

## HOUSING COMMISSION MEETING

**DATE:** Tuesday, November 22, 2016  
**TIME:** 4:00 p.m.  
**PLACE:** Housing and Community Development Department  
350 W. 6<sup>th</sup> Street, Suite 312, Dubuque, IA 52001

Chairperson Rick Baumhover called the meeting to order at 4:05 p.m., following staff assurance of compliance with Iowa Open Meeting Law.

Commissioners Present: Rick Baumhover                      Amy Eudaley  
                                 Anna Fernandes                      Jill Kedley (joined at 4:09)  
                                 Wesley Heimke                      Sr. Dorothy Schwendinger - via phone  
                                 David Wall

Commissioners Absent: Coralita Shumaker                      Robert McDonell

Staff Present: Teresa Bassler                      Scott Koch  
                         Brenda Henry                      Erica Haugen  
                         Jerelyn O'Connor

Public Present:                      None

### **Review and Certification of Minutes of October 25, 2016 Commission Meeting**

Commissioner Eudaley moved to approve the minutes as submitted. Commissioner Heimke seconded. Roll call. All present in favor. Motion passed.

### **Correspondence/Public Input**

Commissioner Heimke had some questions regarding the Bee Branch Healthy Homes Resiliency Program. Erica Haugen shared information regarding the program. Erica mailed Commissioner Heimke both the Property Owner Application and the Tenant Application.

### **Old Business**

A) Discussion on Voucher Bedroom Size for Families with Children  
Teresa Bassler stated a review was done on the voucher issuance and it was discovered there were seven units that had the incorrect voucher size. Of those seven, four were in a unit that was lower than the voucher size that they would qualify for so there was no financial impact from these vouchers. Three families were residing in units larger than the voucher size they had so there will be corrections made for the amount of assistance that is being paid to these families. A meeting was held with Housing Staff to discuss this discrepancy and why it happened and ensure it will not happen again in the future. One of these families had a child that turned 10 so although there was an error on this voucher, due to the age of the child, this family now qualifies for the voucher size they were issued. As for the other two families, they have the choice to either pay the additional rent or to move to a qualifying unit.

With the absence of Commissioner Shumaker, the discussion regarding the voucher size policy was tabled. Commissioner Schwendinger moved to table this discussion. Commissioner Wall seconded. Roll call. All present in favor. Motion passed.

**B) HUD Section Eight Management Assessment Program (SEMAP) Score**

Teresa Bassler shared that they received confirmation of the SEMAP score. Dubuque scored a 96% which designates us as a High Performing Housing Authority however, when the scoring was done, it was noted that we did have to take some corrective action because there had been some units put onto the program prior to a passed inspection. This has been corrected and HUD has been notified.

NOTE BY COMMISSIONER SCHWENDINGER: This is an excellent report and an excellent score and kudos for the staff for all of the work done on this as well as the prompt response and corrective actions.

**New Business**

**A) Approval of City Fiscal Year 2016/Federal Fiscal Year 2014 Continuum of Care Annual Performance Report**

Teresa Bassler discussed the report that is required to be submitted to HUD. The City has maintained housing for participating individuals during the last year. There are some participants who have increased their income. The report highlighted how the housing assistance and support service provided contributes to self-sufficiency. Commissioner Wall moved to approve this report. Commissioner Eudaley seconded. Roll call. All members in favor except Commission Kedley, who abstained. Motion passed.

**B) Memorial for Ann Michalski –** With the absence of Alvin Nash, this item was requested to be tabled. There was discussion on designating a room with a plaque. Commissioner Schwendinger is willing to make phone calls to see if the BVM sisters have suggestions. Commissioner Schwendinger moved to table this discussion. Commissioner Eudaley seconded. Roll call. All present in favor. Motion passed to table the meeting to the first available meeting that Alvin will be in attendance.

**Reports**

**Crime Reports**

Corporal Scott Koch provided a brief overview of the reports he had provided to the Commission. There were no new nuisance properties to be added to the list. Criminal background checks for the year are up to 611 as Housing is starting to issue a few more vouchers. Monthly statistics regarding program related arrest increased 1.7% increase from August to September.

**CDBG Advisory Commission Report**

Erica Haugen presented a summary from the last CDAC Commission meeting which was held on September 28, 2016. Haugen provided Community Development updates beginning with the Source of Income Working Group. This is a group that has been assembled to examine whether or not a Source of Income Ordinance is needed or should be created. They have

been meeting to gather data and study options to determine possible courses of action. City Council will hold a Work Session on Source of Income on November 28, 2016.

Three applications for Low Income Housing Tax Credit projects were submitted to the State of Iowa for projects in Dubuque. The first project is for Marquette Hall, 2222 Queen Street (former Sacred Heart Elementary School). They are proposing 28 affordable senior units. The second project University Lofts, a new construction project at the corner of Alta Vista and University proposing 48 units of affordable 1-, 2- and 3-bedroom units. The third project is the Fifteenth Street Apartments and they are proposing to redevelop the Four Oaks Building at 180 W. 15<sup>th</sup> Street into 36 residential apartments targeted towards veterans and persons with disabilities. This is the former St. Pat's School. The tax credit awards are expected to be announced in March 2017.

Inclusive Dubuque has been meeting regularly and proposing to organize a housing summit for housing providers, developers, not-for-profit service providers, and others wishing to discuss the housing needs in the community and projects to address these needs. They are working on establishing goals.

National Disaster Resiliency Grant – a contract has been entered into for this award. There were three informational meetings last week and about 60 people were in attendance. There have been 60-70 applications already submitted online. Sharon Gaul has been hired as the Resiliency Coordinator. John Tharp has been hired as the Grant Administrator.

Imagine Dubuque is the campaign for the comprehensive plan. Input to the Comprehensive Plan can be provided online or by calling the idea line to provide your input.

In October, the Successful Property Management Program was held for housing providers in Dubuque. Over 100 housing providers were registered.

**Rehabilitation Reports** – Kris Neyen provided a list of properties the City is currently working to rehabilitate, sell, or maintain.

**Neighborhood Services Report –**

Jerelyn O'Connor, Neighborhood Development Specialist, shared an editorial that was in the Cedar Rapids Gazette discussing busting the myths about affordable housing and the people who live there. Cedar Rapids City Council recently voted down the rezoning request needed for a low-income housing project, similar to the three tax credit projects proposed in Dubuque.

A Budget Input session will be held on November 30, 2016 in the City Council Chambers.

Commissioner Baumhover asked about lighting in the Bee Branch Creek restoration area. The lights will not be able to be turned on in the Bee Branch until probably spring. The lights are in place but the wiring is not run yet.

**Information Sharing**

A) Boards and Commissions Orientation

Orientation will be held for new members as well as current members for refresher on January 18, 2017 in the City Council Chambers at 5:30 PM.

**Adjournment**

There being no further business to come before the Commission, Commissioner Eudaley moved to adjourn the meeting. Commissioner Fernandes seconded. Motion passed by voice vote. Meeting adjourned at 4:52 p.m.

Minutes taken by:



Brenda Henry  
Recording Secretary

Respectfully submitted:



Alvin Nash  
Department Director