committee Member Eudaley seconded. Roll call. Motion carried 4-0. It was discussed that the meeting will be both virtual for the Committee and open to the public at the Housing & Community Development office.

Information Sharing

Committee member Schwendinger reported that she will be resigning from the Committee at the end of September 2021. Schwendinger was thanked by all for her commitment to the community and wished her well.

Adjournment

There being no further business, motion by Committee Member Schwendinger to adjourn at 7:58 a.m. Seconded by Commissioner Eudaley. All in favor. Motion carried.

Minutes transcribed by:

Karla Escobar,

Karla Escobar,
Housing Financial Specialist

Respectfully submitted by:



Kris Neyen,
Rehabilitation Programs Supervisor