

## MINUTES OF HOUSING COMMISSION MEETING

DATE: March 31, 2015  
TIME: 4:00 p.m.  
PLACE: Housing and Community Development Department  
350 W. 6<sup>th</sup> Street, Suite 312, Dubuque, IA 52001

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

Commissioners Present: Jim Holz Rick Baumhover  
Bob McDonnell (arrived at 4:10 pm) Lisa Eubanks  
David Wall Anna Fernandes  
Amy Eudaley Ricardo Woods  
Patricia Foster (arrived at 4:10 pm)

Commissioners Absent: Sister Dorothy Schwendinger

Staff Present: Erica Haugen Teresa Bassler  
Janet Walker Kris Neyen  
Scott Koch Bob Boge  
Kim Glaser Jerelyn O'Connor

Public Present: None

### **Review and Certification of Minutes of January 27, 2015 Commission Meeting**

Janet Walker proposed a change to the minutes from January 27, 2015. The spelling of Jerelyn O'Connor's name was incorrect in the minutes. A correction was requested.

Commissioner Rick Baumhover motioned to approve the minutes. Commissioner Woods seconded. All present in favor. Motion passed.

### **Correspondence/Public Input**

None

### **Old Business**

#### **Source of Income Demonstration Project**

Jim Holz stated he chairs a Source of Income sub-committee with Kelly Larson that met March 30, 2015. This was the sub-committee's first meeting so it is just getting established and is in the beginning stage of discussions and there was nothing to report.

Janet Walker provided a brief overview of the Source of Income information presented to the City Council at the March 5, 2015 City Council meeting. Janet stated there was a good discussion about what source of income was and the purpose for it. She reported there was only 1 landlord representative at the meeting who felt over-powered. It was suggested that landlord encourage more landlords to participate in the sub-committee meetings.

#### **Rental License & Inspection Fee Structure**

Bob Boge expanded on the report of the City previously subsidizing the Rental Program with general funds. This will be discontinued in future budgets. The rental program will be required to generate enough income through rental licensing and inspection fees to keep the program self-sustainable. Bob distributed the notification of inspection charges and explained each type of inspection and related fee; Certification of Structural Compliance (CSC), dwelling unit, rooming unit, confirmed complaint, re-inspection, and no-show. He stated the Program's goal was to maintain a five year cycle for inspections. These fees do not relate to Section 8 rental units.

A proposal has also been made to increase the rental license fee. Bob Boge reported compared to other cities in Iowa we are now towards the top for fees but for many years we were much lower. However, the City Council thought the increases were substantial and asked the Housing & Community Development Department to reduce the fees wherever possible. Alvin Nash is working with the City Manager to determine what fees can be reduced.

Commissioner McDonnell expressed the opinion he did not see the fee increase as excessive.

### **New Business**

#### **Public Hearing to Receive Public Comment and Approve PHA Annual Plan**

Jim Holz called for a motion to open the public hearing on the PHA. Commissioner Wall motioned to approve the opening of the public hearing. Commissioner Woods seconded. All others present in favor. Commissioner Holz asked for any public comments. We did not receive any public comments. Jim Holz entertained a motion to close the Public Hearing. Commissioner McDonnell motioned to close the public hearing. Commissioner Eudaley seconded. Motion passed.

The commission then needed to act on approving the PHA Annual and Five Year Plan. Commissioners received a draft of the PHA Five Year and Annual Plan. Janet Walker explained the purpose of the plan is to inform HUD, the residents we serve, and the public of our mission, strategies, and our goals that are identified in the Plan. The Five Year plan governs the mission goals and objectives while the Annual PHA Plan governs policies and procedures. Components of the Plan are guided by the opening template. It is also guided by the VCA requirements. She informed the commission it had been taken to the Resident Advisory Board for over a year for comments and suggestions. If it is approved it goes to HUD for approval. They have 75 days to approve or reject. If they reject the Plan it will come back the process will repeat. However, we can amend any of the policies at any time. We asked HUD for suggestions on what to do to write current and proposed policies HUD suggested in the five year plan we go with only proposed policies and if something gets changed we can amend the policies. Policies can be amended at any time but must be submitted to HUD for approval. Proposals in the plan are based on VCA requirements, our short fall funding situation, and conversations with HUD. Janet Walker entered into an explanation of the short full situation. She explained we are not allowing moves for participants in the program unless it is to an equal or lesser cost unit. Also no portability to other areas unless those Housing Authorities are absorbing, not billing. It is projected this may save approximately \$90,000.

We are participating in monthly meetings with HUD so we do not have to delete anyone from the Program. Our current number of vouchers is 927, our lowest number of vouchers was 743, and our allotted number of vouchers is 1,063. We currently do not have enough HAP funds to increase our voucher numbers due to the short fall position.

Jim Holz called for a motion to approve the PHA Annual and Five Year Plan. Commissioner Wall motioned to approve the PHA Annual and Five Year Plan. Commissioner Woods seconded. All others present in favor. The Plan was approved.

### **Crime Reports**

Commissioners were provided a summary of Corporal Koch's crime reports. Corporal Koch stated typically winter monthly arrests are lower than other months but this year was not the case. The monthly arrests this winter were up compared to prior years.

### **Rehab Reports**

Commissioners were provided updated rehabilitation reports. Kris Neyen went through the report giving details on each property. Kris Neyen showed the 2521 Stafford St. property to clients that really liked the property. However this property is in the Bee Branch corridor and may be taken because of that.

Bob McDonnell inquired whether any more realtors are becoming involved in the City property showing and sales. Kris Neyen stated there was limited interest in showing the properties from most realtors.

### **Neighborhood Services**

Jerelyn O'Connor presented the Neighborhood Development update. She stated many people wonder why she is positioned in the City Manager's office not the Housing Department. She explained the City Manager's office is a better fit due to being in close proximity to the manger and his staff.

The Spring 2015 Washington Neighborhood flyer was distributed to the Commissioners. It highlights the upcoming events in the neighborhood and encourages involvement in the local business community. In addition, the Washington Neighborhood will be hosting its annual clean up in May.

The Historic Neighborhood Commission is working to get funding for the Washington Neighborhood. There is a lot of funding available for individuals to purchase and improve properties in the neighborhood. Federal tax credit funding will be utilized.

The Crime Free Task Force is credited with all improving landlord tenant relationships. Two benefits from the task force is all landlords completing background checks on potential tenants and all landlords attending a one- time training to provide information and tools to better property management.

A neighborhood outreach promotion will be occurring to get information out to neighbors about the Northeast Iowa Community College and it's programs.

### **Community Development Block Grant Update**

Erica Haugen announced the National Community Development Week is April 6 – 11, 2015. The Mayor will be doing a promotion highlighting local Housing and Community Development and Economic Development.

There will be a social media push to highlight current happenings and positive impacts within the Housing and Community Development department. The goal is do a better job of recognizing our successes. The Housing Department facebook link is: <https://www.facebook.com/CityofDubuqueHousing>

The 5 Year Consolidated Plan is being completed. The Analysis of Impediments has been submitted to HUD for their approval.

### **Adjournment**

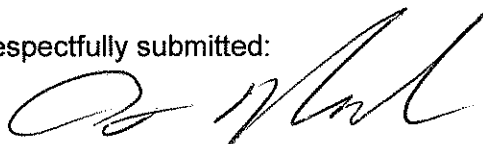
There being no further business to come before the Commission, Commissioner McDonnell motioned to adjourn the meeting. Commissioner Woods seconded the motion. All were in favor and the meeting adjourned at 5:00 pm. Commissioner Patricia Foster left the meeting at 4:50 pm.

Minutes taken by:



Kim Glaser  
Recording Secretary

Respectfully submitted:



Alvin Nash  
Department Director