

MINUTES FOR HOUSING COMMISSION MEETING

DATE: Tuesday, August 27, 2019
TIME: 4:00 p.m.
PLACE: Housing and Community Development Department
350 West 6th Street, Suite 312; Dubuque, IA 52001

Chairperson Amy Eudaley 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
Michelle Becwar Coralita Shumaker
Brad Cavanagh David Wall
Janice Craddieth Gail Weitz

Commissioners Absent: Nicole Borovic Sam Wooden

Staff Present: Alexis Steger (arrived at 4:45 p.m.) Kris Neyen
Teresa Bassler Jerelyn O'Connor (arrived at 4:20 p.m.)
Tonya England Ben Pothoff (arrived at 4:40 p.m.)
Tim Griebel (arrived at 4:40 p.m.) Alex Rogan (arrived at 4:40 p.m.)
Madeline Haverland (arrived at 4:40 p.m.) Wally Wernimont

Public Present: Dorothy Schwendinger (4:15 p.m.)

Oath of Office – Michelle Becwar

Michelle Becwar read the Oath of Office.

Oath of Office – Rick Baumhover

Rick Baumhover read the Oath of Office.

Oath of Office – David Wall

David Wall read the Oath of Office.

Certification of Minutes – June 25, 2019 Housing Commission Meeting

Commissioner Brad Cavanagh moved to approve the Minutes for the June 25, 2019 Housing Commission Meeting with the following revision:

Under New Business, Item C, Federal Fiscal Year 2019/City of Dubuque Fiscal Year 2021 Phoenix Housing Continuum of Care Renewal Application, change the second sentence in the first paragraph from “The stated the first step is. . .” to “She stated the first step is. . .”.

Commissioner Michelle Becwar seconded. Roll call. Eight (8) in favor. Motion passed.

Correspondence/Public Input

Dorothy Schwendinger, former Housing Commissioner, spoke briefly about the 16 years she served on the Housing Commission.

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Old Business

None

New Business

- a) Federal Fiscal Year 2019 Continuum of Care – Phoenix Housing Special Needs Assistance Program

Teresa Bassler, Assisted Housing Supervisor, briefly described the Federal Fiscal Year 2019 Continuum of Care – Phoenix Housing Special Needs Assistance Program. This is the final application that was submitted to the Iowa Balance of State; the final application is due to HUD on Friday. The program is requesting \$80,808 in funding.

Bassler stated that the Commission did not need to vote on this item since it was voted on and approved at the June 25, 2019 meeting.

- b) Appointment of Liaison to Housing Trust Fund Advisory Committee

Kris Neyen, Rehabilitation Supervisor, described the Housing Trust Fund Advisory Committee.

Commissioner Cavanagh motioned to appoint Commissioner Rick Baumhover as the Liaison to the Housing Trust Fund Advisory Committee. Commissioner Gail Weitz seconded. Roll call. Eight (8) in favor. Motion passed.

Reports

- a) Crime/Nuisance Property Report

There was no discussion.

- b) CDBG Advisory Commission Report

Commissioner Janice Craddieth reported the CDBG Advisory Commission did not meet last month. The next meeting will be held on August 28, 2019.

- c) Rehab Report

Neyen stated she did not have a chance to complete the Rehab Report. 2320 Mineral Street may be completed soon; an open house will be coordinated for the property. For the Queen Street property, the deck has been completed; they are working on the front porch.

- d) Neighborhood Services

Jerelyn O'Connor, Neighborhood Development Specialist, highlighted the upcoming neighborhood events and she spoke about the meeting the City holds with representatives/officers from the neighborhood associations. She provided the following handouts: newsletter for Washington Neighborhood, Agenda for Meeting with Neighborhood Associations, and The Point Neighborhood Association's invitation for the Annual Hot Diggity Dog Night.

- e) Assisted Housing Waiting List Statistical Summary

There was no discussion.

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f) Housing Choice Voucher Participant Statistical Summary

Bassler explained there was a decrease in participation due to applicants not being pulled from the Housing Choice Voucher (HCV) Waiting List. The HCV Waiting List that was created when the Waiting List reopened in February 2018 has been exhausted. Although the HCV Waiting List started being open on the second Tuesday of the month on July 9, 2019, software issues have prevented the random selection process from occurring.

g) Denial/Termination Meeting Results

Cate Richter, Assisted Housing Coordinator, explained the caseworkers meet monthly to discuss all proposed denials and terminations. She also stated Alexis Steger, Department Director, is looking at a report to ensure equity statistically.

Information Sharing

a) Housing Inspection Staff

Ben Pothoff, Housing Inspection Supervisor, introduced his staff—Madeline “Maddy” Haverland, Alex Rogan, and Tim Griebel. He stated his department has a Permits Clerk, Tami Ernster, and one other inspector, Shane Hoeper, who could not be present. His department has 3 vacant positions—2 full-time and 1 seasonal. Ben answered several questions regarding complaint inspections and the tiered inspection process.

The Housing Commissioners introduced themselves, as well.

Adjournment

There being no further business to come before the Commission, Commissioner Craddieth moved to adjourn the meeting. Commissioner Weitz seconded. Motion passed by voice vote. Meeting adjourned at 5:10 p.m.

Minutes taken by:



Tonya England
Recording Secretary

Respectfully Submitted:



Cate Richter, Assisted Housing Coordinator for
Alexis Steger, Department Director