



City of Oskaloosa
Oskaloosa Housing Trust Fund Committee
Smokey Row
109 South Market Street
Oskaloosa, IA 52577
Agenda
January 30, 2017
12:00 PM

1. Call to Order/Roll Call - 12:00 P.M.

Roll Call: _____ Chair _____ Adams, _____ Caligiuri, _____ Davis, _____ Hahn,

_____ McReynolds, _____ Sauer, _____ Spoelstra, _____ Stahle, _____ Vande
Ree,

_____ Willett.

Documents:

[20170130 CALL TO ORDER AND ROLL CALL.DOCX](#)

2. Approval of Minutes, subject to corrections.

October 27, 2016 Housing Trust Fund Committee Regular Meeting Minutes

Documents:

[20170130 APPROVAL OF MINUTES.DOCX](#)
[20161201OHTF MINUTES EDITED.DOCX](#)

3. Citizens to be Heard

This item is reserved to receive comments from the community for concerns whether or not they are included in the current agenda.

Documents:

[20170130 CITIZENS TO BE HEARD.DOCX](#)

4. Miscellaneous

Documents:

A. Approval of Claims

Documents:

20170130 CLAIMS.DOCX
HOUSING CLAIM LIST DECEMBER 2016.PDF

B. Review of Accounting Reports.

Documents:

20170130 ACCOUNTING REPORTS.DOCX
ACCOUNTING REPORT-HOUSING DEPT NOVEMBER 2016.PDF
ACCOUNTING REPORT-HOUSING DEPT DECEMBER 2016.PDF
OHTF ACTIVITY DECEMBER 2016.PDF

5. Housing Needs Analysis Kickoff Presentation and Discussion.

Documents:

OHTF COMM HOUSING NEEDS ANALYSIS KICKOFF 01302017.DOCX

6. Adjournment

If you require special accommodations, please contact the City Manager's Office at least 24 hours prior to the meeting at (641) 673-9431.



OHTF Communication
Meeting Date: January 30, 2017
Requested By: OHTF Committee

Item Title: Call to Order and Roll Call – 12:00 p.m.

Roll Call: _____ Chair _____ Adams, _____ Caligiuri, _____ Davis, _____ Hahn,
_____ McReynolds, _____ Sauer, _____ Spoelstra, _____ Stahle, _____ Vande
Ree, _____ Willett.

Explanation:

Not applicable.

Budget Consideration:

Not applicable.

Attachments:

None.



OHTF Communication
Meeting Date: January 30, 2017
Requested By: City Staff

Item Title:

Consider approval of minutes subject to corrections.

Explanation:

Consider approval of the December 1, 2016 Housing Trust Fund Committee Minutes.

Budget Consideration:

Not applicable.

Attachments:

December 1, 2016 Housing Trust Fund Committee Minutes

OSKALOOSA HOUSING TRUST FUND COMMITTEE MINUTES

Thursday, December 1, 2016 - 12:00 Noon

City Hall Conference Room

The committee meeting was called to order by Chair Adams at 12:10 p.m. with the following members present: Dan Adams, Joe Caligiuri, Valinn McReynolds, Tamera Sauer, Royce Spoelstra and Carri Vande Ree. Members absent: Randell Davis, Bernice Hahn, Noel C. Stahle and Mark Willett. Staff present: Andrew Jensen, Development Services Director, and Marilyn Johannes. Others present: Joan Kunz.

Adams administered the oath of office to Royce Spoelstra, new Housing Trust Fund Committee member.

Jensen informed the committee that David Polkowske had resigned from the committee.

It was moved by Caligiuri, seconded by Sauer to approve the October 27, 2016 Housing Trust Fund Committee Minutes. Motion carried unanimously.

Consider a request for demolition grant I for a house located at 603 A Avenue East.

Jensen said the house was acquired by the city and sold to DeRonde with the understanding that he planned to rebuild on the property. It was moved by Sauer, seconded by VandeRee to approve the request for a demolition grant I for up to \$4,000 for a house located at 603 A Avenue East. Motion carried unanimously.

Consider a request for a demolition grant II for a house located at 501 G Avenue West.

Joan Kunz, representative of R.T. Mant, has applied for funds for a demolition grant II for the property located at 501 G Avenue West. A demolition grant II is a grant/loan program where the structure is demolished and the property left as green space but a portion of the grant funds is to be repaid to the city. Kunz indicated the property is being acquired to demolish the structure and donate the property to the Christian school for a parking lot. Kunz asked how long they are required to keep the property after the grant/loan is approved before they can donate the property. Caligiuri indicated at least until the loan is repaid but thought staff should find out and let Kunz know for sure. Spoelstra asked if the lot can be turned into a parking lot or does it have to remain green space. Jensen said he knew of no provision restricting the title but he did not know the requirements. Jensen indicated he would confer with staff to find out the answer to the questions and get back to Kunz.

It was moved by VandeRee, seconded by Caligiuri to approve the request for a demolition grant II for up to \$4,000 for a house located at 501 G Avenue West. Motion carried unanimously.

Discussion of Data Request/Key Contact Memorandum for the Housing Needs Analysis.

At the October 27, 2016 OHTF meeting the OHTF Committee approved moving forward with a Comprehensive Housing Needs Analysis with Maxfield Research & Consulting, which the Oskaloosa City Council approved on November 7, 2016.

Jensen told the committee that Matt Mullins from Maxfield Research & Consulting is the primary contact at Maxfield regarding the analysis. Mullins has submitted a memorandum (included in the December 1, 2016 OHTF Committee meeting agenda) asking for data and key contacts to assist the firm with their analysis. Jensen also said Mullins wants to schedule a

kickoff meeting with the committee in January.

Jensen went over the memorandum with the committee regarding information requested by Mullins and key contacts that could assist the firm in completing the analysis. Jensen noted information provided by the committee and will submit that information to Mullins.

Following is a summary of the information provided:

McReynolds: Chamber has a list of some rental properties.

Jensen: Maxfield will contact the rental housing community. Do not have vacant lot inventory at this time. Could expand some of the current subdivisions, some still have room for development. For employment information, will need to work with MCDG and the Chamber. Will include information about the OHTF and RHTF programs.

McReynolds: Perhaps LOVE, Inc. could provide some assistance.

Jensen: Will provide information for the Oskaloosa Public Works Department. The County GIS Coordinator could help with mapping. Marty Ryan at the Oskaloosa Municipal Housing Agency will be a contact.

Spoelstra asked for a definition of neighborhood organizations. Jensen: Some subdivisions have covenants but Oskaloosa does not have a network of community-based neighborhood organizations like larger cities in the state. Spoelstra: Perhaps contact the Alley Kat organization.

Jensen said that he would reach out to the Oskaloosa School District, Russ Reiter. Jensen asked for contacts for Great Southern Bank, Community 1st Credit Union, State Bank of Bussey, and the Leighton State Bank. Need to provide Maxfield with a list of realtors in Oskaloosa. It was noted that OHTF no longer has a realtor on the OHTF Committee.

McReynolds: Chamber has a list of employers.

Jensen asked what other stakeholders should be contacted. The Committee suggested reaching out to builders. Caligiuri: List of people who flip homes? Spoelstra: Not a major item in Oskaloosa.

McReynolds: The fire department does code enforcement, need to contact them.

Adams: Major landlords? Jensen: Do not have an inventory of rentals. McReynolds: Chamber has a list. Sauer: How about property managers? Spoelstra: Chris Roach is really the only big property manager. Sauer: Chris probably has a list of realtors and property managers.

McReynolds: Contact William Penn University regarding the need for housing.

Jensen: Could have kickoff meeting as a Monday lunch to discuss the outline of the project the first of the year. McReynolds asked if others should be included in the kickoff. Jensen said there are tradeoffs involved with specifically inviting other groups to the meeting. Of course the meeting will be open to the public, but if the conversation and presentation is primarily for

the OHTF Committee, there will be an opportunity for more interaction and discussion. The consultant will be holding many meetings with various stakeholders around the community. The consensus of the committee was that a Monday lunch would be satisfactory.

Jensen told the committee that after the kickoff meeting, he will put an update item on OHTF agendas.

It was moved by VandeRee, seconded by Sauer to approve the November claims for payment. Motion carried unanimously.

Jensen explained that City Clerk Amy Miller would not be attending OHTF meetings on a regular basis, and explained that he is the staff contact now so if the committee has any questions regarding the claims or accounting reports, he will pass it on to the city clerk's staff.

The meeting adjourned at 12:50 p.m.

Minutes by Marilyn Johannes



OHTF Communication
Meeting Date: January 30, 2017
Requested By: OHTF Committee

Item Title: CITIZENS TO BE HEARD

Explanation:

This item is reserved to receive comments from the community for concerns whether or not they are included in the current agenda.

Budget Consideration:

Not applicable.

Attachments:

None.



OHTF Communication
Meeting Date: January 30, 2017
Requested By: City Clerk

Item Title: MISCELLANEOUS

Explanation:

- A. Approval of claims
 - 1. List of claims for December 2016

- B. Accounting and Activity Reports
 - 1. Accounting Report – Housing Dept. November 2016
 - 2. OHTF Activity December 2016

Budget Consideration:

Not applicable.

Attachments:

List of claims for December 2016
Accounting Report – Housing Dept. November 2016
OHTF Activity November 2016
OHTF Activity December 2016



OHTF Communication

Date: January 30, 2017

Requested By: City Clerk

Item Title:

Approval of payment of claims for December 2016.

Explanation:

List of claims for December 2016 is included in your agenda packet. Staff recommends approval.

Budget Consideration:

Totals appear on the claims list.

Attachments:

Claims list.

City of Oskaloosa
Claims Register

Dec-16

Deborah Fisher & Bank Iowa	Demolition I grant - 122 Geneva Dr	4,000.00
Jerry Saylor & Kal Services/Midwest Sanitation	Demolition II loan - 610 North C St	4,000.00
Leanne Bartlow & Bank Iowa	First time homebuyer loan - 1222 N 3rd St	1,500.00
December postage		0.93
December copies		7.01

GRAND TOTALS 9,507.94

FUND TOTALS
Fund 140 - Housing Funds 9,507.94

*** 9,507.94

Signature

Date

Signature

Date



OHTF Communication
Meeting Date: January 30, 2017
Requested By: City Clerk

Item Title:

Review of accounting reports for November 2016 and December 2016.

Explanation:

Accounting reports for November 2016 and December 2016 are included in your agenda packet for review.

Budget Consideration:

Not applicable.

Attachments:

Accounting reports
Activity reports

OSKALOOSA HOUSING TRUST FUND
November 30, 2016

HOUSING FUND		YTD	Fund Balance
<u>Beginning Balance</u>			\$205,447.29
<i>Revenue:</i>			
140503044300	Interest	\$184.80	
140503014531	Late Fees	\$100.00	
140503014570	Processing Fees	\$463.00	
140503024711	Loan Repayments	\$25,746.01	
140503024713	Loan Repayments (unrestricted)	\$2,400.18	
140503044830142	Transfer In	\$0.00	
	<i>Total Revenue</i>	\$28,893.99	
 <i>Expenses:</i>			
14050306405	Recording Fee Expense	\$175.00	
14050306413	Payments to Other Agencies	\$0.00	
14050306414	Printing and Publishing Expense	\$0.00	
14050306419	Technology Expense	\$0.00	
14050306490	Other Professional Services	\$0.00	
14050306495	Housing Loans/Assistance	\$28,150.00	
14050306497	Demo Loan	\$12,000.00	
14050306498	Refunds & Reimbursements	\$0.00	
14050306507	Operating Supplies	\$10.00	
14050306508	Postage	\$6.98	
14050306511	Copying	\$279.71	
14050306910001	Transfer Out	\$0.00	
	<i>Total Expenses</i>	\$40,621.69	
 <u>Ending Balance</u>			 \$193,719.59
**Loan Repayments (unrestricted) 6/30/11 balance		\$48,464.44	
**Loan Repayments (unrestricted) 6/30/12 balance		\$42,687.69	
**Loan Repayments (unrestricted) 6/30/13 balance		\$31,239.18	
**Loan Repayments (unrestricted) 6/30/14 balance		\$15,727.19	
**Loan Repayments (unrestricted) 6/30/15 balance		(\$16,515.22)	
**Loan Repayments (unrestricted) 6/30/16 balance		\$9,539.56	
Total		\$131,142.84	

HOUSING DONATED FUNDS		Program To Date		Fund Balance
<i>Revenue:</i>				
138503024705	Contributions 2007-08	\$84,125	\$ 84,125.00	
	Contributions 2009-10	\$68,350	\$ 68,700.00	
	Contributions 2010-11	\$68,350	\$ 68,250.00	
	<i>Total Revenue</i>		\$ 221,075.00	
 <i>Expenses:</i>				
13850306413	Payments to Other Agencies		\$ 1,000.00	
	First Time Home Buyer 2008	\$64,125	\$ 40,732.00	
	First Time Home Buyer 2009	\$48,350	\$ 48,100.00	
13850306495	Housing Loans/Assistance		\$ 36,502.26	
13850306497	Demo Loan 2008	\$20,000	\$ 20,000.00	
	Demo Loan 2009	\$20,000	\$ 20,000.00	
13850306910145	Transfer Out (2010 IFA Grant Match)		\$ 20,000.00	
	<i>Total Expenses</i>		\$ 186,334.26	
 <u>Ending Balance</u>				 \$ 34,740.74

OSKALOOSA HOUSING TRUST FUND
December 31, 2016

HOUSING FUND		YTD	Fund Balance
<u>Beginning Balance</u>			\$205,447.29
<i>Revenue:</i>			
140503044300	Interest	\$218.74	
140503014531	Late Fees	\$100.00	
140503014570	Processing Fees	\$584.00	
140503024711	Loan Repayments	\$30,751.67	
140503024713	Loan Repayments (unrestricted)	\$3,886.33	
140503044830142	Transfer In	\$0.00	
	<i>Total Revenue</i>	\$35,540.74	
 <i>Expenses:</i>			
14050306405	Recording Fee Expense	\$175.00	
14050306413	Payments to Other Agencies	\$0.00	
14050306414	Printing and Publishing Expense	\$0.00	
14050306419	Technology Expense	\$0.00	
14050306490	Other Professional Services	\$0.00	
14050306495	Housing Loans/Assistance	\$29,650.00	
14050306497	Demo Loan	\$20,000.00	
14050306498	Refunds & Reimbursements	\$0.00	
14050306507	Operating Supplies	\$10.00	
14050306508	Postage	\$7.91	
14050306511	Copying	\$286.72	
14050306910001	Transfer Out	\$0.00	
	<i>Total Expenses</i>	\$50,129.63	
 <u>Ending Balance</u>			 \$190,858.40
**Loan Repayments (unrestricted) 6/30/11 balance		\$48,464.44	
**Loan Repayments (unrestricted) 6/30/12 balance		\$42,687.69	
**Loan Repayments (unrestricted) 6/30/13 balance		\$31,239.18	
**Loan Repayments (unrestricted) 6/30/14 balance		\$15,727.19	
**Loan Repayments (unrestricted) 6/30/15 balance		(\$16,515.22)	
**Loan Repayments (unrestricted) 6/30/16 balance		\$9,539.56	
Total		\$131,142.84	

HOUSING DONATED FUNDS		Program To Date		Fund Balance
<i>Revenue:</i>				
138503024705	Contributions 2007-08	\$84,125	\$ 84,125.00	
	Contributions 2009-10	\$68,350	\$ 68,700.00	
	Contributions 2010-11	\$68,350	\$ 68,250.00	
	<i>Total Revenue</i>		\$ 221,075.00	
 <i>Expenses:</i>				
13850306413	Payments to Other Agencies		\$ 1,000.00	
	First Time Home Buyer 2008	\$64,125	\$ 40,732.00	
	First Time Home Buyer 2009	\$48,350	\$ 48,100.00	
13850306495	Housing Loans/Assistance		\$ 36,502.26	
13850306497	Demo Loan 2008	\$20,000	\$ 20,000.00	
	Demo Loan 2009	\$20,000	\$ 20,000.00	
13850306910145	Transfer Out (2010 IFA Grant Match)		\$ 20,000.00	
	<i>Total Expenses</i>		\$ 186,334.26	
 <u>Ending Balance</u>				 \$ 34,740.74

1st time Homebuyer payments for December 1, 2016 **\$ 2,128.05**

Restricted	\$ 1,786.96
Non-restricted	\$ 341.09

1st Time Homebuyer Loan issued

<i>Name</i>	<i>Amount</i>	<i>Payments start</i>
Bartlow	\$ 1,500.00	1/1/2017

1st Time Homebuyer Loans paid in full

<i>Name</i>	<i>Date paid</i>	<i>Payment</i>
L Buresh	12/28/2016	\$ 845.20
C Caton	12/30/2016	\$ 937.00

Other loans paid in full

<i>Name</i>	<i>Date paid</i>	<i>Payment</i>
N Watts - IFA Deferred	12/21/2016	\$ 1,865.00

Demolition Loan approved

<i>Name</i>	<i>Date approved</i>	<i>Address of demolition</i>
J DeRonde	12/1/2016	603 A Ave E
R T Mant	12/1/2016	501 G Ave W

Demolition loans issued

<i>Name</i>	<i>Address</i>	<i>Amount</i>
J Saylor	610 North C St	\$ 4,000.00
D Fisher	122 Geneva	\$ 4,000.00

NSF/Closed Accounts on payments

<i>Name</i>	<i>Amount</i>	<i>Follow-up</i>
T Weiss	\$ 16.59	December paid in full Received updated ACH information



OHTF Communication

Meeting Date: January 30, 2017

Requested By: Development Services Dept.

Item Title:

Housing Needs Analysis Kickoff Presentation and Discussion.

Explanation:

At its October 27, 2016 meeting, the Oskaloosa Housing Trust Fund (OHTF) Committee approved moving forward with a contract for a Comprehensive Housing Needs Analysis with Maxfield Research & Consulting (Maxfield). The Oskaloosa City Council gave final approval for this contract at its November 7, 2016 meeting.

After receiving input from the OHTF Committee, staff has provided Maxfield with reports, data, and contact information from which to begin the analysis. Matt Mullins of Maxfield will be in Oskaloosa during the week of January 30 assessing housing conditions and meeting with local contacts. Mr. Mullins will be making a kickoff presentation for this study at this OHTF Committee meeting, which will include discussion with Committee members.

Budget Consideration:

OHTF and City Council has already approved the \$19,045 professional services agreement with Maxfield Research & Consulting.

Attachments:

None.