

**ADMINISTRATIVE VIOLATION REVIEW BOARD
MEETING MINUTES**

Monday, September 4, 2018 – 1:00pm
City Hall, Fourth Floor Conference Room

	<u>Name</u>	<u>Attendance</u> (mtgs attended-mtgs absent)	<u>Term of Office</u>
MEMBERS PRESENT:	Pat Benedict	(40-6)	4/29/22
	Michael Comella	(37-1)	5/27/19
	Becci Goodwin	(32-3)	4/29/23
	Michael Grimm	(43-3)	4/29/20
	Isobel McGowan	(41-5)	4/29/21

MEMBERS ABSENT: None

OTHERS PRESENT: Carol Flury, Recording Secretary

ROLL CALL – Five (5) members were in attendance; quorum present. Grimm - present, McGowan – present, Pat Benedict - present, Comella - present, Goodwin - present.

Grimm called the meeting to order.

APPROVAL OF MINUTES

McGowan moved to approve the minutes of August 6, 2018 as written; second by Comella. **VOTE: 5 Ayes, 0 Nays. MOTION PASSES.**

NEW BUSINESS

- Discussion on Council Passage of Bill #138-18 Amending Section 2-491 - Expanding the Powers and duties of the Administrative Violation Review Board

Grimm thanked Council for expanding their powers and duties so they can discuss problems and make recommendations to them.

- Discussion on Council Passage of Resolution #151-18 – Establishing a Citizens’ Review Committee

Novak gave an update on where we are at with the rental inspection citizen committee. All Council members have until September 20, to submit a name and nomination and at that time, if Council members have not submitted a nomination, there will be a list that they can draw from. The process after that will be a resolution to approve nominations and a vote.

Grimm stated that Section 8 housing would automatically be accepted; McGowan said that they need to be cautious about agency inspections. Grimm asked Board members to start making lists of what they think the framework should look like

Grimm told Board members that if there was a specific agenda item that needed discussed, to let Carol know and she will put it on the agenda. We need to stay away from "General Discussion" as an agenda item.

- Licensing/Registration

Grimm stated that the census shows approximately 11,120 rental units in St. Joseph. When Grimm talked to HUD in St. Louis, they considered St. Joseph to be medium high to high for rental compared to owner occupied. It is important that we license and register these rentals. City staff will need to work with them to come up with a process that will work. Another question is fees and how that will be affected by the Hancock amendment. Brian addressed this by saying that it was okay as long as the fees are paying for the program. Grimm said that the council members he had talked to wanted licensing and registration to be mandatory. Business licensing is voluntary for anything more than two units and it is more like a business permit at a minimal cost. Our current licensing program is very limited. Grimm suggested that they put together a licensing/registration/rental inspection program and then present the whole program to the Council; Bruce agreed.

Grimm stated the next meeting will be Tuesday, September 18, 1:00pm and will be working on licensing and registration; the citizen committee will work on the rental inspection portion.

Grimm reminded the Board that the public must wait until the end of the meeting to speak; it will only be for five minutes and the Board will not respond at that time. This will help to keep order.

Benedict asked about the agenda for the larger committee. Grimm stated it would be best that we find a city that has already done this and use their format and adapt to St. Joseph. McGowan said that it would be helpful to get a list that is being used from another city that is reasonably historic as St. Joseph and has housing of a similar age. Grimm replied that Lawrence, KS is a good example.

ADJOURNMENT

Grimm called the meeting adjourned at 1:35pm.