

OSKALOOSA HOUSING TRUST FUND COMMITTEE MINUTES  
Thursday, January 5, 2012 - 12:00 NOON  
Conference Room

The committee meeting was called to order with the following members present: Rob Taylor, Dan Adams, Bernice Hahn, Randy Irwin, Dave Polkowske, Julia Ross, Kathie Dykstra, Debbie Stevens and Joe Caligiuri. Also present were City Manager Michael Schrock, and staff member Laura Russell.

The minutes of the December 8, 2011 meeting were introduced. A motion to approve the minutes was made by Randy Irwin and seconded by Dave Polkowske. The motion was unanimously approved.

Resolution No. 01.01.12 "Resolution of Appreciation" for Pam Blomgren was introduced. It was moved by Debbie Stevens and seconded by Dan Adams to approve the resolution.

Resolution No. 02.01.12 "Resolution of Appreciation" for Doug Hunt was introduced. It was moved by Bernice Hahn and seconded by Randy Irwin to approve the resolution.

The claims list was reviewed. A motion to approve the claims list was made by Randy Irwin and seconded by Debbie Stevens. The motion was unanimously approved with Dan Adams abstaining.

Rob Taylor discussed the upcoming housing study and asked if the entire committee would be interested in working on this or if a subcommittee should be formed. He distributed a copy of the most recent Mahaska County Comprehensive Plan. He questioned whether or not others should participate in the housing study. Mike Schrock responded that the study will include employers, etc. and this would serve as their input. Randy Irwin suggested the OHTF extend an invitation to others for involvement and let them decide if they wish to participate. He indicated that a broad spectrum of people being involved would be beneficial.

Rob Taylor stated that the objective of the housing needs assessment is to determine the housing needs of Oskaloosa and give direction for the future of the OHTF. The information should be available by the end of May.

Randy Irwin updated the committee on the progress of Trolley Place. He stated the site is secure and some windows have been removed. Interior demolition has started and the elevator pit is nearly complete.

Mike Schrock informed the committee that an agreement was signed between the Mayor and the Oskaloosa Downtown Development Group for the \$50,000 contribution to the project. Rob Taylor would like publicity for the OHTF contribution and the Trolley Place project.

With no other business the meeting was adjourned at 12:30 PM.

Laura Russell  
For the Committee

## OSKALOOSA HOUSING TRUST FUND COMMITTEE MINUTES

Thursday, December 8, 2011 - 12:00

Conference Room

The committee meeting was called to order with the following members present: Rob Taylor, Dan Adams, Bernice Hahn, Pam Blomgren, Randy Irwin, Kandes Dalbey, Dave Polkowske and Randy Davis. Also present were City Manager Michael Schrock, Jim Hansen and staff member Laura Russell.

The minutes of the November 7, 2011 meeting were introduced. A motion to approve the minutes was made by Kandes Dalbey and seconded by Dave Polkowske. The motion was unanimously approved.

The claims list was reviewed. A motion to approve the claims list was made by Bernice Hahn and seconded by Randy Irwin. The motion was unanimously approved with Dave Polkowske abstaining.

Rob Taylor opened the discussion of considering a contribution to the Trolley Place project. Jim Hansen explained that the project is expected to begin by shoring the building, repairing the exterior brick, replacing windows and constructing six low income apartments on the second floor. Two million dollars has been received in grants to date and the balance is to be funded with historic tax credits; both state and federal. The OHTF is being approached because this is a housing project, as well as a visible downtown redevelopment project. One question in an email prior to the meeting was if the building would be handicap accessible. The elevator is planned to be adjacent to the alley. Other questions were concerning what type of entity is Trolley Place, would the OHTF have any collateral if the project doesn't go through and when is the money needed and how much of the \$3.1 million has been raised. Trolley Place is owned by the Oskaloosa Downtown Development, LLC, a wholly owned sub of Mahaska FutureView and as such, a non profit. Their intent is to draw the funds as used and the OHTF portion can link the funds to a particular part of the project. Just under \$2 million in grants has been raised with the remainder to come from state and federal tax credits.

The question was asked as to the planned usage of the additional space. The current plan is for the first half of the block to be used for additional apartments. The plan for the 3<sup>rd</sup> floor of the Malcom Building is undetermined. Randy Irwin explained that under the grant guidelines, the rents of these apartments need to be affordable and initial occupants must be at 80% of median income or below. No income limits apply after initial occupancy.

The \$3.1 million will be used on the exterior of the building, six apartments, structural work, some demolition, stubbing utilities, new frontage and sides. All additional areas are to be white boxed and brought up to date.

Dave Polkowske commented that each apartment will cost approximately \$500,000 which seems to be a large amount of money to spend due to the fact that a single family house in Oskaloosa doesn't sell for \$500,000. He mentioned the Iowa Building is a beautiful building but

serves no purpose.

Pam Blomgren mentioned the value of the historic district that the building was located in and the benefit to this community versus another by using the grant funds awarded.

Randy Irwin stated that the rents will remain the same after the initial tenants move out and that 80% of income is not the same as low to very low which is at 30 – 50%.

Jim Hansen said that the point of the project and the Oskaloosa Downtown Development group was to maintain existing downtown properties. He commented that people visiting the community are impressed with this project and they have received positive comments on the improvements that have been made.

It was stated that the Trolley Place project will go forward regardless of OHTF contribution.

Kandes Dalbey does not have an objection to the request or funding the project but would like to know if the OHTF purpose is to spend their funds on projects such as these until funds are depleted or continue with first time home buyer and demolition programs.

Rob mentioned that OHTF can earmark funds towards housing projects and that the needs assessment is the first step in going forward with future plans.

Randy Davis questioned handicap accessibility as well as universal design. Randy Irwin responded that Trolley Place will meet all ADA requirements for accessibility.

Bernice asked about the city housing department as a whole prior to OHTF and have these funds been meshed with OMHA. She also questioned whether or not the tax credits are established and will they work the same for this project as they did for CHI.

Mike Schrock stated that the OHTF funds are not meshed with OMHA and the funds in #140 are primarily revolving loan repayment funds. Jim responded that all tax credits are in place with the exception of the middle building.

Rob Taylor made a motion to fund the request for \$50,000 to Trolley Place to be used for construction of the apartments that will be rented to occupants at or below 80% of HUD median income limits. This \$50,000 will be budgeted from the fund balance of account #140. Randy Davis seconded the motion. The motion was approved 5-2 with Randy Irwin abstaining and Dave Polkowske voting no and Bernice Hahn voting no.

The contract with U of I to prepare a housing needs assessment was discussed. One graduate student and two professors will be working on this. This is for the city of Oskaloosa only. This assessment should be helpful in grant writing, recruiting and give a general idea of what we do and do not have as far as housing issues/assets in Oskaloosa. It was mentioned that a study has shown approximately 200,000 square feet of upper floor space in the downtown area is either under or unutilized. Neither the Chamber of Commerce nor the downtown

development group was contacted to help with this endeavor. It was mentioned that a consultant would cost approximately \$30,000 to prepare this study. This study is needed to focus on future OHTF plans.

It was moved by Kandes Dalbey and seconded by Pam Blomgren to approve the payment of \$7,655 to contract with the University of Iowa to prepare the housing needs assessment. This \$7,655 will be budgeted from the Grant & Lincoln account #144. Motion approved unanimously.

With no other business the meeting was adjourned at 12:45 PM.

Laura Russell  
For the Committee

**NOTICE OF MEETING AND PROPOSED AGENDA  
OSKALOOSA HOUSING TRUST FUND COMMITTEE**

Monday, November 7, 2011-- 5:00 PM  
Conference Room - City Hall

**Meeting Minutes**

1. CALL TO ORDER/ROLL CALL- Meeting called to order by Chairman Taylor at 5:00pm.  
Present: Adams, Blomgren, Dalbey, Dykstra, Irwin, Patterson, Polkowske and Taylor  
Absent: Davis, Hunt, McCullough, Ross, and Stevens
  
2. APPROVAL OF MINUTES OF 10/6/11 MEETING - Motion to approve by Blomgren and seconded by Dalbey. Motion approved.
  
3. MISCELLANEOUS
  - a. Approval of claims - Motion to approve by Irwin and seconded by Dalbey. Motion approved.
  
  - b. Accounting report - No action taken.
  
  - c. Update on committee's effort to explore a housing needs assessment - Chairman Taylor gave a brief update on the progress being made with the University of Iowa and Iowa State for the purposes of completing a housing needs assessment. Irwin noted the proposal by the University of Iowa appeared heavily focused on low-income residential housing and that has not been the focus of previous assessments. Schrock noted this would be feedback to be provided to the professors at the University of Iowa.
  
  - d. OHTF programs - No action taken.
  
4. CITIZENS TO BE HEARD - None
  
5. ADJOURNMENT- Meeting adjourned at 5:07pm

Minutes by Michael Schrock

## OSKALOOSA HOUSING TRUST FUND COMMITTEE MINUTES

Thursday, October 6, 2011 - 12:00

Conference Room

The committee meeting was called to order with the following members present: Rob Taylor, Dan Adams, Bernice Hahn, Pam Blomgren, Julia Ross, and Randy Davis. Also present were City Manager Michael Schrock, Brian Booy and staff member Laura Russell.

The minutes of the September 1, 2011 meeting were introduced. A motion to approve the minutes was made by Pam Blomgren and seconded by Kandes Daley. The motion was unanimously approved.

Brian Booy answered questions in regards to his demolition request and planned redevelopment of townhouses on the property. It was mentioned that the assessed value of the property to be demolished (\$169,090) seems excessive due to the apparent condition of the house. The proposed new construction assessment is anticipated to exceed \$4 million. It was moved by Kandes Dalbey and seconded by Julia Ross to approve the demolition grant for 1510 Edmundson Drive in the amount of \$4,000. The motion was unanimously approved.

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

The minutes of the September 28, 2011 and October 5, 2011 Housing Study Meeting were reviewed.

Rob Taylor mentioned that Kandes Dalbey has agreed to serve as a banking representative on the regional housing trust fund board.

The recent presentation of the regional housing trust fund and AHEAD, Inc. programs to the Oskaloosa Board of Realtors from Ellen Foudree was discussed.

With no other business the meeting was adjourned at 12:35 PM.

Laura Russell  
For the Committee

OSKALOOSA HOUSING TRUST FUND COMMITTEE MINUTES

Thursday, September 1, 2011 - 12:00

City Council Chambers

The committee meeting was called to order with the following members present: Rob Taylor, Randy Irwin, Bernice Hahn, Doug Hunt, Dave Polkowske, Pam Blomgren and Kathy Dykstra. Also present were City Manager Michael Schrock, Mayor Dave Krutzfeldt, Terri Rosonke from the Iowa Finance Authority and staff member Laura Russell.

Terri Rosonke from the Iowa Finance Authority presented information regarding the Iowa Finance Authority, the HOME program and CHDO status which only has meaning under the HOME program. Terri stated there are approximately 20 CHDO's in existence in Iowa with 4 actively applying for HOME funds and that the competition for these funds has not been fierce. She discussed the organizational structure and staffing/experience necessary to be considered a CHDO and the benefits of being eligible for the 15% set aside of HOME funds along with operating assistance and retention of proceeds generated from development activity.

The question was asked of the possible need to pursue a housing study with a request for proposal to have the study completed. The last study was done in 1990. A committee of Randy Irwin, Bernice Hahn, Mike Schrock, Rob Taylor and Dave Polkowske was formed to make a recommendation to the board on whether or not the OHTF should pursue CHDO status.

The minutes of the August 8, 2011 meeting were introduced. A motion to approve the minutes was made by Doug Hunt and seconded by Bernice Hahn. The motion was unanimously approved.

With no other business the meeting was adjourned at 1:20 PM.

Laura Russell  
For the Committee

## OSKALOOSA HOUSING TRUST FUND COMMITTEE MINUTES

Monday, August 8, 2011 - 12:00

Conference Room

The committee meeting was called to order with the following members present: Rob Taylor, Dan Adams, Bernice Hahn, Debbie Stevens, Doug Hunt, and Randell Davis. Mayor Dave Krutzfeldt was present in Pam Blomgren's absence. Also present were City Manager Michael Schrock and staff member Laura Russell.

The minutes of the June 29, 2011 meeting were introduced. A motion to approve the minutes was made by Bernice Hahn and seconded by Debbie Stevens. The motion was unanimously approved.

The minutes of the July 25, 2011 special meeting were introduced. A motion to approve the minutes was made by Doug Hunt and seconded by Randell Davis. The motion was unanimously approved.

The request from David Wright for an extension on the demolition grant agreement was discussed. A motion was made by Debbie Stevens and seconded by Doug Hunt to grant a one year extension until September 1, 2012 with the condition of a building permit being issued by June 1, 2012 and the option of requesting an additional six month extension at that time. The motion was unanimously approved.

Rob Taylor opened the annual meeting/public hearing and discussion was held on the OHTF accomplishments referring to the calendar year 2010 annual report. Rob noted that program usage is obviously not the same as in past years and will continue to decrease with the reduction of staff. Bernice Hahn shared her calculation of increased property tax revenues of approximately \$51,000 each year from the demolition program and noted that the Grant and Lincoln school projects added to the property tax base as well. Another benefit of the housing department she mentioned was the multiplier effect of the OMHA rental assistance dollars as those are spent in the community, resulting in an effect much larger than the amount of the initial subsidy payments. Discussion was held as to procedure changes to the first time home buyer program and demolition program to reduce housing staff time committed. The issue of future fundraising was discussed along with possibly requesting donated funds for administration. Debbie Stevens asked if the OHTF intends to continue limited programs until all funds are depleted or is it the group's desire to move forward with possibly applying to become a CHDO. Michael Schrock indicated that a CHDO is a separate item and a different discussion and any position added would be grant funded. Discussion was held on the possibility of preparing a housing need assessment before any decisions are made on the CHDO issue to identify needs and suggested using the Grant & Lincoln fund balance to do this. Michael Schrock stated that the assessor's office has information on all properties regarding conditions, assessed values, etc. and that a Synchronist survey is being done for industrial employers. He will follow up with the various groups and report back to the committee. He suggested the committee decide on the conclusions that can be drawn from the information collected. Bernice Hahn asked what the impact of the proposed rental inspection program will

have on the survey and the needs of the community and Michael Schrock responded that he will have someone attend the next meeting to talk about the program. It was moved by Doug Hunt and seconded by Dan Adams to continue to place the A Avenue/Market Street program on "hold" and continue with the First Time Home Buyer and Demolition program at this time.

The claims list was reviewed. A motion to approve the claims list was made by Bernice Hahn and seconded by Debbie Stevens. The motion was unanimously approved.

The next trust fund meeting is scheduled for Thursday, September 1<sup>st</sup> at noon.

With no other business the meeting was adjourned at 1:20 PM.

Laura Russell  
For the Committee

OSKALOOSA HOUSING TRUST FUND COMMITTEE MINUTES  
SPECIAL MEETING  
Monday, July 25, 2011 - 12:00  
Conference Room

The committee meeting was called to order with the following members present: Rob Taylor, Dan Adams, Julia Ross, Kandes Dalbey, Dave Polkowske, Pam Blomgren, Bernice Hahn, Debbie Stevens, Doug Hunt, Kathie Dykstra and Randell Davis. Also present were Mayor Krutzfeldt, Councilman Tom Walling, City Manager Michael Schrock and staff member Laura Russell.

Mike Schrock distributed and explained the flow chart of past funding sources for both sides of the housing department and the financial impact of the staff reduction that was decided at the city council meeting on July 18, 2011.

Mike then explained that staff support for the trust fund programs would be approximately 5 hours per week.

Rob Taylor stated that the trust fund board was aware of these funding issues with the formation of the regional housing trust fund. One suggestion would be for the board to spend more personal time administering the programs. He has talked with Ellen Foudree at Area XV and asked her to give a presentation as to the status of the regional housing trust fund programs and the AHEAD first time home buyer program.

It was suggested that the board review the programs and possibly focus on the first time home buyer program and demolition program.

Debbie Stevens mentioned that the donors to this fund should have input and would like them to be invited to a work session to give input on programs.

Bernice Hahn stated that in the past the demolition program applications were voted on through the city council.

The question was asked as to whether or not the City Clerk's office could service existing and future loans.

Rob Taylor suggested the Urgent Repair and A Avenue/Market Street programs would most likely be eliminated. He also stated the \$250,000 + would provide limited programs for quite some time or could be used for one big project.

Mike Schrock suggested these funds be used to match CDBG funds for sewer application or could also be used to help fund the Oskaloosa Community School District's new subdivision.

Kathie Dykstra mentioned she would like to see the A Avenue/Market Street program remain as there is a huge need to improve the corridors in the community.

Doug Hunt asked Mike Schrock if the city is reviewing all departments to see if they are self sufficient. He also asked if the council looked at property tax increase figures generated from the trust fund programs over the past ten years; specifically from the demolition program.

Julia Ross asked if the tax increase would be in existence if these programs were not in place. Mike responded that has been one of the arguments.

The next trust fund meeting is scheduled for Monday, August 8<sup>th</sup> at noon. A public hearing is scheduled at that meeting to review accomplishments over the past year.

With no other business the meeting was adjourned at 12:45 PM.

Laura Russell  
For the Committee

## OSKALOOSA HOUSING TRUST FUND COMMITTEE MINUTES

Wednesday, June 29, 2011 - 12:00

Conference Room

The committee meeting was called to order with the following members present: Rob Taylor, Dan Adams, Kandes Dalbey, Bernice Hahn, Randy Irwin, Julia Ross, and Debbie Stevens. Aaron Ver Steeg was present in Pam Blomgren's absence. Also present were Mayor Krutzfeldt and staff members Laura Russell and Chris Schippers.

The minutes of the June 2, 2011, meeting was introduced. A motion to approve the minutes was made by Bernice Hahn and seconded by Debbie Stevens. The motion was unanimously approved.

A motion to schedule a public hearing tentatively for 12:00 PM on August 4<sup>th</sup> or 12:00 PM on August 8<sup>th</sup> contingent on the availability of a quorum was made by Randy Irwin and seconded by Julia Ross. The motion was unanimously approved.

Discussion was held regarding the transfer of processing fees and late charges to the city's general fund at the end of each fiscal year to help offset administrative costs. A motion to authorize the transfer of late charges and processing fees from housing account #140 to the city's general fund at each city fiscal year end was made by Debbie Stevens and seconded by Kandes Dalbey. The motion was unanimously approved.

Discussion was held regarding interest earned on housing funds. A motion to allocate interest earned on housing funds using the line item ratio of restricted/non-restricted loan payments at each city fiscal year end was made by Randy Irwin and seconded by Debbie Stevens. The motion was unanimously approved.

Discussion was held regarding two applications for funds from the A Avenue & Market Streets Exterior Improvement Program. Laura reported Jeff Danels submitted an application for his residence at 1601 South Market. Mr. Danels intends to replace the existing siding and shingles, for a total project cost of \$16,116. A motion to approve the proposed project loan up to \$7,500 for 1601 South Market was made by Dan Adams and seconded by Julia Ross. The motion was unanimously approved. Jody Bellon submitted an application to reroof his house at 412 A Avenue East. Total project cost is estimated at \$10,939. A motion to approve the proposed project loan of \$5,469.50 for 412 A Avenue East was made by Kandes Dalbey and seconded by Randy Irwin. 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 Bernice Hahn. The motion was unanimously approved with Dan Adams abstaining due to a conflict of interest and Kandes Dalbey abstaining due to loan activity on the claims list.

The accounting report was reviewed. Laura provided an update on OHTF programs.

Discussion was held on possibility of becoming a CHDO. Laura stated that she contacted IFA and was informed that they do not have concerns with an overlap of the AHEAD CHDO that covers Mahaska County. Randy advised as a CHDO the OHTF could acquire, rehab and then resell houses. He stated there are administrative funds to pay a construction manager to oversee projects. Aaron Ver Steeg questioned why a construction manager would have to be hired, and if city personnel could be utilized. Aaron stated the idea has a lot of potential and is worth looking into. Debbie Stevens suggested Laura contact IFA to schedule a time for someone to speak to the committee on the topic. Rob Taylor stated he would speak to the city manager on the subject prior to taking any action.

Discussion was held on the process of filing subordination agreements. Laura explained that due to stricter lending requirements, it is necessary to provide subordination agreements with the mortgage date, recording date and document number left blank. She explained that the recorder's office completes the form with that information after recording the new mortgage and then records the subordination agreement. Kandes Dalbey concurred that this is common practice and a requirement of lending institutions. A motion to authorize Laura to approve subordination agreements and for the Mayor and/or Mayor Pro Tem to sign said agreements with the date of the mortgage, date of recording and document number blank was made by Debbie Stevens and seconded by Kandes Dalbey. The motion was unanimously approved.

Rob Taylor stated he felt it important to capture concerns that committee members have with the regional trust fund so he can address them with Ellen.

With no other business the meeting was adjourned at 1:05 PM.

Chris Schippers  
For the Committee

## OSKALOOSA HOUSING TRUST FUND COMMITTEE MINUTES

Thursday, June 2, 2011 - 12:00

Conference Room

The committee meeting was called to order with the following members present: Rob Taylor, Kandes Dalbey, Kathie Dykstra, Bernice Hahn, Randy Irwin, Dave Polkowske, Julia Ross, and Debbie Stevens. Also present were staff members Laura Russell and Chris Schippers.

The minutes of the May 5, 2011, meeting was introduced. A motion to approve the minutes was made by Kandes Dalbey and seconded by Dave Polkowske. The motion was unanimously approved.

Discussion was held on Russ Parker's request for demolition grant funds for a property located at 114 College Avenue. Laura reminded the committee that funds were granted to Mr. Parker for the demolition of 905 North A on May 20, 2010. She advised that Mr. Parker intends to build a 1,800 sq. ft. house on the two lots. Two bids were received for the demolition with the lowest being from Osky Concrete & Construction in the amount of \$4,472.60. A motion to approve the demolition grant for up to \$4,000 for 114 College Avenue was made by Dave Polkowske and seconded by Randy Irwin.

Discussion was held on Kirk and Veronica Montgomery's application for demolition grant funds for their residence at 1209 South 7<sup>th</sup> Street. Laura advised that the Montgomery's intend to demolish their current residence after placing a manufactured home on the property. A motion to approve the demolition grant for up to \$4,000 for 1209 South 7<sup>th</sup> Street was made by Debbie Stevens and seconded by Julia Ross. The motion was unanimously approved with Kandes Dalbey abstaining due to loan activity with the Montgomery's .

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.

The accounting report was reviewed. Laura provided an update on OHTF programs.

Rob Taylor updated the committee on the Regional Housing Trust Fund. He suggested long range planning is needed for the future of the OHTF. It was the general consensus of the committee to continue with current programs and re-evaluate when funds deem necessary.

Discussion was held on the possibility of becoming a CHDO. Laura advised the committee that the City Manager does not want her pursue this at this time.

Discussion was held regarding Keokuk County State Bank's request to become a participating lender. Laura was advised to inform the bank of the current OHTF funding, and the status with the regional trust fund, to allow the bank to use their best judgment in becoming a participating lender. It was agreed that Bernice will also provide information to the lending department of the bank.

With no other business the meeting was adjourned at 1:00 PM.

Chris Schippers  
For the Committee

## OSKALOOSA HOUSING TRUST FUND COMMITTEE MINUTES

Thursday, May 5, 2011 - 12:00

Conference Room

The committee meeting was called to order with the following members present: Rob Taylor, Dan Adams, Randy Davis, Bernice Hahn, Doug Hunt, Dave Polkowske, and Julia Ross. Also present were Bryan Covey and Kathie Dykstra as well as staff members Laura Russell and Chris Schippers.

Rob Taylor administered the Oath of Office to Kathie Dykstra who was appointed by the Oskaloosa City Council to fill an at-large unexpired term that expires January 31, 2014.

The minutes of the April 7, 2011, meeting was introduced. A motion to approve the minutes was made by Dave Polkowske and seconded by Dan Adams. The motion was unanimously approved.

Discussion was held regarding three applications received for the A Avenue and Market Street Exterior Improvement Program. James and Donna Tylkowski, 708 A Avenue East submitted a proposal to replace the siding on their house. The total proposed project cost is \$9,845. A motion to approve the proposed project loan up to \$4,922.50 was made by Julia Ross, and seconded by Bernice Hahn. The motion was unanimously approved. Roxanne Schultz submitted an application for a new roof on her house and garage at 1312 South Market. Total proposed project cost is \$3,630. A motion to approve the proposed project loan up to \$1,815 was made by Bernice Hahn, and seconded by Dan Adams. The motion was unanimously approved. Steve and Cindy Scholtus requested funds to replace the roof of their residence at 1407 South Market. Total proposed project cost is \$4,780. A motion to approve the proposed project loan up to \$2,390 was made by Randy Davis, and seconded by Julia Ross. 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 Randy Davis. The motion was unanimously approved.

The accounting report was reviewed. Laura provided an update on OHTF programs.

Rob Taylor updated the committee on the Regional Housing Trust Fund.

Laura updated the committee on her discussions with Terri Rosonke regarding the OHTF becoming a CHDO.

Discussion was held regarding future OHTF meeting times. It was the general consensus of the committee that meetings continue to be held at noon with the option of committee members purchasing lunch.

With no other business the meeting was adjourned at 1:00 PM.

Chris Schippers  
For the Committee

## OSKALOOSA HOUSING TRUST FUND COMMITTEE MINUTES

Thursday, April 7, 2011 - 12:00

Conference Room

The committee meeting was called to order with the following members present: Rob Taylor, Dan Adams, Pam Blomgren, Kandes Dalbey, Randy Davis, Bernice Hahn, Randy Irwin, and Dave Polkowske. Also present were staff members Laura Russell and Chris Schippers.

The minutes of the March 3, 2011, meeting was introduced. A motion to approve the minutes was made by Kandes Dalbey and seconded by Randy Davis. The motion was unanimously approved.

Discussion was held regarding an application received for the A Avenue and Market Street Exterior Improvement Program. Kathryn Roe resides at 402 South Market and has submitted a proposal to remove the chimney and replace the roof. Laura stated that since the time Ms. Roe submitted her application, she has had damage to her yard and sidewalk as a result of installation of a new service line and shut off to the water main. Ms. Roe is requesting additional funding for anticipated landscaping and replacement of concrete. A motion to approve the proposed project loan for one-half of the total costs up to \$4,225 for replacement of roof, replacement of sidewalk and landscaping at 402 South Market was made by Kandes Dalbey and seconded by Dave Polkowske. The motion was unanimously approved.

Discussion was held on Marvin Schneider's request for demolition grant/loan funds for a property located at 413 North I Street. Laura advised that Mr. Schneider has expressed interest in possibly redeveloping the property or selling the lot. A motion to approve the demolition grant/loan from the Demolition II program for up to \$3,000 for 413 North I Street was made by Randy Irwin 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 Rob Taylor and seconded by Dan Adams. The motion was unanimously approved.

The accounting report was reviewed. Laura provided an update on OHTF programs.

Rob Taylor updated the committee on the Regional Housing Trust Fund.

Randy Davis informed the committee on the Housing Community Based Services (HCBS) Program. He advised IFA has money available to allow individuals to stay in their homes who might otherwise have to go to a nursing home. Eligible tenants apply directly to IFA.

Laura stated Terri Rosonke questioned if the OHTF is interested in becoming a CHDO. It was the consensus of the committee to consider the idea, and for Laura to discuss the details with Terri Rosonke.

With no other business the meeting was adjourned at 1:15 PM.

Chris Schippers  
For the Committee

## OSKALOOSA HOUSING TRUST FUND COMMITTEE MINUTES

Thursday, March 3, 2011 - 12:00

Conference Room

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

The minutes of the February 3, 2011, meeting was introduced. A motion to approve the minutes was made by Debbie Stevens and seconded by Randy Davis. The motion was unanimously approved.

Discussion was held regarding the application to AHEAD Regional Housing Trust Fund. A motion to authorize the submittal of an application to the AHEAD Regional Housing Trust Fund for \$21,000 in grant dollars to replenish the first time home buyer program was made by Randy Irwin and seconded by Debbie Stevens. The motion was unanimously approved.

Discussion was held regarding the urgent repair program. Laura advised that the AHEAD Regional Trust Fund has adopted an urgent repair program similar to OHTF program. Laura questioned if it is feasible to have duplicate programs. It was the general consensus of the committee to keep the urgent repair program. Randy Davis requested "*improve accessibility*" be included as an eligible item in the program plan. Randy Irwin stated that making a house habitable includes improving accessibility. Randy Davis requested the wording be added for clarification. Laura reminded the committee that program revisions need city council approval. It was agreed that the wording "*improve accessibility*" will be included with the next program plan revision.

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

The accounting report was reviewed. Laura provided an update on OHTF programs. A meeting was scheduled for Wednesday, March 30<sup>th</sup> at 8:00 AM for the A Avenue and Market Street review committee.

With no other business the meeting was adjourned at 1:00 PM.

Chris Schippers  
For the Committee

## OSKALOOSA HOUSING TRUST FUND COMMITTEE MINUTES

Thursday, February 3, 2011 - 12:00

Conference Room

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

The minutes of the January 3, 2011, meeting was introduced. A motion to approve the minutes was made by Kandes Dalbey and seconded by Randy Davis. The motion was unanimously approved.

Resolution No. 02.02.11 "Resolution of Appreciation" for Jim Hansen was introduced. It was moved by Randy Irwin and seconded by Pam Blomgren to approve the resolution. The roll call vote was as follows: AYES: Dan Adams, Pam Blomgren, Kandes Dalbey, Randy Davis, Randy Irwin, Dave Polkowske, Debbie Stevens and Julia Ross.

NAYES: None

Whereupon said resolution was adopted.

Resolution No. 03.02.11 "Resolution of Appreciation" for Thomas Potter was introduced. It was moved by Debbie Stevens and seconded by Pam Blomgren to approve the resolution. The roll call vote was as follows:

AYES: Dan Adams, Pam Blomgren, Kandes Dalbey, Randy Davis, Randy Irwin, Dave Polkowske, Debbie Stevens and Julia Ross.

NAYES: None

Whereupon said resolution was adopted.

The claims list was reviewed. A motion to approve the claims list was made by Debbie Stevens, and seconded by Kandes Dalbey. The motion was unanimously approved.

The accounting report was reviewed. Laura provided an update on OHTF programs. Discussion was held regarding the annual report as well as the regional trust fund. Randy Irwin requested clarification on the demolition table in the annual report regarding the number of demolitions vs. repaid and redeveloped properties. Laura will distribute a copy of the annual report to the contributors of the most recent fundraising campaign and thank them for their support. Laura stated that she and Rob Taylor met with County Supervisor, Ken Rozenboom to discuss the possibility of establishing a committee of representatives of participating communities for input on regional trust fund allocation. Debbie Stevens suggested that each county supervisor also receive a copy of the annual report. Staff suggestion was to mail A Avenue/Market Street information to the owners of those properties. Laura and Rob Taylor plan to attend the housing trust fund advocacy group "Day at the Hill" on Monday, February 7<sup>th</sup> to promote housing trust fund projects to legislators. Laura noted that three Oskaloosa contractors/landlords participated in the Iowa Lead Safety Class held on January 27<sup>th</sup> for Lead Safe Renovation certification.

With no other business the meeting was adjourned at 1:00 PM.

Chris Schippers  
For the Committee

OSKALOOSA HOUSING TRUST FUND COMMITTEE MINUTES

Thursday, January 6, 2011 - 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, Randy Davis, Bernice Hahn and Randy Irwin. Also present were Dave Polkowske and Bryan Covey and staff members Laura Russell and Chris Schippers.

The minutes of the December 2, 2010, meeting was introduced. A motion to approve the minutes was made by Pam Blomgren and seconded by Kandes Dalbey. The motion was unanimously approved.

Rob Taylor administered the Oath of Office to Dave Polkowske who was appointed by the Oskaloosa Board of Realtors to fill the seat vacated by Jim Lorber's resignation.

Resolution No. 01.01.11 "Resolution of Appreciation" for Jim Lorber was introduced. It was moved by Pam Blomgren and seconded by Kandes Dalbey to approve the resolution. The roll call vote was as follows:

AYES: Rob Taylor, Dan Adams, Pam Blomgren, Kandes Dalbey, Randy Davis, Bernice Hahn, Randy Irwin and Dave Polkowske.

NAYES: None

Whereupon said resolution was adopted.

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

The accounting report was reviewed. Laura provided an update on OHTF programs. Rob Taylor updated the committee on the regional housing trust fund.

With no other business the meeting was adjourned at 12:30 PM.

Chris Schippers  
For the Committee

## OSKALOOSA HOUSING TRUST FUND COMMITTEE MINUTES

Thursday, December 2, 2010 - 12:00

Conference Room

The committee meeting was called to order with the following members present: Rob Taylor, Dan Adams, Pam Blomgren, Kandes Dalbey, Randy Davis, Bernice Hahn, Doug Hunt, Randy Irwin, Jim Lorber and Debbie Stevens. Also present were Bryan Covey, Dave Polkowske and staff members Laura Russell and Chris Schippers.

The minutes of the November 4, 2010, meeting was introduced. A motion to approve the minutes was made by Kandes Dalbey and seconded by Pam Blomgren. The motion was unanimously approved.

Discussion was held regarding the FY 2011-12 budget amendments and the FY 2011-12 budget for housing trust fund dollars. A motion to approve the proposed FY 2011-12 budget amendment and the FY 2011-12 budget was made by Debbie Stevens and seconded by Randy Irwin. The motion was unanimously approved.

The proposed changes to the OHTF program plans were discussed. A motion to approve the changes to the OHTF program plans was made by Kandes Dalbey 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 Debbie Stevens and seconded by Kandes Dalbey. The motion was unanimously approved with Dan Adams abstaining due to loan activity on the claims list.

The accounting report was reviewed. Laura provided an update on OHTF programs. Rob Taylor reported on the regional housing trust fund.

With no other business the meeting was adjourned at 1:15 PM.

Chris Schippers  
For the Committee

## OSKALOOSA HOUSING TRUST FUND COMMITTEE MINUTES

Thursday, November 4, 2010 - 12:00

Conference Room

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

The minutes of the October 7, 2010, 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 the resolution to withdraw the local housing trust fund application submitted to IFA. Rob Taylor provided a brief history of the OHTF and an overview of the regional housing trust fund. He updated the committee on proposals and topics that the regional trust fund is considering. A motion to approve Resolution No. 03.11.10 "Resolution of the Oskaloosa Housing Trust Fund Authorizing the Withdrawal of the 2011 Local Housing Trust Fund submitted to the Iowa Finance Authority in the amount of \$51,069" contingent on upon AHEAD RHTF becoming certified and approved for funding, was made by Randy Davis and seconded by Bernice Hahn. The roll call vote was as follows:

AYES: Dalbey, Adams, Blomgren, Taylor, Hahn, Lorber, Davis.

NAYES: None.

Whereupon said Resolution was adopted.

Discussion was held on Charlie Lynch's request for demolition grant/loan funds for a property located at 146 Pella Avenue. Laura reminded the committee that this application was previously denied as it did not meet the program criteria. The program plan has since been revised and the property now falls within the program qualifications. A motion to approve the demolition grant/loan from the Demolition II program for up to \$4,000 for 146 Pella Avenue was made by Kandes Dalbey and seconded by Randy Davis. The motion was unanimously approved.

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

The accounting report was reviewed. Laura provided an update on OHTF programs. Rob Taylor reported on the budget committee meeting with City Clerk, Amy Miller.

Randy Davis pointed out the need for universal home designs and asked that the committee remember that homes should be designed with accessibility in mind.

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

Chris Schippers  
For the Committee

## OSKALOOSA HOUSING TRUST FUND COMMITTEE MINUTES

Thursday, October 7, 2010 - 12:00

Conference Room

The committee meeting was called to order with the following members present: Dan Adams, Kandes Dalbey, Bernice Hahn, Doug Hunt, Randy Irwin and Julia Ross. Also present were Randell Davis and staff members Laura Russell and Chris Schippers.

Dan Adams administered the Oath of Office to Randell Davis who was appointed by City Council to fill an at-large unexpired term on the Committee.

The minutes of the September 9, 2010, meeting was introduced. A motion to approve the minutes was made by Kandes Dalbey and seconded by Julia Ross. The motion was unanimously approved.

Discussion was held regarding the proposed changes to the Demolition Grant/Loan Program Plan II. Bernice Hahn voiced opposition to allowing the demolition in an area not residentially zoned. She stated this will allow a business to replace the demolished structure and is going away from the mission to improve housing in the city. Randy Irwin replied the revised plan requires the structure be a residence. Kandes Dalbey stated she supports the demolition of a dilapidated structure thereby improving the city overall. A motion to approve the revised Demolition Grant/Loan Program Plan II as presented was made by Doug Hunt and seconded by Kandes Dalbey. The motion was approved with Bernice Hahn opposing.

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

The accounting report was reviewed. Laura provided an update on OHTF programs. She stated that she received notification from the Iowa Finance Authority (IFA) that the recent grant extension of the HOME/ADDI funds was an error and should not have been granted. Laura also provided an update on the regional housing trust fund. She said IFA's recommendation is to certify Area XV. The certification and funding decision will be announced on November 10, 2010.

The Iowa League of Cities Community All Star Award and banners were on display for the committee. It was the suggestion of staff and consensus of the committee to give these to CHI to display at Grant & Lincoln Terrace.

Discussion was held regarding the number of times a family may use program dollars. Laura questioned if the urgent repair and A Avenue/Market Street programs may be used at the same time. Randy Irwin stated he is not opposed to them being used simultaneously. Kandes Dalbey was in agreement. It was the general consensus of the committee that a household may use each program one time.

Laura asked for volunteers to meet with her and Amy Miller, City Clerk/Finance Director to discuss the upcoming budget. Doug Hunt, Bernice Hahn, Kandes Dalbey, Randy Davis and Randy Irwin stated they are willing to help. Laura will e-mail a meeting date and time and will prepare a synopsis of the past two years' program use.

With no other business the meeting was adjourned at 1:05 PM.

Chris Schippers  
For the Committee

## OSKALOOSA HOUSING TRUST FUND COMMITTEE MINUTES

Thursday, September 9, 2010 - 12:00

Conference Room

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

The minutes of the August 5, 2010, meeting was introduced. A motion to approve the minutes was made by Doug Hunt and seconded by Dan Adams. The motion was unanimously approved.

Discussion was held regarding the application to the Iowa Finance Authority (IFA) for State Housing Trust Fund program dollars. Laura stated that Area XV will most likely be certified with IFA as a regional trust fund by October 1<sup>st</sup>, in which case the application will be void and a new application will be submitted to Area XV. A motion to submit the application to IFA for SHTF dollars was made by Jim Hansen and seconded by Dan Adams. The motion was unanimously approved.

Discussion was held regarding two applications received for the A Avenue and Market Street Exterior Improvement Program. Laura reminded the committee that the program plan requires the homeowner provide a dollar for dollar match with a maximum loan amount of \$7,500. She stated that Marilyn Wood resides at 311 North Market and has submitted a proposal to replace windows, repair and paint beams, clean gutters and install leaf guard and replace the garage roof for a total cost of \$20,114. She commented that Marilyn has hired a certified lead safe renovator to replace the windows. The second application was submitted by Mike Mott at 505 A Avenue East. Laura stated he has not hired a certified lead safe renovator but is registered at Indian Hills Community College to become certified himself. Laura pointed out the cost of the course is \$309, which could be added to the proposed project cost of \$7,526.52. She advised that it is possible that IDED or IFA may reimburse that expense to Mike at some point in the future. It was the general consensus of the committee to approve the training cost as an allowable project expense for a total of \$7,835.52. A motion to approve the proposed project loans to Marilyn Wood for \$7,500 at 311 North Market and to Mike Mott for \$3,917.76 at 505 A Avenue East, contingent on Mike providing proof of completion of the lead safe renovator class and a copy of his application and check to the state for certification, was made by Jim Hansen and seconded by Randy Irwin. The motion was unanimously approved.

Discussion was held on Charlie Lynch's demolition application for a house located at 146 Pella Avenue. Laura stated Mr. Lynch indicated he may build a storage unit, she said that according to the building inspector, he is not allowed to build a house on the property as it is not zoned for future residential structures. Randy Irwin pointed out the demolition program plan stipulates the property be zoned residential. A motion to deny the demolition application for 146 Pella Avenue was made by Jim Hansen and seconded by Kandes Dalbey. The motion was unanimously approved. Randy Irwin suggested the Demolition Assistance Grant/Loan Program II be revised to allow for the use of program dollars for structures not in residential zoned areas. It was the consensus of the committee to have Laura revise the plan for review at the

next the committee meeting.

Discussion was held regarding the demolition application by Marilyn Edel for a house located at 1105 2<sup>nd</sup> Avenue West. Laura stated the proposed plan is to leave the garage on the property and build a house on a slab foundation. A motion to approve up to \$4,000 for the demolition of 1105 2<sup>nd</sup> Avenue West was made by Julia Ross 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 Doug Hunt and seconded by Jim Hansen. The motion was unanimously approved.

The accounting report was reviewed. Laura provided an update on OHTF programs. Laura also provided an update on the regional trust fund process. She advised that Rob Taylor has been appointed Chair of the board and that, as a public employee she is unable to serve on the board due to the ratio of public officials previously selected vs. private sector representation. Laura reported she received notification that the OHTF application to NAHRO has received an Award of Excellence and will be presented at the fall conference in Reno. She stated Randy has not yet received approval to attend the conference. Randy stated he spoke to the City Manager regarding Laura attending the conference. Laura stated the department has approximately \$600 budgeted for travel expense for the year. Randy said the City Manager is in favor of using unrestricted funds to cover Laura's travel expense. A motion to allocate up to \$2,000 from the Grant & Lincoln fund (144) for expenses exceeding the department's travel budget for Laura to attend the National NAHRO Fall Conference and accept the award was made by Jim Hansen and seconded by Kandes Dalbey. The motion was unanimously approved.

With no other business the meeting was adjourned at 1:05 PM.

Chris Schippers  
For the Committee

## OSKALOOSA HOUSING TRUST FUND COMMITTEE MINUTES

Thursday, August 5, 2010 - 12:00

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, Thomas Potter and Debbie Stevens. Also present were staff members Laura Russell and Chris Schippers.

The minutes of the July 8, 2010, meeting was introduced. A motion to approve the minutes was made by Kandes Dalbey and seconded by Debbie Stevens. The motion was unanimously approved.

A motion to open the public hearing was made by Pam Blomgren and seconded by Doug Hunt. The motion was unanimously approved. Rob Taylor opened the annual meeting/public hearing and discussion was held on the OHTF accomplishments, proposed application, updates to the HAP and anticipated budget for various projects in the coming fiscal year. There were no written or oral comments received and no citizens present to be heard at which time Rob Taylor declared the public hearing closed.

Laura stated she had forwarded to committee members the by-laws from Area XV Regional Housing and asked for any suggestions. Randy Irwin suggested there should be more emphasis on local government participation than county government. Rob Taylor questioned if a mission statement has been written. Laura replied that she has not seen one. Laura stated Area XV is requesting names of anyone interested in serving on the board be submitted by August 6. Debbie Stevens nominated, and Pam Blomgren seconded, Laura Russell and Rob Taylor to serve on the Area XV Regional Housing Trust Fund Board. The nomination was unanimously approved.

Discussion was held regarding an application for urgent repair funds for property at 818 North Market. Laura explained the owner wanted to replace a portion of the basement wall with concrete blocks. She stated he had applied a year ago and his application was closed when he failed to provide the required bids. She stated the owner advised the basement tends to leak and he has attempted to resolve the issue by spraying expanding foam in various locations. She also stated he has used \$5,000 of forgivable grant money from the FHLB program and \$2,500 of the IFA deferred payment program and has expressed interest in applying for A Avenue & Market Street Exterior Improvement funds for this property. Pam Blomgren voiced concern that this did not meet the urgent repair criteria if it is an occasional leak. Kandes Dalbey also voiced concern that this is not urgent, she pointed out that the walls appear to be sound and not bowing. Thomas Potter expressed his concerns of urgency due to the timeframe of the bids being submitted several months out from the original application. A motion to deny the application for urgent repair funds to 818 North Market was made by Pam Blomgren and seconded by Randy Irwin. The motion was unanimously approved.

Discussion was held regarding a request for pre-approval of urgent repair funds to replace the roof on a house eligible for a first-time home buyer loan. Kandes Dalbey explained that FHA has pre-approved the purchaser however the loan will be denied if the roof is not replaced beforehand. The purchaser does not have the means to replace the roof. She stated the roof inspection report states the roof has two years of life left, weather permitting. Kandes stated a contractor has provided a bid and agreed to do the work prior to the loan closing and, if approved, the OHTF will make payment after the loan has closed. Thomas Potter questioned if the roof was faulty. Kandes Dalbey said a conventional loan would not be approved with that roof. Thomas Potter asked Laura if the urgent repair request would be approved if the individual already owned the home to which Laura replied yes. Randy Irwin asked if the

seller would qualify for the urgent repair program so that they could use the funds to replace the roof. Kandes stated the seller is not a client of hers and does not know if they would qualify. Rob Taylor stated there are two issues; ownership and urgency. He asked the committee if anyone was concerned with the ownership issue, there was no concern. He then asked if anyone is not comfortable with this situation being an urgent matter. Doug Hunt stated that based on the previous request for funds that was denied, he did not feel this meets the urgent criteria. Dan Adams stated a leaky basement is an inconvenience while a leaky roof can cause a lot of damage. Kandes Dalbey suggested she could have the roof inspected by an impartial party. A motion to approve the request for urgent repair funds contingent on Laura's approval and a new inspection report stating the roof needs to be repaired was made by Debbie Stevens and seconded by Thomas Potter. The motion was unanimously approved with Kandes Dalbey abstaining due to involvement with the loan.

The request for a demolition grant/loan from Stephen Lewis for a house at 602 North 7<sup>th</sup> was reviewed. Laura stated the city has taken legal action against the owner requiring the house be demolished immediately. She said the owner is contacting contractors and will submit written bids as soon as possible. A motion to approve the demolition grant/loan from the Demolition II program for up to \$4,000 for 602 North 7<sup>th</sup> contingent on receiving bids and setting up the ACH transaction for repayment was made by Randy Irwin 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 Doug Hunt and seconded by Kandes Dalbey. The motion was unanimously approved.

The accounting report was reviewed. Laura advised that funds from account 140 can not be used for the A Avenue & Market Streets program. This program will need to be funded through donated dollars. She will request that a new line item be set up in account 140 to differentiate future loan repayments from donated dollars vs. grant funds.

Laura provided an update on OHTF programs. She reported she has talked with several people who have submitted pre-applications for the A Avenue & Market Streets program and that the completed applications are due back by September 2. It was agreed to schedule the next board meeting for September 9 to allow the sub-committee to meet on September 8 at 8:00 AM to review the applications.

The endorsement letter for the regional housing trust fund was discussed. Pam Blomgren suggested the letter state that AHEAD, Inc. can feel free to request assistance in board training and development as needed. A motion to approve the endorsement letter with a revision to offer OHTF services was made by Debbie Stevens and seconded by Kandes Dalbey. The motion was unanimously approved.

Laura stated Rob Taylor will present the annual report to the City Council on August 16<sup>th</sup>.

Rob Taylor asked that discussion be held at the next board meeting on the number of times a homeowner can use program dollars.

With no other business the meeting was adjourned at 1:40 PM.

Chris Schippers  
For the Committee

OSKALOOSA HOUSING TRUST FUND COMMITTEE MINUTES

Thursday, July 8, 2010 - 12:00

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 and Julia Ross. Also present were staff members Laura Russell and Chris Schippers.

The minutes of the June 3, 2010, meeting was introduced. A motion to approve the minutes was made by Bernice Hahn and seconded by Dan Adams. 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 Kandes Dalbey to schedule a public hearing for the August 5, 2010 OHTF meeting. The motion was unanimously approved.

Discussion was held regarding the demolition grant application from Terry Wolfswinkel for the house located at 1107 B Avenue West. It was moved by Randy Irwin and seconded by Julia Ross to approve up to \$4,000 for the demolition of 1107 B Avenue West. The motion was unanimously approved.

The program plans for the A Avenue and Market Street Exterior Improvement Program Plan was reviewed. Rob Taylor suggested "IDPH" be inserted before "pre-renovation notification" in Section VI C. It was moved by Julia Ross to approve the program plan with the revision and recommend City Council approve the same.

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

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

With no other business the meeting was adjourned at 12:50 PM.

Chris Schippers  
For the Committee

OSKALOOSA HOUSING TRUST FUND COMMITTEE MINUTES  
Thursday, June 3, 2010 - 12:00  
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, Thomas Potter and Debbie Stevens. Also present were staff members Laura Russell and Chris Schippers.

The minutes of the May 10, 2010, meeting was introduced. A motion to approve the minutes was made by Doug Hunt and seconded by Kandes Dalbey. The motion was unanimously approved.

Discussion was held regarding Resolution No. 02.06.10 "Resolution to Establish a Fee for Subordination Agreements". Laura stated she can spend a significant amount of time on preparing a subordination agreement and felt it appropriate a processing fee be established. A motion to approve the resolution made by Kandes Dalbey and seconded by Debbie Stevens. The roll call vote was as follows:

AYES: Adams, Blomgren, Dalbey, Hahn, Hunt, Irwin, Potter, Stevens.

NAYES: None.

Whereupon said Resolution was adopted.

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

The accounting report was reviewed and an update on OHTF programs was given. Laura stated she was notified that the water department needs to repair a water line running through two lots on North 6<sup>th</sup> Street that is owned by the City of Oskaloosa Community Development Office. She discussed the issue with the City Manager who indicated the property belongs to the OHTF. It was the general consensus of the committee to approve the water line repair and to sell this property if feasible.

Discussion was held regarding the Exterior Improvement Plan. Laura advised a new ruling mandates lead certification for anyone working with lead based paint. Owner occupied units are exempt, however. There was concern about individuals working with lead based paint in an unsafe manner and on liability factors. The committee tabled this item to allow further research and for the sub-committee to schedule a meeting.

Laura informed the committee that the OHTF has received a NAHRO Award of Merit and has also been entered in the National Awards of Excellence competition for their role in the redevelopment of Grant & Lincoln Schools and the partnership with the district in developing the NW quadrant of town where the elementary school was built. The Merit Award will be presented at a ceremony in Boston, MA on July 22<sup>nd</sup>. Randy Irwin will attend the conference and this ceremony and accept the award.

With no other business the meeting was adjourned at 1:07 PM.

Chris Schippers  
For the Committee

## OSKALOOSA HOUSING TRUST FUND COMMITTEE MINUTES

Monday, May 10, 2010 - 1:00

City Council Chambers

The committee meeting was called to order with the following members present: Rob Taylor, Dan Adams, Kandes Dalbey, Bernice Hahn, Doug Hunt, Randy Irwin, Jim Lorber, and Debbie Stevens. Also present were Mayor, David Krutzfeldt, City Clerk, Amy Miller and Chris Schippers.

The minutes of the April 1, 2010, meeting was introduced. A motion to approve the minutes was made by Kandes Dalbey and seconded by Bernice Hahn. The motion was unanimously approved.

The demolition grant application for 1007 South F by Habitat for Humanity was discussed. It was moved by Randy Irwin and seconded by Dan Adams to approve the grant amount of up to \$4,000 for the demolition of 1007 South F. The motion was unanimously approved.

Discussion was held regarding the request for approval of a twelve month extension on the HOME/ADDI grant funds. Chris stated that Laura has discussed the extension request with Donna Grgurich at IDED and does not foresee any problems. A motion to approve the twelve-month extension of the HOME/ADDI grant funds and recommend City Council approve the same by was made by Kandes Dalbey and seconded by Debbie Stevens. The motion was unanimously approved.

Resolution No. 01.05.10 "Resolution to Support the Formation of a Local Housing Trust Fund" was introduced. Debbie Stevens asked why it is a local housing trust fund vs. regional housing trust fund. Randy Irwin stated it is IFA's definition. Debbie Stevens voiced concern over the committee having representation. Rob Taylor stated that in Laura's absence Mike Schrock will represent the committee at an upcoming meeting. He also stated that Laura has been invited to sit on the Board. Bernice Hahn asked if the current programs of this committee will have to conform to new stipulations. Randy Irwin stated the programs would remain the same and that application for funding will be made to the regional trust fund instead of IFA. A motion to approve Resolution No. 01.05.10 "Resolution to Support the Formation of the Local Housing Trust Fund" and to recommend that City Council support the same, was made by Debbie Stevens 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 Bernice Hahn and seconded by Jim Lorber. The motion was unanimously approved with Dan Adams abstaining due to loan activity on the claims list.

The accounting report was reviewed. Chris provided the committee with a brief update on the OHTF programs. Discussion was held regarding future programs. Randy Irwin stated focus should be on the main corridors in town. He also stated that a realtor recently contacted him suggesting the trust fund have a home improvement program. Bernice Hahn replied that several of the homes on the main corridors are rental units. She stated the owners chose not to maintain the property; she is not in favor of enriching one segment of the business community. Doug Hunt suggested match money could be required. Rob Taylor agreed that focus should be on the main corridors and restricted to exterior improvements. Dave Krutzfeldt asked if program dollars could be used as match money with MidAmerican Energy programs to make a home more efficient. Rob Taylor replied that the general consensus is to make the homes more aesthetic. Rob suggested Randy Irwin lead a sub-committee and put together suggestions of target areas and use of funds. Volunteers for the sub-committee were Kandes Dalbey, Jim Lorber and Bernice Hahn. Suggestions will be e-mailed to committee members prior to the next meeting.

With no other business the meeting was adjourned at 1:43 PM.

Chris Schippers  
For the Committee

## OSKALOOSA HOUSING TRUST FUND COMMITTEE MINUTES

Thursday, April 1, 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, Jim Hansen, Randy Irwin, Jim Lorber, Thomas Potter, Julia Ross and Debbie Stevens. Also present were City Council Member Tom Walling and staff members Laura Russell and Chris Schippers.

The minutes of the March 1, 2010, meeting was introduced. A motion to approve the minutes was made by Kandes Dalbey 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 Randy Irwin. 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 the presentation for the regional trust fund meeting. Laura stated an invitation has not yet been extended to attend the meeting. She feels this might be forthcoming and requested the committee's approval on the presentation. A motion to approve the presentation was made by Randy Irwin and seconded by Pam Blomgren. The motion was unanimously approved.

The annual report was reviewed. Laura noted an amendment to the report regarding the HOME ADDI funds. She stated unused funds from this program must be returned to IDED.

The draft of the Community All Star Award application was reviewed. The committee determined there is interest in participating in the City Showcase at the Iowa League of Cities annual conference in Coralville in September.

Laura reported that she received an inquiry regarding the new demolition grant/loan program. She stated the land & building are assessed at \$11,040 and that the owner has received an abatement notice from the City. The owner's intention is to demolish the house, which is in an area zoned as light industrial, and build an auto repair shop. Consensus of the committee is that the demolition funds are to be used for structures zoned as residential.

Rob Taylor suggested committee members consider ways to utilize available program funds and that there be an agenda item for May's meeting to discuss those ideas.

With no other business the meeting was adjourned at 12:55 PM.

Chris Schippers  
For the Committee

OSKALOOSA HOUSING TRUST FUND COMMITTEE MINUTES

Monday, March 1, 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 and Julia Ross. Also present were City Mayor David Krutzfeldt and staff members Laura Russell and Chris Schippers.

The minutes of the February 4, 2010, meeting was introduced. A motion to approve the minutes was made by Kandes Dalbey and seconded by Julia Ross. The motion was unanimously approved.

Discussion was held regarding the allocation of funds for first time home buyer program for applicants with incomes over 80% median limit that are not eligible for grant dollars. A motion was made by Kandes Dalbey and seconded by Randy Irwin to authorize the allocation of \$30,000 from the Housing Fund (140) to fund the first time home buyer program applicants with incomes over 80% median income. The motion was unanimously approved.

Discussion was held regarding staff's request to allocate donated funds to be used as match to fund the current demolition program. A motion as made by Julia Ross and seconded by Kandes Dalbey to allocate \$20,000 from donated funds (138) to be used as match to the 2010 IFA State Housing Trust Fund grant agreement to fund the current demolition program. The motion was unanimously approved.

The proposed plan for the City of Oskaloosa Housing Trust Fund Demolition Grant/Loan Program Plan II was reviewed. A motion was made by Dan Adams and seconded by Julia Ross to authorize the allocation of \$20,000 from the housing fund (140) to fund the new additional demolition grant/loan program and to recommend City Council approve the program at its March 15, 2010 meeting. The motion was unanimously approved.

The claims list was reviewed. A motion to approve the claims list was made by Bernice Hahn and seconded by Julia Ross 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. Rob Taylor stated he will approach Mike Schrock to schedule a meeting with Area XV to discuss the regional trust fund.

With no other business the meeting was adjourned at 12:50 PM.

Chris Schippers  
For the Committee

## OSKALOOSA HOUSING TRUST FUND COMMITTEE MINUTES

Thursday, February 4, 2010 - 12:00 NOON

City Hall 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, Jim Lorber, Julia Ross and Debbie Stevens. Also present was City Manager Michael Schrock, Jr. and staff members Laura Russell and Chris Schippers.

The minutes of the January 7, 2010, meeting was introduced. A motion to approve the minutes was made by Kandes Dalbey and seconded by Julia Ross. The motion was unanimously approved.

Discussion was held regarding the Iowa Finance Authority's State Housing Trust Fund Grant Agreement. Laura advised she is waiting for comment from the City Attorney on the Agreement. A motion was made by Doug Hunt and seconded by Jim Lorber to authorize execution of IFA's State Housing Trust Fund Grant Agreement pending the City Attorney's approval.

Discussion was held regarding proposed changes to the demolition program plan. Rob Taylor stated previous discussions on the demolition program centered on the use of program dollars towards manufactured homes. Randy questioned if the program plan had restrictions for stick built homes only, would that allow funds to be used for a garage if it were assessed at more than the demolished structure? Julia questioned if pole buildings would qualify for funding. Rob suggested the plan stipulate funds must be used for residential structures. Kandes agreed that funding should be for single residential structures. Randy argued that would not allow for the construction of a garage. Bernice Hahn agreed that a garage can be an improvement. Kandes suggested caution be used when defending the restriction of program funds. She stated it may not be received well in the community if funding is allowed for a garage but not for a manufactured home. She stated if there is a restriction for a stick built home, then a garage should not be eligible. Discussion was held regarding the city's zoning ordinances for manufactured homes. Kandes reiterated her concern of backlash from the community if funding of a garage is permissible and a manufactured home is not. Doug Hunt compared a dilapidated structure to a new manufactured home in devaluing the neighborhood. Bernice Hahn and Jim Lorber stated that manufactured homes will devalue the neighborhood property because they do not "hold up" like a stick built home. Julia Ross disagreed; she stated it depends on the owner's maintenance of the home. Jim Lorber replied that manufactured homes can not be repaired and maintained as well as stick built. Bernice Hahn voiced concern over the committee encouraging the population of manufactured homes and favored the promotion of green space. Michael Schrock asked if the committee should consider purchasing mobile homes to demolish. He commented there is a benefit to manufactured homes; he stated not everyone can afford a new home. Doug Hunt felt it is not the committee's purpose to rid the city of mobile homes. There was no consensus on the manufactured home restrictions. Kandes Dalbey suggested that if the applicant's intent was to demolish a structure for green space perhaps a lesser amount of program funds could be approved. Rob Taylor suggested the use of funds for green space be implemented on a trial basis. Doug Hunt asked if all of the demolition program funds have always been used in the past. Laura stated there are funds remaining from last year and that the most recent grant application allocates \$20,000 for demolition as match. Rob Taylor reinforced that there are funds that need to be spent in two years. He reminded the committee that there are not as many applications for 1<sup>st</sup>-time home buyer loans as in the past. Laura suggested using a separate allocation of funds for green space so it doesn't get confused with the grant dollars as applied for. Kandes Dalbey suggested the current demolition program plan stay unchanged. She suggested trying a green space program for two years. It was the consensus of the committee to have a written proposal for a new additional demo program to be used for green space with \$20,000 set aside for a two year trial period. Applicants will be eligible for up to \$4,000 towards the demolition expense of which \$2,000 is to be repaid over a 2-year period at a 0% loan and the remainder of the grant to be forgiven.

The claims list was reviewed. A motion to approve the claims list was made by Randy Irwin and seconded by Dan Adams 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. She stated Frank Owens reported there are no new developments on the regional trust fund. Rob Taylor suggested the committee should be aggressive on developing the regional trust fund.

With no other business the meeting was adjourned at 1:35 PM.

Chris Schippers  
For the Committee

## 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 (50' wide) and the notices from the city on this dilapidated structure. A motion to approve the demolition grant of up to \$2,700 for Curt's 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 IFA's 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