

## OSKALOOSA HOUSING TRUST FUND COMMITTEE MINUTES

Thursday, January 7, 2010 - 12:00 NOON  
City Hall Conference Room

The committee meeting was called to order with the following members present: Rob Taylor, Dan Adams, Pam Blomgren, Kandes Dalbey, Bernice Hahn, Randy Irwin, Jim Lorber and Julia Ross. Also present was City Manager Michael Schrock, Jr., City Council member Scottie Moore and staff members Laura Russell and Chris Schippers.

The minutes of the December 3, 2009, meeting was introduced. A motion to approve the minutes was made by Kandes Dalbey and seconded by Dan Adams. The motion was unanimously approved.

Discussion was held regarding revised plans for the Urgent Repair, First-time Home Buyer and SHTF Rent Assistance programs. It was moved by Bernice Hahn and seconded by Jim Lorber to present the revised plans to the City Council for approval. The motion was unanimously approved.

Discussion was held regarding proposed changes to the demolition program plans. Rob Taylor questioned if the committee's priority was to demolish dilapidated structures or to increase the tax base. Bernice Hahn stated she would like for applicants to identify their intent and to allow for green space. Pam Blomgren commented that caution needs to be used not to override what the city ordinance allows. Rob Taylor questioned if property owners would be more willing to demolish dilapidated structures if they weren't required to rebuild. He also stated there are several dilapidated structures in town, if funding allows perhaps owners should be allowed to demolish the structures and not be required to rebuild. Julia Ross stated there are not a lot of owners willing to rebuild in today's economy. She suggested the committee not require rebuilding on the lot and review the plan again next year. It was moved by Rob Taylor and seconded by Julia Ross to table the item until next month. The motion was unanimously approved.

The demolition application by Russ Parker for 910 North A Street was reviewed. It was moved by Pam Blomgren and seconded by Julia Ross to approve up to \$4,000 for the demolition of 910 North A Street.

The motion was unanimously approved.

The claims list was reviewed. A motion to approve the claims list was made by Randy Irwin and seconded by Bernice Hahn with Kandes Dalbey abstaining due to loan activity on the claims list. The motion was unanimously approved.

The accounting report was reviewed.

Laura provided the committee with an update on the OHTF programs.

Discussion was held regarding regional housing trust fund and the future of the trust fund. Rob Taylor advised that Area XV has approached agencies in the ten county region to gauge levels of interest in participating in a regional housing trust fund. He also advised that committee members met with the City Manager to discuss the OHTF, including status of hiring an executive director. Mike Schrock advised there is no budget to allow for additional staff. He stated that he is looking at reorganization possibilities and ways to prevent missing future grant opportunities.

With no other business the meeting was adjourned at 1:25 PM.

Chris Schippers  
For the Committee

OSKALOOSA HOUSING TRUST FUND COMMITTEE MINUTES  
Thursday, December 3, 2009 - 12:00 NOON  
CITY COUNCIL CHAMBERS

The committee meeting was called to order with the following members present: Rob Taylor, Dan Adams, Pam Blomgren, Bernice Hahn, Jim Hansen, Doug Hunt, Randy Irwin and Julia Ross. Also present were staff members Laura Russell and Chris Schippers.

The minutes of the November 2, 2009, meeting was introduced. A motion to approve the minutes was made by Jim Hansen and seconded by Dan Adams. The motion was unanimously approved.

Rob Taylor, Vice-chair, thanked Jim Hansen for his years of service and his leadership as Chair to the Oskaloosa Housing Trust Fund. He then opened the floor for nominations to the OHTF Chair. Julia Ross nominated Rob Taylor as OHTF Chair, Doug Hunt seconded the nomination. It was moved by Randy Irwin, and seconded by Pam Blomgren for nominations to cease. The motion and nomination were unanimously approved.

Rob Taylor asked for nominations for Vice-chair. Julia Ross nominated Dan Adams as Vice-chair, Pam Blomgren seconded the nomination. It was moved by Doug Hunt, and seconded by Julia Ross for nominations to cease. The motion and nomination were unanimously approved.

Rob Taylor asked for nominations for Secretary/Treasurer. It was moved by Pam Blomgren, and seconded by Julia Ross, for Laura Russell, Interim-Director, to serve as Secretary/Treasurer. The motion was unanimously approved.

Discussion was held regarding a request from Larry & Karen Clabaugh for release of a lien for demolition funds on 1327 9<sup>th</sup> Avenue East. After discussion on the improvements made to the property, it was moved by Doug Hunt and seconded by Dan Adams to release the lien. The motion was unanimously approved.

Discussion was held regarding a request from Howard Gordon Jr. to release a lien for demolition funds on 1316 3<sup>rd</sup> Avenue West. It was moved by Doug Hunt, and seconded by Jim Hansen, to approve an extension of time to May 31, 2010 stipulating the project be totally completed, including grading & seeding. Laura was advised to inform Mr. Gordon this will be the last extension offered.

Discussion was held regarding proposed changes to the OHTF program plans. Committee members offered comments/suggestions on the urgent repair, rent assistance and first-time home buyer programs and asked Laura to present a final draft for approval at January's meeting. After much discussion on proposed changes to the demolition program, it was decided that each committee member should continue to review the plan and consider what they feel is the intent of the program. The development of the program plan will be discussed again at January's meeting.

The request for a contribution to the local housing trust fund advocates network was discussed. It was moved by Doug Hunt and seconded by Julia Ross to contribute \$250 to the local housing trust fund advocates network. The motion was unanimously approved.

The application for NAHRO Award of Excellence was discussed. It was moved by Pam Blomgren and seconded by Doug Hunt to authorize the expenditure of up to \$100 for the application to NAHRO for an Award of Excellence. The motion was unanimously approved.

The claims list was reviewed. A motion to approve the claims list was made by Randy Irwin and seconded by Julia Ross with Dan Adams abstaining due to loan activity on the claims list. The motion was unanimously approved.

The accounting report was reviewed.

Laura provided the committee with an update on the OHTF programs.

Discussion was held regarding regional housing trust fund and the future of the trust fund. Rob Taylor stated the push toward a regional trust fund asks the questions: What does this trust fund need to do and is it doing enough? He stated there have been missed opportunities due to the lack of an executive director. Doug Hunt suggested that if this trust fund was instrumental in organizing a regional trust fund, there could be financial benefits to address the need for an executive director. Randy Irwin suggested a survey be conducted to determine interest in forming a regional trust fund. Rob Taylor suggested that Laura, Dan Adams, Randy Irwin and he meet with the City Manager to discuss the director position. Pam Blomgren offered to forward that request to the City Manager.

With no other business the meeting was adjourned at 2:00 PM.

Chris Schippers  
For the Committee

OSKALOOSA HOUSING TRUST FUND COMMITTEE MINUTES  
Monday, November 2, 2009 - 12:00 NOON  
CITY COUNCIL CHAMBERS

The committee meeting was called to order with the following members present: Rob Taylor, Dan Adams, Pam Blomgren, Kandes Dalbey, Bernice Hahn, Doug Hunt, Randy Irwin and Julia Ross. Also present was City Manager Michael Schrock, Jr., ISU Field Specialist, Frank Owens and staff members Laura Russell and Chris Schippers.

The minutes of the October 1, 2009, meeting was introduced. A motion to approve the minutes was made by Pam Blomgren and seconded by Kandes Dalbey. The motion was unanimously approved.

Discussion was held regarding an Urgent Home Repair application. Laura advised the homeowner has received two bids and recommended approval of the lowest bid from Bix Service and the \$300 bill from Johnson's Heating & A/C to move the water heater and add a receptacle for the sump pump. It was moved by Randy Irwin and seconded by Julia Ross to approve the same. The motion was unanimously approved.

Discussion was held on the option to use MRB/HUD income limits or HUD county or statewide limits for owner-occupied projects. The increased limits would allow more homeowners to utilize grant funds. Rental projects would continue to use HUD statewide income limits. It was moved Doug Hunt and seconded by Kandes Dalbey to approve using the MRB/HUD income limits as proposed.

The claims list was reviewed. A motion to approve the claims list was made by Doug Hunt and seconded by Pam Blomgren. The motion was unanimously approved with Bernice Hahn, Julia Ross and Dan Adams abstaining due to loan activity on the claims list.

The accounting report was reviewed.

Laura provided an update on the programs. She reported twenty-two I-JOBS surveys were returned, of which approximately six were interested in purchasing a home. It was decided to not pursue these funds.

Frank Owens from Iowa State University gave a presentation and answered questions on regional trust funds. He informed the board that IFA's services haven't changed; they are trying to address the needs of more people. Their goal is to be fair and equitable with funding allocations based on population. Kandes Dalbey asked if funding would eventually stop if the OHTF is not part of a regional trust fund. Frank stated he did not know the answer to that question. Doug Hunt asked how the funds are distributed in a regional trust fund. Frank advised there would be a board consisting of individuals from the region and that board would make that determination. He stated the allocation could be based on fundraising match dollars. The financial level of participation could be determined on a ratio of the amount of dollars contributed to assure an equal share of funds. Frank advised it would be necessary to educate communities on what a housing trust fund is so they will agree to the concept and commit. He stated that if the committee should decide to organize a regional trust fund, he would be available for guidance and counsel each step of the way.

With no other business the meeting was adjourned at 1:44 PM.

Chris Schippers  
For the Committee

OSKALOOSA HOUSING TRUST FUND COMMITTEE MINUTES  
Thursday, October 1, 2009 - 12:00 NOON  
CONFERENCE ROOM

The committee meeting was called to order with the following members present: Rob Taylor, Dan Adams, Pam Blomgren, Bernice Hahn, Jim Lorber, Julia Ross and Debbie Stevens. Also present was Mayor, David Krutzfeldt and staff members Laura Russell and Chris Schippers.

The minutes of the September 10, 2009, meeting was introduced. A motion to approve the minutes was made by Debbie Stevens and seconded by Dan Adams. The motion was unanimously approved.

The claims list was reviewed. A motion to approve the claims list was made by Debbie Stevens and seconded by Pam Blomgren. The motion was unanimously approved with Bernice Hahn, Julia Ross and Dan Adams abstaining due to loan activity on the claims list.

The accounting report was reviewed.

Laura provided an update on the programs. Discussion was held regarding the demolition program and the potential of approving demolitions for the purpose of green space. Dave Krutzfeldt stated the city would prefer a house be built to improve the tax base. Pam Blomgren commented that in some instances green space can result in a higher tax value. Bernice Hahn stated she is in favor of a demolition resulting in the combination of two lots as opposed to having two small lots. Pam Blomgren concurred. Bernice Hahn suggested legal counsel might be sought for advice on what restrictions can be imposed. Discussion was held regarding fundraising efforts. Laura reminded the committee this is the final year of the three year campaign. It was suggested that this year's fundraising invoices allow contributors the option of giving their donations to be used for program dollars or administrative purposes. The consensus of the committee was that current fundraising dollars were initially raised to be committed to programs and need to remain the same. A new campaign could provide donors with the option of their contribution being used for programs or to be used at the committee's discretion. Rob Taylor questioned if the committee should pursue partnering with neighboring communities and/or becoming a regional housing trust fund. Deb Stevens suggested Laura invite someone from IFA to speak to the committee regarding their position on regional housing trust funds.

With no other business the meeting was adjourned at 12:58 PM.

Chris Schippers  
For the Committee

OSKALOOSA HOUSING TRUST FUND COMMITTEE MINUTES  
Thursday, September 10, 2009 - 12:00 NOON  
CONFERENCE ROOM

The committee meeting was called to order with the following members present: Rob Taylor, Dan Adams, Kandes Dalbey, Bernice Hahn, Randy Irwin, Jim Lorber and Debbie Stevens. Also present was staff members Laura Russell and Chris Schippers.

The minutes of the August 5, 2009 and September 3, 2009, meeting was introduced. A motion to approve the minutes was made by Bernice Hahn and seconded by Kandes Dalbey. The motion was unanimously approved.

The annual meeting of the OHTF accomplishments and anticipated budget for the coming fiscal year was opened and discussed. Laura explained that available grant dollars were determined on a per capita basis. Randy Irwin asked if administrative money from the city's general fund could be used as match money for the grant to free up restrictions of fund raising money. Laura stated that 25% of the total proposed local match may be associated with general administrative expenses. Randy Irwin and Rob Taylor recommended amending the proposed budget to reflect funding approximately six first-time home buyer units and decreasing the total match to \$20,000. Laura requested input on the housing assistance plan's description of the section describing "Oskaloosa Demographics". It was suggested that the information pertaining to job creation, building and business expansions and growth be eliminated. A motion to approve the annual plan and proposed budget with the recommended changes was made by Kandes Dalbey and seconded by Debbie Stevens. The motion was unanimously approved.

It was moved by Debbie Stevens and seconded by Dan Adams to recommend to the city council the authorization of staff to submit the State Housing Trust Fund Grant application. The motion carried unanimously.

The claims list was reviewed. A motion to approve the claims list was made by Dan Adams and seconded by Debbie Stevens. The motion was unanimously approved with Bernice Hahn and Dan Adams abstaining due to loan activity on the claims list.

The accounting report was reviewed and the meeting was adjourned at 1:00 PM.

Chris Schippers  
For the Committee

OSKALOOSA HOUSING TRUST FUND COMMITTEE MINUTES  
Thursday, September 3, 2009 - 12:00 NOON  
CONFERENCE ROOM

The committee meeting was not held due to the fact that a quorum could not be present to conduct business.

Laura Russell & Chris Schippers were present in the conference room until 12:25 p.m. to accept comments from the public and provide information on the proposed 2010 application and budget as scheduled. There were no oral or written comments received and no citizens present to be heard at the public hearing.

Chris Schippers  
For the Committee

OSKALOOSA HOUSING TRUST FUND COMMITTEE MINUTES  
Wednesday, August 5, 2009 - 12:00 NOON  
CONFERENCE ROOM

The committee meeting was called to order with the following members present: Jim Hansen, Rob Taylor, Dan Adams, Kandes Dalbey, Bernice Hahn, Randy Irwin, Jim Lorber, Thomas Potter, and Debbie Stevens. Also present was Mike Schrock Jr., City Manager, Marilyn Miller, City Clerk and staff members Laura Russell and Chris Schippers.

The minutes of the July 2, 2009, meeting was introduced. A motion to approve the minutes was made by Kandes Dalbey and seconded by Debbie Stevens. The motion was unanimously approved.

Laura advised the committee that the Iowa Finance Authority's proposed allocation plan for FY 2010 does not allow for recaptured program funds to be utilized for administrative purposes. There is \$31,000 of recaptured funds budgeted for the housing office salaries for FY 09-10. She stated the city would like the trust fund to transfer \$31,000 of unrestricted funds to the city's general fund to be used for administrative salaries. Rob Taylor voiced concern of using fund raising dollars for administration. He said fund raising efforts specifically stated the funds would not be used for administration and felt the committee needs to honor that. Bernice Hahn asked if the money could come from the Grant and Lincoln account and Marilyn Miller stated that it could. Randy Irwin asked if it had to be specific of which account the money came from. Marilyn Miller stated that everything is itemized and assured the committee that this would not lower program funds. Jim Hansen questioned if the \$31,000 would be used to fund the OMHA. Marilyn provided a breakdown of the office budget showing the housing authority and general fund contribution. A motion to transfer \$31,000 to the city's general fund from the Grant and Lincoln Schools account to be used for administrative salaries was made by Debbie Stevens and seconded by Rob Taylor. The motion was unanimously approved.

Discussion was held regarding IFA's requirement that a public hearing be held in order to participate in the SHTF grant program. It was moved by Randy Irwin and seconded by Dan Adams to schedule a public hearing for the September 3, 2009 OHTF meeting. The motion was unanimously approved.

The claims list was reviewed. A motion to approve the claims list was made by Debbie Stevens and seconded by Jim Lorber. The motion was unanimously approved with Bernice Hahn, Kandes Dalbey and Dan Adams abstaining due to loan activity on the claims list.

The accounting report was reviewed and an update on the programs was given. Laura advised the 2008 IFA grant has been closed. Laura provided the committee with a program update. Two requests regarding the use of demolition funds had been received with one being residential and the other for a commercial building. Laura informed the business that the program was intended for residential development and it was her understanding that the possible demolition of the commercial building was intended to expand the business. It was the general consensus of the committee that the demolition program should remain for residential improvements.

Laura and Mike provided the committee with a summary about the I-JOBS program and asked for input. The committee expressed interest in pursuing this program and requested that Laura obtain more information regarding mixed usage for homebuyer assistance and rental rehab and contact partners in obtaining survey information and possible matching funds.

The meeting was adjourned at 12:50 PM.  
Chris Schippers  
For the Committee

OSKALOOSA HOUSING TRUST FUND COMMITTEE MINUTES  
Thursday, July 2, 2009 - 12:00 NOON  
CONFERENCE ROOM

The committee meeting was called to order with the following members present: Rob Taylor, Dan Adams, Kandes Dalbey, Bernice Hahn, Doug Hunt, Randy Irwin, Thomas Potter, Julia Ross and Debbie Stevens. Staff members Laura Russell and Chris Schippers were also present.

The minutes of the June 4, 2009, meeting was introduced. A motion to approve the minutes was made by Kandes Dalbey and seconded by Debbie Stevens. The motion was unanimously approved.

The claims list was reviewed. A motion to approve the claims list was made by Randy Irwin and seconded by Kandes Dalbey. The motion was unanimously approved with Bernice Hahn, Julia Ross and Dan Adams abstaining due to loan activity on the claims list.

The accounting report was reviewed and an update on the programs was given. Laura advised she has received several inquiries on the Urgent Home Repair Program. She asked for discussion on the following requests:

- 1) A home owner on North Market has water in the basement. Laura stated it was her opinion that the water from the downspout and the neighbor's runoff needs to be re-directed away from the foundation. The homeowner is of the opinion that the outside basement walls need to be sealed and tile installed around the house. Randy Irwin stated he was in favor of assisting home owners with grading to direct water away from the home. He voiced concern about water in the basement damaging the furnace. Rob Taylor suggested the home owner first have a contractor assess the problem to suggest the best solution then a decision can be made on the use of program funds.
- 2) This home owner has black mold behind the plaster under two windows and the water service line to the house is possibly leaking. Kandes Dalbey stated home owners should front the cost for a contractor to assess their situation and then be reimbursed if program funds are used. Laura asked if the mold should be addressed. Julia Ross stated mold in the home can be a health issue and felt this should be a part of the project.
- 3) Chad Coon, General Manager of the water department has inquired about the program and would like to refer individuals that are required to replace stop boxes and water services lines. He said that when a stop box is malfunctioning, it is the homeowner's responsibility to replace it and at that time if the water service line is determined to be lead or galvanized, the home owner is also required to replace it with a plastic or copper line. The expense for this can range anywhere from \$300 - \$3,000. It was the general consensus of the committee that this meets the criteria for Urgent Home Repair. Doug Hunt suggested the water department be provided with the program guidelines.
- 4) Another home owner requested funds to make their bathroom handicapped accessible. Julia Ross stated there is other funding available for this. She suggested the home owner contact DHS and/or SEIDA for assistance.

Two additional requests were to repair or replace a sewer and stabilizing bowed foundation walls. Laura felt these two requests were definitely urgent repair and the committee agreed.

The meeting was adjourned at 1:07 PM.

Chris Schippers  
For the Committee

OSKALOOSA HOUSING TRUST FUND COMMITTEE MINUTES  
Thursday, June 4, 2009 - 12:00 NOON  
CONFERENCE ROOM

The committee meeting was called to order with the following members present: Rob Taylor, Dan Adams, Pam Blomgren, Kandes Dalbey, Doug Hunt, Randy Irwin and Debbie Stevens. Also present was Ginny Stewart of USDA and staff members Laura Russell and Chris Schippers.

The minutes of the May 7, 2009, meeting was introduced. A motion to approve the minutes was made by Kandes Dalbey and seconded by Pam Blomgren. The motion was unanimously approved.

The claims list was reviewed. A motion to approve the claims list was made by Doug Hunt and seconded by Debbie Stevens. The motion was unanimously approved with Dan Adams abstaining due to a First-time Home Buyer loan from Bank Iowa on the claims list.

The accounting report was reviewed and an update on the programs was given. Laura reported she has closed on three new First-time Home Buyer loans to-date and has received five new applications. Three applications have been received for the Urgent Home Repair program.

Discussion was held regarding new IFA requirements in regards to a reduction of future funding and IFA's encouragement of LHTF's to become regional. The committee also reviewed the SWOT analysis report to be presented to Michael Schrock as the new City Manager.

The meeting was adjourned at 12:54 PM.

Chris Schippers  
For the Committee

OSKALOOSA HOUSING TRUST FUND COMMITTEE MINUTES  
Thursday, May 7, 2009 - 12:00 NOON  
CONFERENCE ROOM

The committee meeting was called to order with the following members present: Jim Hansen, Rob Taylor, Dan Adams, Pam Blomgren, Bernice Hahn, Doug Hunt, Jim Lorber, Thomas Potter and Julia Ross. Also present was Ginny Stewart of USDA and staff members Laura Russell and Chris Schippers.

Ginny Stewart's oath of office was not administered pending receipt of her appointment from the USDA Rural Development.

The minutes of the April 9, 2009, meeting was introduced. A motion to approve the minutes was made by Thomas Potter and seconded by Julia Ross. The motion was unanimously approved.

The demolition application for 1327 9<sup>th</sup> Avenue East by Karen Clabaugh was reviewed. Laura stated the City has issued Karen notice to either repair or demolish the dilapidated structure. Bernice Hahn pointed out there is a large pole building on the property and asked what is the owner's intent. Laura said Karen intends to place a 2-bedroom modular home with no basement on the property and sell it. Discussion was held regarding the committee's role on the proposed projects after demolition. Pam Blomgren stated the committee can not regulate what the owner does with the property. She suggested the demolition policy be reviewed and perhaps re-written for the next allocation of funds. Thomas Potter stated that overall the community will benefit from the demolition of this house. A motion to approve the demolition grant of up to \$4,000 for 1327 9<sup>th</sup> Avenue East with the proposed project being a two-bedroom modular unit was made by Rob Taylor and seconded by Doug Hunt. The motion was unanimously approved.

The claims list was reviewed. A motion to approve the claims list was made by Dan Adams and seconded by Jim Lorber. The motion was unanimously approved.

The accounting report was reviewed and an update on the programs was given.

The meeting was adjourned at 1:07 PM.

Chris Schippers  
For the Committee

OSKALOOSA HOUSING TRUST FUND COMMITTEE MINUTES  
Thursday, April 9, 2009 - 12:00 NOON  
CONFERENCE ROOM

The committee meeting was called to order with the following members present: Jim Hansen, Rob Taylor, Dan Adams, Pam Blomgren, Bernice Hahn, Julia Ross, Kandes Dalbey, Jim Lorber, Thomas Potter and Debbie Stevens. Also present was staff member Laura Russell.

The minutes of the March 5, 2009, and March 26, 2009 meetings were introduced. A motion to approve the minutes was made by Debbie Stevens and seconded by Rob Taylor. The motion was unanimously approved.

The demolition application for 1110 7<sup>th</sup> Avenue West by Larry Moore was reviewed. Discussion was held on his proposal to place modular/manufactured housing in this neighborhood in regards to property values and financing. A motion to approve the demolition grant of up to \$3,000 for 1110 7<sup>th</sup> Avenue West was made by Debbie Stevens and seconded by Rob Taylor. The motion was unanimously approved.

The demolition application for 1004 Mabel Street by Jason Waits was reviewed. Discussion was held regarding the size of the lot (50ø wide) and the notices from the city on this dilapidated structure. A motion to approve the demolition grant of up to \$2,700 for Curtø Excavating was made by Rob Taylor and seconded by Kandes Dalbey. The motion was unanimously approved.

The claims list was reviewed. A motion to approve the claims list was made by Jim Lorber and seconded by Bernice Hahn with Dan Adams abstaining. The motion was unanimously approved.

The accounting report was reviewed and an update on the programs was given.

Laura stated the Urgent Home Repair Program was approved by the City Council on April 6, 2009 and that a Press Release and brochures would be distributed as soon as possible.

The meeting was adjourned at 12:45 PM.

Laura Russell  
For the Committee

OSKALOOSA HOUSING TRUST FUND COMMITTEE MINUTES  
Thursday, March 5, 2009 - 12:00 NOON  
CONFERENCE ROOM

The committee meeting was called to order with the following members present: Rob Taylor, Dan Adams, Pam Blomgren, Bernice Hahn, Randy Irwin, Julia Ross and Debbie Stevens. Also present was staff members Laura Russell and Chris Schippers.

The minutes of the February 5, 2009, meeting was introduced. A motion to approve the minutes was made by Bernice Hahn and seconded by Debbie Stevens. The motion was unanimously approved.

The demolition application for 911 C Avenue West by David Wright was reviewed. A motion to approve the demolition grant of up to \$4,000 for 911 C Avenue West was made by Randy Irwin and seconded by Dan Adams. The motion was unanimously approved.

The proposed agreement for collection services with Credit Bureau Services of Iowa, Inc. was discussed. It was moved by Julia Ross and seconded by Debbie Stevens to approve the agreement with Credit Bureau Services of Iowa, Inc. The motion was unanimously approved.

The claims list was reviewed. A motion to approve the claims list was made by Pam Blomgren and seconded by Randy Irwin. The motion was unanimously approved.

The accounting report was reviewed and an update on the programs was given.

Laura stated the Housing Study Committee is proposing an emergency rehab program set up as a deferred payment loan to low income homeowners. Discussion was held regarding household income eligibility, the maximum loan amount, and minimum assessed value of the structure to qualify.

It was the consensus of the committee to target homeowners up to 80% of the state wide median household income limit. It was also decided to have a maximum loan amount of \$5,000 to be used for urgent repairs on homes with a structure value of not less than \$15,000. Laura stated she will e-mail a rough draft of the plan to committee members and ask for a special meeting to approve submittal to the City Council.

The meeting was adjourned at 1:10 PM.

Chris Schippers  
For the Committee

OSKALOOSA HOUSING TRUST FUND COMMITTEE MINUTES  
Thursday, February 5, 2009 - 12:00 NOON  
CONFERENCE ROOM

The committee meeting was called to order with the following members present: Jim Hansen, Rob Taylor, Dan Adams, Pam Blomgren, Kandes Dalbey, Randy Irwin, Julia Ross and Debbie Stevens. Also present was staff members Laura Russell and Chris Schippers.

The minutes of the January 5, 2009, meeting was introduced. A motion to approve the minutes was made by Rob Taylor and seconded by Kandes Dalbey. The motion was unanimously approved.

The accounting and payment to Oskaloosa Community School District for Construction Trades Program was discussed. It was moved by Kandes Dalbey and seconded by Julia Ross to approve payment to the Oskaloosa Community School District for Construction Trades Program as presented. The motion was unanimously approved.

The claims list was reviewed. A motion to approve the claims list was made by Randy Irwin and seconded by Julia Ross. The motion carried with Dan Adams abstaining due to a loan issued by Bank Iowa on the claims list.

The accounting report was reviewed and an update on the programs was given. Jim Hansen asked where the OHTF portion of funds from the sale of Grant & Lincoln schools will be allocated. Laura advised it will roll over to the housing fund. Jim then suggested a report on available funds be prepared for the committee to review.

Laura presented a potential grant from Mahaska County Community Foundation with a March 27, 2009 deadline. She also stated there is an Affordable Housing Grant available with a June 30, 2009 deadline. Discussion was held on the necessity of contracting with an individual to write work orders and do inspections if a rehab program is pursued.

A meeting date of February 19, 2009 at 3:00 was scheduled for the housing study sub-committee to meet at the City Hall conference room.

Rob Taylor wondered if the committee should work with the new code enforcement officer, once that position is filled. Pam Blomgren stated it merits conversation and suggested representatives from the committee meet with Interim City Manager Randy De Geest while the position is being formulated.

The meeting was adjourned at 1:00 PM.

Chris Schippers  
For the Committee

OSKALOOSA HOUSING TRUST FUND COMMITTEE MINUTES  
Thursday, January 8, 2009 -12:00 NOON  
CONFERENCE ROOM

The committee meeting was called to order with the following members present: Jim Hansen, Rob Taylor, Dan Adams, Kandes Dalbey, Bernice Hahn, Doug Hunt, Randy Irwin, Jim Lorber and Julia Ross. Also present was City Manager, Brian James and staff members Laura Russell and Chris Schippers.

The minutes of the December 4, 2008, meeting was introduced. A motion to approve the minutes was made by Rob Taylor and seconded by Kandes Dalbey. The motion was unanimously approved. The minutes of the December 19, 2008 special meeting was introduced. A motion to approve the minutes was made by Dan Adams and seconded by Kandes Dalbey. The motion was unanimously approved.

Discussion was held regarding proposed changes to the Demolition Assistance Grant Program. Bernice Hahn asked if committee approval would be needed if changes are made to the original proposed improvement to the property. Randy Irwin suggested the plan be re-worded to say "as approved by the OHTF Committee". It was moved by Doug Hunt and seconded by Julia Ross to approve the changes to the Demolition Assistance Grant Program. The motion was unanimously approved.

Discussion was held regarding proposed changes to the 1<sup>st</sup>-time Home Buyer Program. It was moved by Rob Taylor and seconded by Doug Hunt to approve changes to the 1<sup>st</sup>-time Home Buyer Program as presented. The motion was unanimously approved.

Discussion was held regarding proposed changes to the SHTF Rent Assistance Program Plan. It was moved by Randy Irwin and seconded by Kandes Dalbey to approve changes to the SHTF Rent Assistance Program as presented. The motion was unanimously approved.

Discussion was held regarding the allocation of fund raising dollars to the Demolition and 1<sup>st</sup>-time Home Buyer Programs. It was moved by Julia Ross and seconded by Jim Lorber to allocate \$20,000 of the fundraising dollars to the demolition program and \$2,950, and any additional funds up to \$68,450, shall be applied to the 1<sup>st</sup>-time home buyer program as recommended by staff. The motion was unanimously approved.

Laura advised that as a result of a letter mailed regarding the state income offset program, she has received two requests for the service charge fees on delinquent 1<sup>st</sup>-time home buyer accounts be reduced or forgiven. Kandes Dalbey stated if the principal is paid in full the service fees should be waived. Bernice Hahn stated staff time has value. Laura asked if a delinquent account is brought up to date should the service fees be waived. Julia Ross cautioned precedence was being set. Jim Hansen suggested the service charge fees be waived on the two accounts as requested and authorize Laura to negotiate the remaining accounts. It was moved by Kandes Dalbey and seconded by Rob Taylor that Laura be authorized to waive service charge fees on a case by case basis as long as the principal balance is received. The motion was unanimously approved.

The claims list was reviewed. A motion to approve the claims list was made by Doug Hunt and seconded by Dan Adams. The motion was unanimously approved.

The accounting report was reviewed and an update on the programs was given. An update on the HUD grant application was given by Randy Irwin. Randy stated the application is due at the end of the month and will need city council approval. He stated there is not enough information at this time to determine what would be applied for. Julia Ross stated she is expecting additional information from Gatton Realty within a day or two. Bernice Hahn asked what direction the grant would be pursuing. Randy stated demolition vs. acquisition rehab.

The meeting was adjourned at 1:10 PM.

Chris Schippers  
For the Committee

OSKALOOSA HOUSING TRUST FUND COMMITTEE MINUTES  
SPECIAL MEETING  
Friday, December 19, 2008 -12:00 NOON  
CONFERENCE ROOM

The committee meeting was called to order with the following members present: Jim Hansen, Rob Taylor, Dan Adams, Kandes Dalbey, Bernice Hahn, Randy Irwin and Julia Ross. Staff member Laura Russell was also present.

It was moved by Randy Irwin and seconded by Rob Taylor to authorize the Chairman to execute IFAø State Housing Trust Fund Agreement. The motion carried unanimously.

The meeting was adjourned at 12:20 PM.

Laura Russell  
For the Committee

OSKALOOSA HOUSING TRUST FUND COMMITTEE MINUTES  
Thursday, December 4, 2008 -12:00 NOON  
CONFERENCE ROOM

The committee meeting was called to order with the following members present: Rob Taylor, Dan Adams, Pam Blomgren, Kandes Dalbey, Bernice Hahn, Doug Hunt, Randy Irwin, Jim Lorber, Julia Ross and Debbie Stevens. Also present was City Manager, Brian James and staff members Laura Russell and Chris Schippers.

The minutes of the November 6, 2008, meeting was introduced. A motion to approve the minutes was made by Kandes Dalbey and seconded by Randy Irwin. The motion was unanimously approved.

Laura updated the committee on the revenue and expenses for Grant & Lincoln Schools. Discussion was held regarding the two school board resolutions of intent to transfer those properties to the Oskaloosa Housing Trust Fund. It was moved by Debbie Stevens and seconded by Doug Hunt to approve recommendation to the City Council of payment to the Oskaloosa Community School District after final accounting balanced through the City Clerk's office in January 2009. The motion was unanimously approved.

Laura provided an updated accounting report for the construction trades program. The agreement between the Oskaloosa Community School District and the Oskaloosa Housing Trust Fund for the construction trades program was discussed. Laura advised that Jim Hansen's opinion was this item be tabled. It was moved by Julia Ross and seconded by Randy Irwin to table the agenda item to review and approve payment to the OCSD for the construction trades program. The motion was unanimously approved.

Discussion was held regarding the OHTF participating in the State of Iowa Income Offset Program in an effort to collect money owed. Laura advised there are approximately 25 1<sup>st</sup>-time Home Buyer Loans that are not being paid. A motion to approve participation in the State of Iowa Income Offset Program was made by Doug Hunt and seconded by Kandes Dalbey. The motion was unanimously approved.

The claims list was reviewed. A motion to approve the claims list was made by Randy Irwin and seconded by Julia Ross. The motion was unanimously approved.

The accounting report was reviewed and an update on the programs was given. An update on the housing study was given by Rob Taylor.

Laura requested the committee consider revising the demolition program to eliminate automatic approval of demolitions with assessed values less than \$15,000. She also suggested deleting references to the TBRA program in the SHTF Rent Assistance program; and revising the match wording in the 1<sup>st</sup>-time Home Buyer program. She will prepare revisions for January's meeting.

Discussion was held regarding the potential for a \$1 million HUD neighborhood revitalization grant. Randy Irwin advised the application deadline is January 31, 2009. He stated it is a competitive grant and would have administrative fees. The committee discussed various benefits the community would receive from the grant. Kandes Dalbey voiced concern over the amount of man hours that would be required to administer the grant. City Council approval will be required, should the committee agree to apply for the grant.

The meeting was adjourned at 1:30 PM.

Chris Schippers  
For the Committee

OSKALOOSA HOUSING TRUST FUND COMMITTEE MINUTES  
Thursday, November 6, 2008 -12:00 NOON  
CONFERENCE ROOM

The committee meeting was called to order with the following members present: Jim Hansen, Dan Adams, Pam Blomgren, Kandes Dalbey, Bernice Hahn, Doug Hunt, Randy Irwin and Jim Lorber. Staff members Laura Russell and Chris Schippers were also present.

The minutes of the October 9, 2008, meeting was introduced. A motion to approve the minutes was made by Doug Hunt and seconded by Kandes Dalbey. The motion was unanimously approved.

The demolition grant application for 914 South Market by Sandra Breuklander was discussed. Laura advised the committee that she has received a copy of a Quit Claim Deed to the property confirming that title has been transferred to Sandra's name. Sandra has also submitted two new bids for the project. Laura reminded the committee that approval of this application will require reallocating funds from the 1<sup>st</sup>-time Home Buyer program. Jim Hansen questioned if this would be the best use of funds. Kandes Dalbey stated that demand for 1<sup>st</sup>-time home buyer funds is higher now than it has been. Pam Blomgren asked if the committee should look at the application next year instead of moving funds in the current budget. Jim Lorber stated he thought they had committed to the demolition in September with the stipulation that Sandra had title to the property. Randy Irwin stated that at that time there were funds remaining for one demolition and since then they have been committed to another demolition. Jim Lorber suggested doing another demolition this year and budget for four next year instead of five. He also pointed out the city's priority towards removal of dilapidated properties. Pam Blomgren stated she would like to see the money stay as budgeted given the late date in the year. A motion to deny the demolition grant application for 914 South Market and request for Sandra to reapply next year was made by Doug Hunt and seconded by Dan Adams. Bernice Hahn asked for clarification that no more demolition grant applications would be accepted this year. The motion was unanimously approved.

The claims list was reviewed. A motion to approve the claims list was made by Jim Lorber and seconded by Randy Irwin. The motion carried with Bernice Hahn, Kandes Dalbey and Dan Adams abstaining due to loans on the claims list issued by First National Bank Midwest, MidWestOne Bank and Bank Iowa.

The accounting report was reviewed and an update on the programs was given. Jim Hansen requested a finalized balance report on Grant and Lincoln Schools be prepared for the committee to review and approve.

Jim Hansen reported himself, Julia Ross, Randy Irwin, Jim Lorber and Laura met to discuss the housing study. They have not scheduled another meeting date as of yet but plan to continue the discussion of areas in the community where funds would be best spent.

Laura stated that Habitat for Humanity is considering accepting title to a property and asking for feed back from the committee on a potential demolition grant application for that property. The committee was in agreement that they shouldn't commit and Habitat for Humanity should apply if/when they own the property.

The meeting was adjourned at 1:10 PM.

Chris Schippers  
For the Committee

OSKALOOSA HOUSING TRUST FUND COMMITTEE MINUTES  
Thursday, October 9, 2008 -12:00 NOON  
CONFERENCE ROOM

The committee meeting was called to order with the following members present: Jim Hansen, Rob Taylor, Dan Adams, Bernice Hahn, Randy Irwin, Jim Lorber, Julia Ross and Doug Hunt. Also present were City Clerk-Finance Director, Marilyn Miller and staff members Laura Russell and Chris Schippers.

The minutes of the September 9, 2008, meeting was introduced. A motion to approve the minutes was made by Jim Lorber and seconded by Rob Taylor, The motion was unanimously approved.

Laura reviewed the Option to Purchase Real Estate between the City of Oskaloosa and Community Housing Initiatives, Inc. (CHI) which was entered into in 2007. She reminded the committee that an attachment to CHI's most recent grant application for funding of the schools included CHI purchasing the schools for \$80,000 each and a local contribution from the OHTF to CHI for a total of \$58,000. Jim Hansen advised that he spoke with Sam Erickson recently and was told Lincoln School is ready to be transferred and Grant School can be closed on in a week. A motion to approve payment of \$30,000 to CHI for Lincoln School and \$28,000 for Grant School was made by Rob Taylor and seconded by Randy Irwin. The motion was unanimously approved.

The request from Howard Gordon Jr. for forgiveness of a demolition grant lien was discussed. Jim Lorber suggested a construction starting date should be stipulated. A motion to remove the lien on the property, contingent on construction starting within 60 days and being completed in one year, was made by Randy Irwin and seconded by Doug Hunt. The motion was unanimously approved.

The demolition grant application for 308 North G by Brad Collura was discussed. Laura stated that Brad would be moving an existing house onto the lot. A motion to approve the demolition grant of \$4,000 for 308 North G Street was made by Doug Hunt and seconded by Dan Adams. The motion was unanimously approved.

The claims list was reviewed. A motion to approve the claims list was made by Jim Lorber and seconded by Julia Ross. The motion carried with Dan Adams abstaining due to loans on the claims list issued by Bank Iowa.

The accounting report was reviewed and an update on the programs was given.

Randy Irwin suggested that Laura contact the Iowa Finance Authority (IFA) to determine if a forgivable loan payment to CHI for Grant and Lincoln Schools is an eligible expense of remaining grant funds.

City Clerk/Finance Director Marilyn Miller updated the committee on the Housing Department's financial status. She provided committee members with a chart reflecting the previous 5-year budget/expenditures.

Rob Taylor recommended committee members schedule a meeting to review and discuss a recent housing study to determine the needs of the community and the OHTF. Rob Taylor, Randy Irwin, Julia Ross and Jim Lorber agreed to meet on November 5, 2008 at 3:00 PM in the city hall conference room to review/discuss the housing study.

The meeting was adjourned at 1:00 PM.

Chris Schippers  
For the Committee

OSKALOOSA HOUSING TRUST FUND COMMITTEE MINUTES  
Tuesday, September 9, 2008 -12:00 NOON  
CONFERENCE ROOM

The committee meeting was called to order with the following members present: Rob Taylor, Dan Adams, Pam Blomgren, Kandes Dalbey, Bernice Hahn, Randy Irwin, Jim Lorber and Julia Ross. Also present were City Manager, Brian James and staff members Laura Russell and Chris Schippers.

The minutes of the August 11, 2008, meeting was introduced. A motion to approve the minutes was made by Kandes Dalbey and seconded by Julia Ross. The motion was unanimously approved.

The annual meeting/public hearing of the OHTF accomplishments and anticipated budget for the coming fiscal year was opened and discussed. There were no written or oral comments received and no citizens present to be heard.

Laura presented the proposed State Housing Trust Fund Program grant application to be submitted to the Iowa Finance Authority (IFA) in October. It was moved by Bernice Hahn and seconded by Randy Irwin to authorize staff to submit the application as presented.

Resolution No. 04.09.08 "Resolution Authorizing Monthly Payments for SHTF Rent Assistance Program" was discussed. A motion to approve the resolution made by Kandes Dalbey and seconded by Dan Adams. The roll call vote was as follows:

AYES: Adams, Ross, Irwin, Dalbey, Lorber, Blomgren, Taylor, Hahn

NAYES: None.

Whereupon said Resolution was adopted.

The demolition grant application for 914 South Market Street by Sandra Breuklander was discussed. Laura stated that Sandra received the property in a divorce settlement however her ex-husband is still listed on the title to the property. She said Sandra's attorney is attempting to resolve that issue. The grant application was tabled until Sandra has clear title to the property.

The claims list was reviewed. A motion to approve the claims list was made by Kandes Dalbey and seconded by Dan Adams. The motion carried with Julia Ross and Bernice Hahn abstaining due to loans on the claims list issued by First National Bank Midwest.

The accounting report was reviewed and an update on the programs was given.

City Manager Brian James updated the committee on the executive director's position. Discussion was held regarding the OHTF's direction and goals. Pam Blomgren suggested a work session be scheduled with the OMHA and OHTF committees, city council and the City Manager. Randy Irwin mentioned a housing study that he started approximately a year ago that the committee might be interested in. Rob Taylor suggested a sub-task force be organized to work on the housing study. It was decided that committee members are to contact Laura with their availability and she will schedule a meeting to review the housing study. Randy

Irwin is to supply Pam Blomgren with a draft of the study and pertinent information to be posted on the internet. Pam will e-mail the link to committee members so the draft can be reviewed prior to the sub-task force meeting.

The meeting was adjourned at 1:45 PM.

Chris Schippers  
For the Committee

OSKALOOSA HOUSING TRUST FUND COMMITTEE MINUTES  
Monday, August 11, 2008 -12:00 NOON  
CITY COUNCIL CHAMBERS

The committee meeting was called to order with the following members present: Jim Hansen, Rob Taylor, Bernice Hahn, Debbie Stevens, Kandes Dalbey, Dan Adams, Julia Ross and Randy Irwin. Staff members Laura Russell and Chris Schippers were also present.

The minutes of the July 10, 2008, meeting was introduced. A motion to approve the minutes was made by Kandes Dalbey and seconded by Rob Taylor. The motion was unanimously approved.

Discussion was held regarding the network group for Local Housing Trust Funds request for a \$715 contribution. It was moved by Debbie Stevens and seconded by Randy Irwin to contribute \$250. The motion was unanimously approved.

It was moved by Julia Ross and seconded by Kandes Dalbey to schedule a public hearing for September 4, 2008 at noon to solicit comments from the public on the annual plan and budget as required by IFA. The motion was unanimously approved.

The claims list was reviewed. A motion to approve the claims list was made by Debbie Stevens and seconded by Dan Adams. The motion carried with Kandes Dalbey, Julia Ross and Bernice Hahn abstaining due to loans on the claims list issued by MidWestOne Bank and First National Bank Midwest.

The accounting report was reviewed and an update on the programs was given. Laura advised that October 1<sup>st</sup> is the deadline for application to IFA for the Local Housing Trust Fund Program. The committee was in agreement to proceed with the application requesting \$100,000 to fund the following programs: 1<sup>st</sup>-time Home Buyer, Demolition and the SHTF Rental Assistance. Rob Taylor suggested the committee needs direction and asked Laura to invite the City Manager to speak to the committee at the September 4, 2008 meeting regarding hiring a Director.

The meeting was adjourned at 1:00 PM.

Chris Schippers  
For the Committee

OSKALOOSA HOUSING TRUST FUND COMMITTEE MINUTES  
Thursday, July 10, 2008 -12:00 NOON  
CONFERENCE ROOM

The committee meeting was called to order with the following members present: Jim Hansen, Rob Taylor, Bernice Hahn, Jim Lorber, Debbie Stevens, Doug Hunt and Kandes Dalbey. Staff members Laura Russell and Chris Schippers were also present as well as Wes Kappelman from the Oskaloosa Herald.

The minutes of the June 5, 2008, meeting was introduced. A motion to approve the minutes was made by Kandes Dalbey and seconded by Jim Lorber. The motion was unanimously approved.

The demolition grant application for 1209 South 7<sup>th</sup> by Kirk and Veronica Montgomery was discussed. Laura reminded the committee that this request was looked at earlier in the year but due to zoning restrictions the Montgomery's could not build a residential house on the lot. Laura stated that City Engineer, Liz Finarty confirmed that the Montgomery's have satisfied the zoning requirements and can proceed. It was moved by Debbie Stevens and seconded by Rob Taylor to approve the request a demolition grant for \$4,000 contingent that the project is completed by December 31, 2008. The motion was unanimously approved.

The claims list was reviewed. A motion to approve the claims list was made by Rob Taylor and seconded by Doug Hunt. The motion carried with Kandes Dalbey and Bernice Hahn abstaining due to loans on the claims list issued by MidWestOne Bank and First National Bank Midwest.

The accounting report was reviewed and an update on the programs was given.

The meeting was adjourned at 12:45 PM.

Chris Schippers  
For the Committee