

## MINUTES OF HOUSING COMMISSION MEETING

DATE: 25 January 2011  
TIME: 4:00 PM  
PLACE: Housing and Community Development Department  
350 West 6<sup>th</sup> Street, Suite 312, Dubuque, IA 52001

Chairperson Kapler, following staff assurance of compliance with Iowa Open Meeting Law, called the meeting to order at 4:02 pm.

Commissioners Present: Lynn Sutton Sister Dorothy Schwendinger, OSF  
David Kapler Ricardo Woods  
Lisa McAllister Dorothy Culbertson

Commissioners Absent: Jim Holz Judie Root

Staff Present: David Harris Cpl. Mike Kane  
Janet Walker Jessica Kieffer

Public Present: Jerry Maro, Amanda Hohman, Anthony Allen, Greg McClenahan,  
RF Stewart

### Review and Certification of Minutes of 23 November 2010 Commission Meeting

Commissioner McAllister moved to approve the minutes. Commissioner Sutton seconded. Commissioners Schwendinger and Woods abstained. All others present in favor. Motion passed.

### Correspondence/Public Input

None

### Old Business

#### Commission Vacancies

David reminded the Commissioners that there are still two open seats on the Housing Commission.

## New Business

### **Request from Anthony Allen, Chair, Human Rights Commission, to address Commission regarding joint goal setting**

Anthony Allen explained that one of the goals of the Human Rights Commission is to establish a tenant association, similar to the landlord's association, to empower tenants in the City of Dubuque. This association would enable tenants to be educated on their rights, to ask questions, discuss housing issues and to work with the landlord association. Anthony discussed that the Human Rights Commission sponsored a testing of the housing market in regard to race and disability, performed with the Iowa Civil Rights Commission. The Commission is awaiting the results and once received, would like to educate the landlords and tenants and alleviate some of the problems in the City of Dubuque. Anthony has proposed the Housing Commission have a joint goal setting meeting on March 25<sup>th</sup>. This meeting would unite the Housing Commission and Human Rights Commission and both groups would help facilitate the educational component. Ultimately Anthony would like to have a housing forum in August or September. Commissioner Kapler suggested that when the results of the Iowa Civil Rights Commission study are received, the information be shared with the Housing Commission and discuss again.

### **NIU study on crime and poverty**

The Commissioners received an excerpted executive summary from the 700+ page report, plus a staff summary prepared by Kelly Larson, Human Rights Dept Director. The Commissioners mentioned that they would like to have a special meeting to discuss the study on crime and poverty. Staff will coordinate a date for this meeting.

### **Request for appeal: Project Concern/HPRP homeless program**

David explained that an application was received by Project Concern for the HPRP homeless program. The applicant was a previous Section 8 participant, whose benefits were terminated for failure to provide required information for an annual re-certification. This person would not be eligible to reapply for the Section 8 program until April 2011. This information disqualifies them from the HPRP homeless program until that time as well. Section 8 policy allows a Section 8 participant to request the Housing Commission to allow a staff appeal hearing. As the Section 8 and HPRP programs are administered according to the same policies, Project Concern has prepared a request for appeal on the applicant's behalf.

The Commissioners received several letters of recommendation from service agencies currently working with the applicant. The applicant was unable to attend the meeting due to training for a new job and was represented by Amanda Hohman from Project Concern. Amanda explained the applicant had been in an unhealthy relationship and was making poor choices at the time of this relationship. She stated that the applicant is working voluntarily with DHS to improve her life and would like the opportunity to have a staff appeal. Commissioners McAllister and Woods stated that they would like to offer the opportunity for a staff appeal. Commissioner Woods motioned to approve the request. Commissioner McAllister seconded. All present in favor. Motion passed.

### **Request for project-based vouchers: Greg McClenahan, Evergreen Development**

David explained that Greg McClenahan, with Evergreen Development in Minneapolis is attempting to develop an 'affordable assisted living facility' in Dubuque. He is interested in the possibility of project-basing vouchers in connection with the project. This would require the Housing Commission to approve a specific policy for use of housing vouchers for this purpose,

create and publish an RFP to interested developers, and then select a qualifying proposal.

Mr. McClenahan stated that assisted living is unaffordable for 75% of elderly. The facility would be 60-70 units with rents ranging from \$450 to \$600 per month, located near Cedar Cross Road and Lake Ridge Drive. The state of the art facility would have two meals furnished each day, a social director and an office with staff available 24 hours per day. The Commissioners received copies of the proposed rents and the floor plans for the 3 story building; which includes a planting room, craft room and movie theater. Janet expressed concern that a one-bedroom project-based unit was listed at \$570 per month. If the facility would be in an exception rent area, the payment standard for a one-bedroom unit would only be \$514 per month. Mr. McClenahan explained that at this time he is requesting sponsorship for up to 25% of the units to be project-based. He stated that he would need a commitment letter stating this information before 8 March 2011. Commissioner Schwendinger motioned to proceed with the steps to sponsor up to 25% of the units as project-based vouchers, with staff working with Mr. McClenahan regarding the rent rates. Commissioner Culbertson seconded. All present in favor.

#### **Response: Landlord Surveys**

The Commissioners received copies of the landlord responses to the surveys sent to find out their satisfaction with the Section 8 program.

#### **Information Sharing**

##### **Complaints Received**

Commissioners received a summary of the complaints the Housing Department has received since the last meeting.

##### **Consolidated Plan FY2009**

Commissioners received a copy of the consolidated end-of-year review from the HUD area office for Program Year 2009.

##### **December 'Community Matters' newsletter**

A copy of the Housing and CD Department newsletter 'Community Matters' was distributed to the Commissioners.

##### **FSS recruiting update**

Commissioners received an update of FSS recruitment, including a list of goals and a timeline to implement each goal.

##### **City Council approval of SCTF recommendations**

Commissioners received a summary of the City Council approved SCTF recommendations which included mandating that landlords conduct renter background checks, creation of a "priority category" designation, and requirement for completion of the Crime Free Multihousing Program training.


##### **Rental Rehab Program (RRP) policy for use of funds**

Commissioners received a copy of a memo outlining the uses for the Rental Rehab (RRP) Program revenue uses.


Adjournment

There being no further business to come before the Commission, the meeting adjourned at 5:34pm.

Minutes taken by:

  
Jessica Kieffer  
Recording Secretary

Respectfully submitted by:

  
David Harris  
Department Director