



City of Oskaloosa  
Oskaloosa Housing Trust Fund Committee  
Lower Level Conference Room  
City Hall, 220 S. Market Street  
Oskaloosa, IA 52577  
Agenda  
March 29, 2018  
12:00 PM

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

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

Documents:

[20180329 CALL TO ORDER AND ROLL CALL.DOCX](#)

**2. Approval of Minutes, subject to corrections.**

January 11, 2018 Housing Trust Fund Committee Regular Meeting Minutes

Documents:

[20180329 APPROVAL OF MINUTES.DOCX](#)  
[20180111 OHTF MINUTES.PDF](#)

**3. Citizens to be Heard**

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

Documents:

[20180329 CITIZENS TO BE HEARD.DOCX](#)

**4. Discuss outstanding loan on 513 C Avenue West.**

Documents:

**5. Consider the proposed Upper Story Housing Life/Safety Improvement Program Plan.**

Documents:

20180329\_OHTF UPPER STORY COMMUNICATION.DOCX  
UPPER STORY HOUSING PLAN 20180322 - DRAFT V4.DOCX

**6. Miscellaneous**

Documents:

20180329 MISCELLANEOUS.DOCX

**A. Approval of Claims**

Documents:

20180329 CLAIMS.DOCX  
HOUSING CLAIM LIST JANUARY 2018.PDF  
HOUSING CLAIM LIST FEBRUARY 2018.PDF

**B. Review of Accounting Reports.**

Documents:

20180329ACCOUNTING REPORTS.DOCX  
ACCOUNTING REPORT-HOUSING DEPT DECEMBER 2017.PDF  
ACCOUNTING REPORT-HOUSING DEPT JANUARY 2018.PDF  
ACCOUNTING REPORT-HOUSING DEPT FEBRUARY 2018.PDF  
OHTF ACTIVITY JANUARY 2018.PDF  
OHTF ACTIVITY FEBRUARY 2018.PDF  
OHTF ACTIVITY MARCH 2018.PDF

**7. Adjournment**

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



## OHTF Communication

Meeting Date: March 29, 2018

Requested By: OHTF Committee

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

Roll Call: \_\_\_\_\_ Chair Adams, \_\_\_\_\_ Caligiuri, \_\_\_\_\_ Davis, \_\_\_\_\_ Hahn, \_\_\_\_\_  
McReynolds, \_\_\_\_\_ Sauer, \_\_\_\_\_ Spoelstra, \_\_\_\_\_Stahle, \_\_\_\_\_ Vande Ree,  
\_\_\_\_\_ Willett.

**Explanation:**

Not applicable.

**Budget Consideration:**

Not applicable.

**Attachments:**

None.



OHTF Communication  
Meeting Date: March 29, 2018  
Requested By: City Staff

**Item Title:**

Consider approval of minutes subject to corrections.

**Explanation:**

Consider approval of the January 11, 2018 Housing Trust Fund Committee Minutes.

**Budget Consideration:**

Not applicable.

**Attachments:**

January 11, 2018 Housing Trust Fund Committee Minutes

OSKALOOSA HOUSING TRUST FUND COMMITTEE MINUTES  
Thursday, January 11, 2018 - 12:00 Noon  
City Hall Lower Level Meeting Room  
220 South Market Street

The committee meeting was called to order by Chair Adams at 12:13 p.m. with the following members present: Dan Adams, Joe Caligiuri, Bernice Hahn, Royce Spoelstra, Noel C. Stahle, and Carri Vande Ree. Members absent: Randall Davis, Valinn McReynolds, Tamera Sauer and Mark Willett. Staff present: Andrew Jensen and Marilyn Johannes.

It was moved by Stahle, seconded by Adams to approve the November 2, 2017 Housing Trust Fund Committee Minutes. Motion carried unanimously.

**Request for demolition grant I for a house located at 510 3<sup>rd</sup> Avenue East.**

Mike Sereg applied for funds under the Demolition Assistance Grant/Loan Program I for a property located at 510 3rd Avenue East. The property is located directly adjacent to the west of 516 3rd Avenue East, which was recently demolished with the assistance of an OHTF Demo I grant. Construction on that lot is presently underway by Sereg Builders. According to the Mahaska County website the house at 510 3rd Avenue East is in very poor condition. The assessed value of the house is \$20,240.00 and land is assessed at \$5,360.00. Mike Sereg is proposing to replace the house with a new 1,550 square foot house with a two car garage. The value of the dwelling is estimated at \$200,000.

Jensen said the property was a rental and it had been on the city's list of properties that needed attention. Jensen said no floor plan was submitted but he had talked with Sereg and Sereg indicated he had a different plan set for the single story home.

It was moved by Caligiuri, seconded by Vande Ree to approve the request for a Demolition Grant I for a house located at 510 3<sup>rd</sup> Avenue East. Motion carried unanimously.

**Consider participating in the proposed Housing Condition Survey.**

The 2015 Oskaloosa Housing Task Force Action Plan continues to guide housing development and related policy in Oskaloosa. The plan (attached) identifies four broad goals and supporting objectives. One of the goals is to "Improve the appearance of the community through better maintenance of homes." The supporting quantitative objective is to "Reduce the number of dilapidated houses along arterial and collector roadways by 50% by 2020." Progress in this area continues throughout the community; however, to date no baseline data has been collected.

The proposed survey will provide baseline data on the condition of residential properties located along Oskaloosa's arterial and collector roadways. City staff received the attached proposal from Area 15 Regional Planning Commission (RPC) to conduct the study, which includes a cost of \$9,000. City staff is proposing that these costs be split three ways between the City of Oskaloosa Development Services Department, Oskaloosa Housing Trust Fund, and the Mahaska Community Development Group. Therefore, staff is requesting OHTF approve contributing \$3,000 toward the completion of this survey.

Spoelstra: No data base now? Jensen: Currently use county assessor data which is often not up-to-date.

Spoelstra: What is value of study? Jensen: Goal is to see if efforts are on the right track and direct enforcement efforts where needed most. Spoelstra: Staff involved, can do study? Jensen: No staff time available to conduct study.

Caligiuri: Sounds like good idea, but what has current study accomplished? Jensen: Housing Needs Analysis has been shared and is the basis for the new subdivision we are working on. Caligiuri: Whole city? Jensen: No, about 900 lots, only houses on arterial streets, more frequently traveled roads. Want to improve visual appearance in those areas. Caligiuri: What is next step after identify structures? Jensen: Work with code enforcement to rehab the properties. Vande Ree: What about the owner-occupied houses? Jensen: Enforce from a nuisance enforcement standpoint. Want homeowners to take pride in home ownership. Set plans in place to find ways to assist homeowners with improvements. For example, low interest loans.

Caligiuri: Would like to see results. Stahle: Will a report be shared with the City Council? OHTF also? Jensen: Can include reporting in the agreement. Set up to reduce numbers. Recommend survey again in five years. Caligiuri: Something already happening? Jensen: Yes, hope to get going in the spring. Spoelstra: Snapshot of what areas look like now? Jensen: Correct.

Hahn: OHTF Board tried to do this once before ourselves when board was larger. Difference in skill levels so did not get much out of it. Have other parties agreed to help fund the study? Jensen: City portion included in budget discussion and MCDG has indicated support for the survey. Will vote on it at their next meeting.

Adams: Is there a program to help with rehab of properties? Jensen: CDBG loan program. Spoelstra: Grants available? Jensen: Grants are limited. There are loans out there for low income homeowners.

It was moved by Vande Ree, seconded by Caligiuri to approve contributing \$3,000 toward completion of a Housing Condition Survey. Motion carried with all ayes.

Caligiuri: Then after done, they will present results? Jensen: Yes.

### **Discussion of proposed draft of Upper Story Housing Life/Safety Improvement Program Plan.**

The OHTF Committee discussed this potential new program at the previous two meetings. City staff has made edits and changes to the program to reflect the comments received to date. Additional changes are expected. Staff recommends that a small subcommittee be appointed to work directly with city staff to prepare a final proposed program plan to be presented at the next regular OHTF meeting for potential action.

Vande Ree: Inconsistency (IV, Item i), is the amount \$40,000 or \$32,000? Jensen: Recommended \$32,000.

Caligiuri: Who manages loan? Jensen: Have subcommittee and work with city staff. New burden for city clerk staff. Jensen: Numbers came back from Swim's (McMillen Building), Brickhouse Café and Town Square Dental regarding upper story housing.

Spoelstra: Taxes go up? Jensen: If currently assessed as commercial space, taxes will go down with residential occupancy. Spoelstra: If has four units, will become commercial. Jensen: New classification created by legislation – multi-family residential.

Adams: Any action required on this item? Jensen asked if anyone was interested in serving on the subcommittee to work with staff on a program. Would like to take action on the program at the next OHTF meeting. Adams indicated he would serve on the subcommittee. Jensen said he would reach out to OHTF members that were not in attendance.

### **Claims**

It was moved by Caligiuri, seconded by Hahn to approve the November 2017 and December 2017 claims for payment. Motion carried unanimously.

### **Review of Accounting Reports**

Adams asked if there was any discussion on the accounting reports. No comments were made.

The meeting adjourned at 1:00 p.m.

Minutes by Marilyn Johannes



OHTF Communication  
Meeting Date: March 29, 2018  
Requested By: OHTF Committee

**Item Title: CITIZENS TO BE HEARD**

**Explanation:**

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

**Budget Consideration:**

Not applicable.

**Attachments:**

None.



## OHTF Communication

Meeting Date: March 29, 2018

Requested By: Development Services Dept.

**Item Title:**

Discuss outstanding loan on 513 C Avenue West.

**Explanation:**

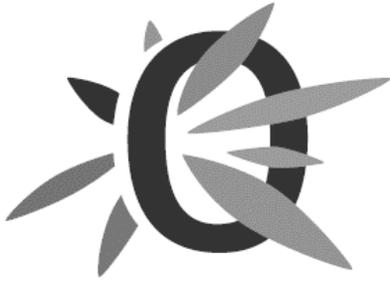
In October 2015, David Bower (W9bz LLC) demolished a dilapidated house at 513 C Avenue West with the assistance of a \$4,000 grant from the OHTF under the Demo I program. The requirements for the program state that the improvements need to be made within a 2 year timeframe, which ended on December 17, 2017 for this property. Improvements have not been made to the property as agreed upon at the time the grant was approved. Multiple contacts were attempted with Mr. Bower before the December 17 date, to which there was no response from Mr. Bower. The item has been referred to the city attorney who has now been in contact with Mr. Bower. This agenda item is for staff to inform the OHTF committee on progress made in dealing with this issue.

**Budget Consideration:**

A \$4,000 grant was issued in FY2016.

**Attachments:**

None



## OHTF Communication

Meeting Date: March 29, 2018

Requested By: Development Services Dept.

**Item Title:**

Consider the proposed Upper Story Housing Life/Safety Improvement Program Plan.

**Explanation:**

The OHTF Committee discussed this potential new program at the previous three meetings. City staff has discussed the proposed program with the City Clerk's office, received comments from the OHTF Committee, met with the city attorney, and made edits since the last meeting. Staff recommends approval of the attached program plan. Once approved by the OHTF Committee, the program plan will then be presented to City Council for consideration. If the OHTF Committee takes action at this meeting, council could take action on the item on April 16, and city staff could have the program available for applications sometime in May.

As stated in the Introduction of the attached plan, "This program fits directly in line with the 2015 Oskaloosa Housing Task Force Action Plan, as it states a priority action of identifying potential new upper-story housing opportunities. Additionally, the 2017 Comprehensive Housing Needs Analysis for Oskaloosa commissioned by the Oskaloosa Housing Trust Fund Committee identified several key areas in the housing market where there is significant need. One of the priorities stated in this document is to promote market rate rental production; and another is to address the challenges with downtown rental housing development. Some of the primary challenges downtown property owners face in converting vacant upper-story space into residential units is the requirement for meeting fire (and other) safety requirements. The implementation of this program is designed to reduce the financial barriers created by the life/safety requirements in converting an older downtown structure into upper story housing."

**Budget Consideration:**

The proposed program will have a significant impact to the OHTF budget. As of June 30, 2017, there was \$215,530 in the two housing funds. In the FY2018 budget, \$75,000 has been allocated to Housing Loans/Assistance, which would include this program. To date, \$1,500 has been spent out of the Housing Loans/Assistance line.

**Attachments:**

Proposed Program Plan

**CITY OF OSKALOOSA HOUSING TRUST FUND  
UPPER STORY HOUSING LIFE/SAFETY IMPROVEMENT PROGRAM PLAN**

**I. INTRODUCTION**

This program fits directly in line with the 2015 Oskaloosa Housing Task Force Action Plan, as it states a priority action of identifying potential new upper-story housing opportunities. Additionally, the 2017 Comprehensive Housing Needs Analysis for Oskaloosa commissioned by the Oskaloosa Housing Trust Fund Committee identified several key segments in the housing market where there is significant need. One of the priorities stated in the document is to promote market rate rental production; and another is to address the challenges with downtown rental housing development. Some of the primary challenges downtown property owners face in converting vacant upper-story space into residential units is the requirement for meeting fire (and other) safety requirements. The implementation of this program is designed to reduce the financial barriers creating by the life/safety requirements in converting an older downtown structure into upper story housing.

**II. DEFINITIONS**

**Eligible Structure:**

- a. Located in the DC (Downtown Commercial) zoning district.
- b. Previously a non-residential use or vacant, and requiring life/safety improvements in order to be occupied for residential purposes.
- c. In special circumstances, properties with an existing residential unit(s) may be considered for this program. Special circumstances are atypical, unique situations. Applicants must present their case of why they should be considered a special circumstance to the OHTF Committee, which will decide whether the proposed special circumstance is eligible for the program. If a property with an existing residential unit(s) is determined by the OHTF to be eligible by a special circumstance, all other program requirements must still be met. See Eligible Costs for additional eligibility requirements.
- d. All applications for eligible structures will be evaluated by the OHTF Committee for participation in the program. Decisions made by the OHTF Committee in regard to this program are final and dispositive.

**Owner:** The person, persons, or organization that are record titleholders at the Mahaska County Courthouse or other officially designated representative of the property such as an executor of an estate.

**Life/Safety Improvement:** Any eligible improvements to the property required for residential occupancy. Eligible improvements are limited to those that address life/safety issues, which includes (but not exclusively) fire-suppression systems, emergency egress improvements, fire-rated construction, etc.

**Dwelling Unit:** One or more rooms, designed, occupied or intended for occupancy as a separate living quarter, with cooking, sleeping, and sanitary facilities provided within the dwelling unit for the exclusive use of a single family maintaining a household, in accordance with Oskaloosa Municipal Code Section 17.04.030.

**III. PROGRAM OVERVIEW AND REQUIREMENTS**

The Upper Story Housing Life/Safety Improvement Program includes the following requirements:

- a. A mortgage lien on the property shall be signed by the property owner and recorded by city staff.
- b. The life/safety improvements proposed in the loan application and agreement shall be completed and a residential certificate of occupancy shall be obtained within one year of dispersal of the loan funds. It is the owner's responsibility to schedule all building inspections, including the final inspection after which the certificate of occupancy is issued.
- c. Loans shall be repaid in full within one month following the end of the one year period following the issuance of funds, if improvements have not been made or if a certificate of occupancy has not been issued.
- d. If a portion of the improvements have been made but not all fully complete, the loans shall be repaid proportionate to the number of dwelling units with completed life/safety improvements relative to the number of dwelling units proposed. For example, if the proposal was for improvements to four (4) dwelling units, but improvements were only completed for two (2) dwelling units, fifty-percent (50%) of

the loan would be due at the end of the one year period following disbursement.

- e. Loan repayment shall begin the first month following the first anniversary of the dispersal of funds.
- f. Loan shall be repaid over ten (10) years, paid monthly in equal installments. No penalty will be assessed for early payoff of the loan.
- g. Loans shall be provided at no-interest – zero percent (0.00%).
- h. Participants will be required to make their monthly payments through an automatic checking/savings account withdrawal. If sufficient funds are not in the participant's account and payment is not made, a service charge as adopted in the current city of Oskaloosa Fee Schedule may be assessed to the borrower for each delinquent payment. If two consecutive payments are missed or late, or if two payments are missed or late within a twelve-month period, the loan shall be considered delinquent and the entire balance and fees shall be due one month following the second late or missed payment. Once an applicant is delinquent in the loan payment, an annual interest rate of five (5) percent shall be applied to the outstanding balance.

#### **IV. PROGRAM FINANCING**

The City of Oskaloosa Housing Trust Fund (OHTF) will provide loans in the lesser amount of:

- i. Fifty percent (50%) of actual and reasonable costs incurred by the owner of the property for life/safety improvement required for the property to be residentially occupied up to a maximum of thirty-two thousand (\$32,000) per property; or,
  - ii. Eight Thousand Dollars (\$8,000) per dwelling unit toward the costs of providing the approved life/safety improvements, up to a maximum of thirty-two thousand (\$32,000) per property.
- a. The program is limited to \$65,000 per fiscal year. Additionally the program is limited by the budgetary authority established by the Oskaloosa City Council. Loans will be considered in the order in which they are received. Once the annual program limit is reached, no more loans under this program will be issued for that fiscal year. Loan applications received after the program limit has been reached will be placed on the top of the list for the next fiscal year.

#### **V. CONFLICT OF INTEREST**

No employee, agent, consultant, officer or appointed official of the Oskaloosa Housing Trust Fund shall be eligible to receive a loan from this program.

#### **VI. LOAN PROCESSING PROCEDURES**

- a. Applications must be received and approved by the OHTF prior to work commencing. Any work started prior to OHTF approval may be deemed ineligible for reimbursement and may disqualify the owner from participation in the loan program. Applications shall be on the forms provided by the OHTF and include the following additional information:
  - i. A minimum of two bids for the life/safety improvements. The improvements for which the loan is requested must be specifically identified and costed in the bid document. Any additional non-life/safety improvements included in the bid are not eligible costs for this program. Any improvements for non-residential areas of the property are not eligible costs for this program.
  - ii. Proof of ownership is required with the application. If the applicant is not the owner, (i.e. executor of an estate) proof that the applicant has the authority to act on behalf of the owner.
  - iii. Copy of the building permit for the property (to be provided after Committee loan approval).
- b. The application will be evaluated by the OHTF Committee for approval. Upon approval of the application, the applicant will proceed with signing the note and mortgage and completion of the automatic withdrawal form. The Department Head and OHTF Chair, Vice-Chair or City Manager shall then authorize the City Clerk to draw funds on the account, as needed.
- c. Loan recipients shall be required to pay a processing fee as approved by the Oskaloosa City Council on the fee schedule.
- d. All applications, along with the redevelopment proposal, must secure approval from the OHTF Committee before funds are distributed and before work commences on the eligible improvements.
- e. After OHTF approval of the application, signing and recording of the mortgage lien, and owner's execution

of the loan documents, the work may begin.

- f. These funds are loaned to the current owner of the property and shall not be transferable to future purchasers. If the owner sells the property within the ten (10) year repayment period, the loan shall be repaid in full.
- g. A building permit must be obtained ninety (90) days after the loan is approved. The Department Head may allow exceptions to this deadline at his/her discretion.
- h. Upon completion of the project, the owner shall submit copies of all bills associated with the approved life/safety improvements to confirm actual costs incurred. The lien will not be released until cost information is provided.
- i. The owner shall submit to the OHTF Committee the Residential Certificate of Occupancy upon completion.
- j. The OHTF shall issue a Release of Mortgage after all requirements of this program are met, including: completion of improvements, issuance of a Residential Certificate of Occupancy, satisfactory loan repayment, submitting actual cost information, and all other requirements of this program.

#### **VII. ELIGIBLE COSTS**

- a. Eligible improvements are limited to those that provide required life/safety improvements necessary for residential occupancy, which includes (but not limited to) fire-suppression systems, emergency egress improvements, fire-rated construction, etc.
- b. Although the intention of the program is to make new downtown residential development available, loans may be given (at the discretion of the OHTF Committee) to properties with existing residential occupancy when additional life/safety improvements are being sought. For example, if several adjoining properties are considering a combined project to extend a sprinkler system throughout their upper stories and one of the properties has existing residential dwelling units, that property may still be considered for this program.

#### **VIII. SELF HELP**

It shall be the policy of the OHTF Committee that in situations where an owner wishes to do his/her own work on a project that the allowable cost shall be defined as those actual and reasonable costs incurred (e.g. cost of permits and rental of machinery and/or tools for actual and reasonable time to complete the task they are rented for) are the allowable cost. The OHTF will not reimburse the owner or owner's employees for time/wages expended on the project.



OHTF Communication  
Meeting Date: March 29, 2018  
Requested By: City Clerk

**Item Title: MISCELLANEOUS**

**Explanation:**

- A. Approval of claims
  - 1. List of claims for January 2018
  - 2. List of claims for February 2018
  
- B. Accounting and Activity Report
  - 1. Accounting Report – Housing Dept. December 2017
  - 2. Accounting Report – Housing Dept. January 2018
  - 3. Accounting Report – Housing Dept. February 2018
  - 4. OHTF Activity for January 2018
  - 5. OHTF Activity for February 2018
  - 6. OHTF Activity for March 2018

**Budget Consideration:**

Not applicable.

**Attachments:**

Lists of claims for January 2018 and February 2018  
Accounting Report – Housing Dept. December 2017  
Accounting Report – Housing Dept. January 2018  
Accounting Report – Housing Dept. February 2018  
OHTF Activity January 2018  
OHTF Activity February 2018  
OHTF Activity March 2018



## OHTF Communication

Date: March 29, 2018

Requested By: City Clerk

**Item Title:**

Approval of payment of claims for January 2018 and February 2018.

**Explanation:**

A list of claims for January 2018 and February 2018 are included in your agenda packet. Staff recommends approval.

**Budget Consideration:**

Totals appear on the claims lists.

**Attachments:**

Claims lists.

City of Oskaloosa  
Claims Register

Jan-18

Brian Booy & VandeWall Plumbing  
Mahaska County Recorder  
Municipal Code Corporation  
January postage  
January copies

Demo I loan - 614 South D St  
Quarterly filing fees  
Annual web hosting

4,000.00  
63.00  
45.83  
0.92  
2.80

**GRAND TOTALS**

**4,112.55**

FUND TOTALS

Fund 140 - Housing Funds

4,112.55

\*\*\*

**4,112.55**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

City of Oskaloosa  
Claims Register

Feb-18

Mahaska Co Clerk of Court  
February postage  
February copies

Filing fee - Bower Demo I loan

95.00

0.47

0.50

**GRAND TOTALS**

95.97

FUND TOTALS

Fund 140 - Housing Funds

95.97

\*\*\*

**95.97**

---

Signature

---

Date

---

Signature

---

Date



OHTF Communication  
Meeting Date: March 29, 2018  
Requested By: City Clerk

**Item Title:**

Review of accounting reports for December 2017, January 2018 and February 2018.

**Explanation:**

The accounting reports for December 2017, January 2018 and February 2018 are included in your agenda packet for review.

**Budget Consideration:**

Not applicable.

**Attachments:**

Accounting reports  
Activity reports

**OSKALOOSA HOUSING TRUST FUND**  
December 31, 2017

<b>HOUSING FUND</b>		YTD	Fund Balance
<u>Beginning Balance</u>			<b>\$180,789.90</b>
<i>Revenue:</i>			
140503044300	Interest	\$321.43	
140503014531	Late Fees	\$20.00	
140503014570	Processing Fees	\$363.00	
140503024711	Loan Repayments	\$24,407.15	
140503024713	Loan Repayments (unrestricted)	\$3,371.55	
	<i>Total Revenue</i>	\$28,483.13	
 <i>Expenses:</i>			
14050306405	Recording Fee Expense	\$94.00	
14050306413	Payments to Other Agencies	\$0.00	
14050306414	Printing and Publishing Expense	\$29.17	
14050306419	Technology Expense	\$0.00	
14050306490	Other Professional Services	\$0.00	
14050306495	Housing Loans/Assistance	\$1,500.00	
14050306497	Demo Loan	\$12,000.00	
14050306498	Refunds & Reimbursements	\$0.00	
14050306507	Operating Supplies	\$0.00	
14050306508	Postage	\$3.68	
14050306511	Copying	\$8.35	
14050306910001	Transfer Out	\$0.00	
	<i>Total Expenses</i>	\$13,635.20	
 <u>Ending Balance</u>			 <b>\$195,637.83</b>
<b>**Loan Repayments (unrestricted) 6/30/11 balance</b>		<b>\$48,464.44</b>	
<b>**Loan Repayments (unrestricted) 6/30/12 balance</b>		<b>\$42,687.69</b>	
<b>**Loan Repayments (unrestricted) 6/30/13 balance</b>		<b>\$31,239.18</b>	
<b>**Loan Repayments (unrestricted) 6/30/14 balance</b>		<b>\$15,727.19</b>	
<b>**Loan Repayments (unrestricted) 6/30/15 balance</b>		<b>(\$16,515.22)</b>	
<b>**Loan Repayments (unrestricted) 6/30/16 balance</b>		<b>\$9,539.56</b>	
<b>**Loan Repayments (unrestricted) 6/30/17 balance</b>		<b>(\$16,569.45)</b>	
<b>Total</b>		<b>\$114,573.39</b>	

<b>HOUSING DONATED FUNDS</b>		Program To Date	Fund Balance
<i>Revenue:</i>			
138503024705	Contributions 2007-08	\$84,125	\$ 84,125.00
	Contributions 2009-10	\$68,350	\$ 68,700.00
	Contributions 2010-11	\$68,350	\$ 68,250.00
	<i>Total Revenue</i>	\$ 221,075	\$ 221,075.00
 <i>Expenses:</i>			
13850306413	Payments to Other Agencies	\$	1,000.00
	First Time Home Buyer 2008	\$64,125	\$ 40,732.00
	First Time Home Buyer 2009	\$48,350	\$ 48,100.00
13850306495	Housing Loans/Assistance	\$	36,502.26
13850306497	Demo Loan 2008	\$20,000	\$ 20,000.00
	Demo Loan 2009	\$20,000	\$ 20,000.00
13850306910145	Transfer Out (2010 IFA Grant Match)	\$	20,000.00
	<i>Total Expenses</i>	\$	186,334.26
 <u>Ending Balance</u>			 <b>\$ 34,740.74</b>

**OSKALOOSA HOUSING TRUST FUND**  
**January 31, 2018**

<b>HOUSING FUND</b>		Fund Balance
<u>Beginning Balance</u>		<b>\$180,789.90</b>
<i>Revenue:</i>		
140503044300	Interest	\$388.50
140503014531	Late Fees	\$20.00
140503014570	Processing Fees	\$566.00
140503024711	Loan Repayments	\$28,400.36
140503024713	Loan Repayments (unrestricted)	\$3,930.17
	<i>Total Revenue</i>	\$33,305.03
 <i>Expenses:</i>		
14050306405	Recording Fee Expense	\$157.00
14050306413	Payments to Other Agencies	\$0.00
14050306414	Printing and Publishing Expense	\$75.00
14050306419	Technology Expense	\$0.00
14050306490	Other Professional Services	\$0.00
14050306495	Housing Loans/Assistance	\$1,500.00
14050306497	Demo Loan	\$16,000.00
14050306498	Refunds & Reimbursements	\$0.00
14050306507	Operating Supplies	\$0.00
14050306508	Postage	\$4.60
14050306511	Copying	\$11.15
14050306910001	Transfer Out	\$0.00
	<i>Total Expenses</i>	\$17,747.75
 <u>Ending Balance</u>		 <b>\$196,347.18</b>
 <b>**Loan Repayments (unrestricted) 6/30/11 balance</b>		
		<b>\$48,464.44</b>
<b>**Loan Repayments (unrestricted) 6/30/12 balance</b>		
		<b>\$42,687.69</b>
<b>**Loan Repayments (unrestricted) 6/30/13 balance</b>		
		<b>\$31,239.18</b>
<b>**Loan Repayments (unrestricted) 6/30/14 balance</b>		
		<b>\$15,727.19</b>
<b>**Loan Repayments (unrestricted) 6/30/15 balance</b>		
		<b>(\$16,515.22)</b>
<b>**Loan Repayments (unrestricted) 6/30/16 balance</b>		
		<b>\$9,539.56</b>
<b>**Loan Repayments (unrestricted) 6/30/17 balance</b>		
		<b>(\$16,569.45)</b>
<b>Total</b>		<b>\$114,573.39</b>

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

**OSKALOOSA HOUSING TRUST FUND**  
**February 28, 2018**

<b>HOUSING FUND</b>		YTD	Fund Balance
<u>Beginning Balance</u>			<b>\$180,789.90</b>
<i>Revenue:</i>			
140503044300	Interest	\$454.05	
140503014531	Late Fees	\$20.00	
140503014570	Processing Fees	\$566.00	
140503024711	Loan Repayments	\$30,285.99	
140503024713	Loan Repayments (unrestricted)	\$4,488.79	
	<i>Total Revenue</i>	<u>\$35,814.83</u>	
<i>Expenses:</i>			
14050306405	Recording Fee Expense	\$252.00	
14050306413	Payments to Other Agencies	\$0.00	
14050306414	Printing and Publishing Expense	\$75.00	
14050306419	Technology Expense	\$0.00	
14050306490	Other Professional Services	\$0.00	
14050306495	Housing Loans/Assistance	\$1,500.00	
14050306497	Demo Loan	\$16,000.00	
14050306498	Refunds & Reimbursements	\$0.00	
14050306507	Operating Supplies	\$0.00	
14050306508	Postage	\$5.07	
14050306511	Copying	\$11.65	
14050306910001	Transfer Out	\$0.00	
	<i>Total Expenses</i>	<u>\$17,843.72</u>	
<u>Ending Balance</u>			<b>\$198,761.01</b>
<b>**Loan Repayments (unrestricted) 6/30/11 balance</b>		<b>\$48,464.44</b>	
<b>**Loan Repayments (unrestricted) 6/30/12 balance</b>		<b>\$42,687.69</b>	
<b>**Loan Repayments (unrestricted) 6/30/13 balance</b>		<b>\$31,239.18</b>	
<b>**Loan Repayments (unrestricted) 6/30/14 balance</b>		<b>\$15,727.19</b>	
<b>**Loan Repayments (unrestricted) 6/30/15 balance</b>		<b>(\$16,515.22)</b>	
<b>**Loan Repayments (unrestricted) 6/30/16 balance</b>		<b>\$9,539.56</b>	
<b>**Loan Repayments (unrestricted) 6/30/17 balance</b>		<b>(\$16,569.45)</b>	
<b>Total</b>		<u><b>\$114,573.39</b></u>	

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

**Oskaloosa Housing Trust-Monthly Activity**

Jan-18

**1st time Homebuyer payments for January 2, 2018** **\$ 2,006.05**

---

Restricted	\$ 1,747.29
Non-restricted	\$ 258.76

**1st Time Homebuyer Loans paid in full**

---

<i>Name</i>	<i>Date paid</i>	<i>Payment</i>
K Reisetter	1/4/2018	\$ 1,302.84
A Van Renterghem	1/31/2018	\$ 804.74

**Demolition Loan approved**

---

<i>Name</i>	<i>Date approved</i>	<i>Address of demolition</i>
M Sereg	1/11/2018	510 3rd Ave E

**Demolition loans issued**

---

<i>Name</i>	<i>Address</i>	<i>Amount</i>
B Booy	614 South D St	\$ 4,000.00

**Subordination agreements**

---

<i>Name</i>	<i>Program</i>	<i>Date sent</i>
Yang	Urgent Repair	1/26/2018

Oskaloosa Housing Trust-Monthly Activity

Feb-18

**1st time Homebuyer payments for February 1, 2018** **\$ 1,977.71**

---

Restricted	\$ 1,718.95
Non-restricted	\$ 258.76

**Collection proceedings on accounts--Received notice for Income Offset**

---

<i>Name</i>	<i>Amount</i>	<i>Outstanding</i>
Brockman, R	\$ 813.00	\$32.31

**Oskaloosa Housing Trust-Monthly Activity**

Mar-18

**1st time Homebuyer payments for March 1, 2018** **\$ 1,958.54**

---

Restricted \$ 1,699.78

Non-restricted \$ 258.76

**1st Time Homebuyer Loans paid in full**

---

<i>Name</i>	<i>Date paid</i>	<i>Payment</i>
B Netten	3/16/2018	\$ 1,053.95