

## MINUTES FOR HOUSING COMMISSION MEETING

**DATE:** Tuesday, October 25, 2016  
**TIME:** 4:00 p.m.  
**PLACE:** Housing and Community Development Department  
350 West 6<sup>th</sup> Street, Suite 312; Dubuque, IA 52001

Chairperson Rick Baumhover called the meeting to order at 4:09 p.m. following staff assurance of compliance with Iowa Open Meeting Law.

Commissioners Present:	Rick Baumhover Amy Eudaley Anna Fernandes Wesley Heimke Jill Kedley	Robert McDonell Coralita Shumaker Dorothy Schwendinger ( <i>via telephone</i> ) David Wall
Commissioners Absent:	<i>None</i>	
Staff Present:	Teresa Bassler Tonya England Erica Haugen Scott Koch	Kris Neyen Jerelyn O'Connor Janet Walker
Public Present:	<i>None</i>	

### **Certification of Minutes – September 27, 2016 Housing Commission Meeting**

Commissioner Jill Kedley moved to approve the minutes for the September 27, 2016 Housing Commission Meeting as submitted. Commissioner Robert McDonell seconded. Roll call. Commissioners Anna Fernandes and Amy Eudaley abstained. All others present in favor.

### **Correspondence/Public Input**

*None*

### **Old Business**

- a.) Amendment to City of Dubuque Administrative Plan Chapter 4 Applications, Waiting List and Tenant Selection with *Revised Resident Advisory Board Minutes* from September 15, 2016

Janet Walker stated that she revised the fifth paragraph of the Residenet Advisory Board Minutes because it mistakenly commented about the source of income. She explained that there have been studies and dialogue but a decision regarding the source of income has not been made; the revised version of the minutes has been forwarded to the City Council for the December Agenda. The Administrative Plan Chapter 4 Amendment did not change.

*A vote was not needed.*

### **New Business**

- a.) Welcome Commissioners:  
Wesley Heimke, Dorothy Schwendinger, and David Wall  
(*Administered Oath of Office on 9/27/16*)

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Baumhover welcomed the returning Commissioners—Wesley Heimke, Dorothy Schwendinger and David Wall; he also thanked them for agreeing to serve another term.

### b.) Discussion on Voucher Bedroom Size for Families with Children

Commissioner Coralita Shumaker led a discussion on the bedroom size for families with children. She is concerned about children who share bedrooms and also why clients may be held to different standards in regards to bedroom size.

Shumaker explained that she knows of a family consisting of a tenant with a family consisting of a spouse and 4 children with a 3-bedroom unit. Another family with the same amount of family members has a 4-bedroom unit. Shumaker added that children of the opposite sex, even under the age of 10, should not share a bedroom.

Teresa Bassler, Supervisor for Assisting Housing, explained that, according to the guidelines, when 2 children under the age of 10 are different genders, they share a bedroom. If one child is over 10 years old and the other child is a different gender, they have separate bedrooms.

Janet Walker added information that HUD regulations require issuing a voucher so the smallest number of bedrooms is given to house a family without overcrowding (including 2 persons to a bedroom) and that in Chapter 5 of the Administrative Plan bedroom size is discussed. Walker mentioned that City Code does say something about the square footage per person.

Shumaker will meet with Bassler and Walker to discuss the particulars.

Commissioner David Wall moved to receive and file the correspondence. Comissioner Dorothy Schwendinger seconded. All present in favor.

### c.) Administrative Plan Changes to Address HUD Regulation Changes (Federal Register 08/20/2015 – Final Rule)

Walker explained that the changes were submitted to HUD and that under the Voluntary Complaince Agreement, if HUD does not respond within 90 days, the PHA may move forward with the changes to the Administrative Plan. Walker explained that the City Attorney recommended the change in Chapter 1, Number 4 on Page 1-7 for clarification. On Page 3-30 in the 4<sup>th</sup> paragraph, “notified promptly” is defined in the Administrative Plan in Chapter 16.

Commissioner Schwendinger moved to approve the Administrative Plan Changes to Address HUD Regulation Changes (Federal Register 08/20/2015 – Final Rule). Commissioner McDonell seconded. All present in favor. Motion passed.

### **Reports**

#### a.) Crime/Nuisance Property Report

Scott Koch, Investigator, stated that in July and August 2016, there were 342 and 370 arrests, respectively, in Dubuque; 2.92% and 2.97 % program related arrests occurred in July and August 2016. Koch said that 1 property was added to the list for nuisance properties.

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He spoke about the landlord class, which was held on Saturday, October 22; there were approximately 100 participants. The next class for landlords will occur March 23, 2017.

b.) CDBG Advisory Commission Report

Erica Haugen, Community Development Specialist, stated that the CDBG Advisory Commission's last meeting was held on September 28, 2016. They reviewed the funding for the accessibility program; CDBG recommended a change in the grant amount from \$5,000 per unit to \$5,000 per accommodation.

On Tuesday, November 15, 2016 at 5:30 p.m., a public hearing will be held for the Annual Action Plan for the use of the community block grant funds for Fiscal Year 2018; she was not sure of location of the meeting. The Commission is also looking at flexible options for the First Time Home Buyer Program.

c.) Rehab Report

Kris Neyen, Rehabilitation Programs Supervisor, spoke about the tour of homes she gave for the Washington Street neighborhoods. Neyen also provided updates on several properties:

- 2056 Washington Street -- There may be an assisted housing participant who may purchase the property.
- 396 West Locust Street -- The outside work has been started on this home, which is part of the HEART Project.
- 2525 Windsor Avenue -- The rehabilitation work for this property has been completed. She is working on developing fliers to market it.
- 2249 Harold Street -- The roof and siding on the garage have been completed. The roof on the house is expected to be completed by the end of the week. Approximately \$14,000 in lead funds will be available to help fund this project because they have identified a potential buyer who is income eligible with children under the age of 6.
- 2407 Queen Street -- The SHIPO report has been completed.

Several CHI Properties are ready: 1513 Washington, 1849 Jackson, 1656 Jackson and 2139 Jackson.

Neyen is working with Robert Boge and some homeowners who have multiple infractions to see if the Rehabilitation Program may assist the homeowners in making repairs so that they do not have to go to court and pay large amounts in fees.

d.) Neighborhood Services

Jerelyn O'Connor, Neighborhood Development Specialist, spoke about the special meeting held last night for the City Council, which was a walking tour of the Bee Branch Project. Tonight, a meeting is scheduled for the downtown neighborhood associations and a developer to discuss a proposal for a full circles community that will provide housing that targets veterans and those with disabilities.

O'Connor also spoke about several other events in the community:

- The 10th Annual Make a Difference Day was held last week. There were over 300 volunteers available to assist with home repairs for families in need that consisted of veterans and/or those with disabilities.

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- The Steeples Square Group, which has renovated the old St. Mary's campus. They are hosting an open house on Sunday.
- Emanuel Church (17th and Jackson Street) is hosting a Safe Halloween from 5:00 p.m. to 7:30 p.m.

### **Information Sharing**

- a.) Walker announced that she will be retiring from the City of Dubuque on January 6, 2017.
- b.) It was asked that the following be added to the next agenda: Memorial for Ann Michalski.
- c.) In response to a request for an update on the Colts Building, O'Connor stated that the City is working to purchase the building to use as an expansion for the Multicultural Family Center.
- d.) Amy Eudaley is in a commercial for The Jule.

### **Adjournment**

There being no further business to come before the Commission, Commissioner McDonell moved to adjourn the meeting. Commissioner Kedley seconded. Motion passed by voice vote. Meeting adjourned at 5:00 p.m.

Minutes taken by:



Tonya England  
Recording Secretary

Respectfully Submitted:



Alvin Nash  
Department Director