

**ADMINISTRATIVE VIOLATION REVIEW BOARD  
MEETING MINUTES**

March 12, 2019 – 1:00pm  
City Hall, Fourth Floor Conference Room

2019 MAR 28 AM 9:34  
CITY CLERK

|                         | <u>Name</u>     | <u>Attendance</u><br>(mtgs attended-mtgs absent) | <u>Term of Office</u> |
|-------------------------|-----------------|--|-----------------------|
| <b>MEMBERS PRESENT:</b> | Pat Benedict    | (46-6)   | 4/29/22               |
|                         | Michael Comella | (43-1)   | 5/27/19               |
|                         | Don Daffron     | (01-0)   | 4/29/21               |
|                         | Becci Goodwin   | (38-3)   | 4/29/23               |
|                         | Michael Grimm   | (49-3)   | 4/29/20               |

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Clint Thompson, Planning and Community Development Director  
Bryan Carter, City Attorney  
Carol Flury, Recording Secretary

**ROLL CALL** – Four (4) members were in attendance; quorum present. Grimm - present, Pat Benedict - present, Comella - present, Goodwin - present.

Grimm called the meeting to order.

**APPROVAL OF MINUTES**

Comella moved to approve the minutes of March 12, 2019, as written; second by Benedict. **VOTE: 4 Ayes, 0 Nays. MOTION PASSES.**

**NEW BUSINESS**

A. Introduction of new AVR B Member, Don Daffron

Daffron was not present but came in later. Don introduced himself to the Board and gave his background and was on the Mayor’s Voluntary Rental Inspection Committee. He was also a former landlord.

B. Carbon Monoxide Promotion and Education, Mary Robertson

The Board discussed the passage of the carbon monoxide alarms with the emphasis that the tenant is aware that they have responsibility per code.

Mary Robertson stated that twice a year, she does a public service announcement for the Fire Department when daylight savings time changes to change the batteries in smoke detectors. She said she could tie in the carbon monoxide alarms in to that. She said that she can do a press release, social media, sewer bill insert and link it to the ordinance website. Mary said that she could create a page on the website and link it to the ordinance that has the legal language and have some kind of language that they can understand side by side. Grimm stated that the Health Department has public service announcements on this, just contact them.

Daffron joined the group.

Benedict asked if it was ethical that we could get in touch with Home Depot and other such stores and ask them to do an endcap display with carbon monoxide detectors with possibly them saying that this is a new ordinance. Robertson said that would be up to their corporate office and would be a great public service. It was discussed that the City could send a letter that has the City seal on it out to those businesses that would be selling these detectors.

Grimm reminded everyone that the Red Cross had said previously that they would provide combination alarms. Robertson said that she would make contact with them as well.

C. Introduction of Whitney Lanning from Community Action Partnership

Whitney Lanning was unable to attend the meeting.

D. Tenant Checklist

Whitney wanted to develop for her clients a Tenant and Landlord Bill of Rights and a rental checklist so when the landlord and tenant both go in to look at the rental, the tenant will have a checklist of items to check to make sure they are safe.

The Board started on discussing the tenant checklist. They would like use the same list that Juston will be using in his inspections. Grimm said that he feels we need to give a very simple explanation beside each code. We will be working on this project with CAP. Everyone was fine with the format of the checklist.

Grimm stated that after the checklist, the agencies like Legal Aid can come and work with other educational pieces.

Grimm will be gone all the month of April but would like for the Board to go ahead and meet with the agencies and determine what they want the tenants to know.

Benedict would like visuals for examples of what the tenants should look for.

Benedict shared that Dawn Drake is going to get the tenant informational pieces after the Board has put them together to the college for the students to use when looking at rentals to live off campus.

Thompson stated that we need to have a list of questions for new tenants to ask landlords while looking for a rental unit. He sees two things we need to do. We provide some explanation to the checklist that is user friendly and maybe another set of criteria like for a first time homebuyer or a first time tenant; questions they should ask as a tenant looking at a potential rental unit. Examples are, what is the average cost of utilities; how do I maintain this; who mows the grass, etc. We should look at this as if your son or daughter were renting this property; these are the things you should look for, these are the things that you might not be thinking about now that can pop up over time. How can we succeed getting them into the right place. Some times when people get in to a rental unit, they realize they are over their head with the

price and it is more than they can do. It might seem like nothing to us because we have been through it, but the younger demographic that may be renting for the first time, other than price, they don't think about the other things. This is really not the City's job, but it is a great opportunity to inform.

The Board will come back in two weeks with their suggestions for an easy to read wording for the checklist.

#### **UNFINISHED BUSINESS**

##### **A. Proposed Revision of Sec. 25-313 Tree Ordinance**

This ordinance has been passed on to the Tree Board for consideration. Grimm made the motion to rescind this ordinance and pass it over to the Tree Board.

**VOTE:** Grimm – aye, Benedict - aye, Comella - aye, Daffron – aye, Goodwin - aye. **VOTE: 5 Ayes, 0 Nays. MOTION PASSES.**

Next meeting will be Tuesday, March 26, at 1:00pm, in the 4<sup>th</sup> floor conference room.

Grimm called the meeting adjourned at 1:40pm.

Minutes respectfully submitted by Carol Flury, Recording Secretary.