



City of Oskaloosa
Oskaloosa Housing Trust Fund Committee
Lower Level Conference Room
City Hall, 220 S. Market Street
Oskaloosa, IA 52577

Agenda
April 4, 2019
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:

[20190404 CALL TO ORDER AND ROLL CALL.DOCX](#)

2. Approval of Minutes, subject to corrections.

March 7, 2019 Housing Trust Fund Committee Regular Meeting Minutes

Documents:

[20190404 OHTF MINUTES COMM.DOCX](#)
[20180307 OHTF MINUTES.DOCX](#)

3. Citizens to be Heard

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

Documents:

[20190404 CITIZENS TO BE HEARD.DOCX](#)

4. Continue discussion regarding Housing Trust Fund program usage and possible changes

Documents:

20190404 OHTF COMM PRESENTATION.DOCX
OHTF PROGRAM REVIEW APRIL 2019.PDF

5. Miscellaneous

Documents:

20190404 MISCELLANEOUS.DOCX

A. Approval of Claims

Documents:

20190404 CLAIMS COMM.DOCX
HOUSING CLAIM LIST FEBRUARY 2019.PDF
HOUSING CLAIM LIST MARCH 2019.PDF

B. Review of Accounting Reports.

Documents:

20190404 ACCOUNTING REPORTS.DOCX
ACCOUNTING REPORT-HOUSING DEPT FEBRUARY 2019.PDF
OHTF ACTIVITY FEBRUARY 2019.PDF
OHTF ACTIVITY MARCH 2019.PDF

6. Adjournment

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



OHTF Communication

Meeting Date: April 4, 2019

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: April 4, 2019
Requested By: City Staff

Item Title:

Consider approval of minutes subject to corrections.

Explanation:

Consider approval of the March 7, 2019 Housing Trust Fund Committee Minutes.

Budget Consideration:

Not applicable.

Attachments:

March 7, 2019 Housing Trust Fund Committee Minutes

OSKALOOSA HOUSING TRUST FUND COMMITTEE MINUTES
Thursday, March 7, 2019 - 12:00 Noon
City Hall Lower Level Meeting Room
220 South Market Street

The committee meeting was called to order by Chair Adams at 12:02 p.m. with the following members present: Dan Adams, Joe Caligiuri, Bernice Hahn, Royce Spoelstra, Valinn McReynolds and Carri Vande Ree. Members absent: Randall Davis, Tamera Sauer, Noel C. Stahle and Mark Willett. Staff present: Shawn Christ and Marilyn Johannes.

Approval of November 1, 2018 Housing Trust Fund Committee Regular Meeting Minutes.

It was moved by Hahn, seconded by Spoelstra to approve the November 1, 2018 Housing Trust Fund Committee Minutes. Motion carried unanimously.

Consider a request for a time extension to complete redevelopment at 603 A Avenue East.

Jeremy DeRonde was approved for a grant under the Demolition Program I at the December 1, 2016 OHTF meeting. The home was subsequently demolished and final inspection of the site completed February 27, 2017. DeRonde is requesting an extension of the deadline for completion of improvements to the property due to a personal injury and recovery period.

The administrative plan for the Demo I program requires that the grant recipient rebuild on the property within two years of dispersal of the grant funds. The deadline for improvements at 603 A Avenue East is April 1, 2019, and the improvements have not yet been completed. Staff recommends a six month extension for completion of construction and redevelopment work which extends the deadline to October 1, 2019.

It was moved by Caligiuri, seconded by McReynolds to approve a six month extension for completion of construction and redevelopment work at 603 A Avenue East as recommended by staff which extends the deadline to October 1, 2019. Motion carried unanimously.

Consider a request for Demolition Grant I for a house located at 809 15th Ave E.

Brian Booy with BG Rental Properties LLC has applied for \$4,000 in grant funds under the Demolition Assistance Grant/Loan Program I for a property located at 809 15th Avenue East. Booy is proposing to replace the house with a new duplex.

It was moved by Caligiuri, seconded by McReynolds to approve the request for a Demolition Grant I for a house located at 809 15th Avenue East. Motion carried unanimously.

Discussion regarding Housing Trust Fund program usage and possible changes.

During the City Council's recent budget discussions it was recommended that the Housing Trust Fund Committee review and consider changes to its current programs to increase participation which may help meet the city's housing needs.

Since that time the city's consultant, McClure Engineering, has completed work on Oskaloosa's Creative Placemaking action plan. One of the recommendations from that plan is to consolidate all existing housing programs and offer a progressive new incentive to urgently attract developers and spur housing construction -- a low-interest revolving loan fund. The program would be offered directly to developers

and have enough funding available to bridge the gap between the cost to build and the cost to sell/rent. To meet the estimated demand, the program would require \$1.27M per year for 7 years and would be created by pooling resources from the city, private sector, county, and state.

Staff recommends that the committee discuss program usage and initiate the study of one or more options for possible changes. One approach may be to assign a few members to a subcommittee which is assigned this task and to bring back a recommendation to the committee.

Adams said could create a subcommittee to go over the programs and make a recommendation. Hahn said do not want to go against what original donors had in mind. Christ said could take a look at that. Caligiuri said want to use OHTF funds for placemaking program. Want to know what looking for. Hahn said do not have a lot of money. Trying to fill price gap on sale price. Spoelstra said not many houses for single families. Hahn: Since rental housing inspection program implemented there are a lot of contract sales now. Spoelstra: Need to use funds judiciously.

One suggestion was to subsidize lot sales. Christ said that could be a component.

Do not want to mess up what contractors are currently doing in the city.

McReynolds said maybe have 1st time home builder program instead of homebuyer. Caligiuri said all for subcommittee. Need to decide what programs want to keep. What to get rid of. Upper story program not being used. VandeRee asked if the upper story housing program is being marketed.

Christ suggested the committee start with existing programs and decide whether to leave them alone or make changes.

Committee discussed lack of use of the 1st time homebuyer program. Spoelstra said maybe due to low interest rates. No need to tie up funds that can be used for other programs.

Claims

It was moved by Caligiuri, seconded by McReynolds to approve the October 2018, November 2018, December 2018 and January 2019 claims for payment. Motion carried unanimously.

Review of Accounting Reports

The committee looked over the accounting reports. The committee was interested in the status of the Ironwood loan.

Christ said would like to have the next meeting on Thursday, April 4, 2019, to continue discussion of the housing programs.

McReynolds suggested talking to developers/contractors and perhaps inviting them to an OHTF meeting to answer questions. Spoelstra: Get a wish list from contractors/developers. Need new development, some do not want to live in older neighborhoods. Christ said to achieve large developments need to pull builders from out of town, need over 600 homes. Need to incentivize. State says money available if all entities commit to the placemaking program. Caligiuri: Need to continue the demo programs.

It was moved by Caligiuri, seconded by McReynolds that the meeting adjourn. Motion carried unanimously. The meeting adjourned at 12:39 p.m.

Minutes by Marilyn Johannes



OHTF Communication

Meeting Date: April 4, 2019

Requested By: OHTF Committee

Item Title: CITIZENS TO BE HEARD

Explanation:

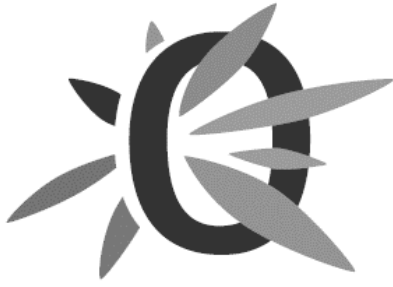
This item is reserved to receive comments from the community for concerns whether or not they are included in the current agenda.

Budget Consideration:

Not applicable.

Attachments:

None.



OHTF Communication

Meeting Date: April 4, 2019

Requested By: Development Services Dept.

Item Title:

Continue discussion regarding Housing Trust Fund program usage and possible changes

Explanation:

This item will continue discussion from the March 7, 2019 meeting. The attached presentation will be provided during the meeting to aid in the discussion.

Staff recommends that the committee discuss program usage and initiate the pursuit or study of one or more options for possible changes to increase participation in the committee's programs.

Budget Consideration:

None at this time.

Attachments:

Presentation sheets

Oskaloosa Housing Trust Fund

Program review and recommendations
April 2019



Fund background

Established November 2000 to address Oskaloosa's immediate housing needs:

- Recruit residents and workforce of all income levels
- Increase home ownership
- Increase housing supply via new construction and rehabilitation of existing housing stock

Combination of federal/state/local grants and fundraising effort for private donations

2006 list of donors

Ajinomoto USA, Inc; Auld Investments; Bank Iowa; Bates Funeral Home; Heather Brown; Cargill Inc.; Carter's Int. Material Handling; Church & Dwight; City of Oskaloosa; Clow Valve Company; D&S Siding; David & Patricia Dixon; Edgetowne Furniture; FannieMae Iowa Partnership Office; Federal Home Loan Bank; First National Bank Midwest; Garden & Associates, Ltd.; George Daily Family Trust; Glaco Mid-West, Inc.; Hawkeye Lumber Company; Hawkeye Real Estate; Horizon Bank; Hunt, Kain & Assoc.; Ind. Insurance Agents of Mahaska Co.; Interpower Corp.; Iowa Department of Economic Development; Iowa Finance Authority; Dr. Tony & Joan Kunz; Malcom Lumber & Hardware; MidWestOne Bank & Trust; Mahaska Title - Johnson Abstract; MUSCO Charitable Foundation; Dr. & Arlene Nuckles; Oskaloosa Board of Realtors; Oskaloosa Chiropractic Clinic; Oskaloosa Food Products; Oskaloosa Vision Center; Palmer & Palmer Law Office; Pella Rolscreen Foundation; Phil Griffin Insurance; Dr. Paul and Cynthia Riggs; Pat Russell; Smith-Wake Ag Group; Stevens Concrete; True Value Hardware; USDA Rural Development; Vermeer Charitable Foundation; Aaron Ver Steeg; Wells Construction Co.; Drs. Matt & Anne Whitis; and Jim Zimmerman

OHTF existing housing programs

1. Demolition Assistance Programs I and II
2. First Time Homebuyer Assistance Program
3. Upper Story Housing Life Safety Program

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Demo I program

Grant up to \$4,000 to assist with demolishing dilapidated residential structure. Applicant must redevelop the property within 2 years or repay with interest.

- 94 grants totaling \$351,359 since 1999
- Total assessed value before demolition: \$1.6M
- Total assessed value after demolition: \$9.1M
- Average 5 grants awarded per year
- 4 grants awarded in FY 2018

Staff recommendation: continue program with no changes

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Demo II program

Assistance up to \$4,000 to demolish dilapidated residential structure. Half of the assistance is a no-interest loan. No redevelopment provision.

- 31 loans totaling \$120,850 since 1999
- Total assessed value before demolition: \$420,605
- Average assessed value per property before demo: \$13,567
- Average 2 loans awarded per year
- 1 loan awarded in FY 2018

Staff recommendation: continue program with no changes

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First Time Homebuyer Assistance program

No interest loan up to \$2,500 to assist with down payment and/or closing costs of purchasing a home in Oskaloosa. Loan is matched by the family and repayable over a 10-year period. Income limits and specific lenders apply. Borrower must attend a homebuyer education course prior to closing.

- 480 loans totaling \$1.1M since 1998
- Average home purchase price in 1999 was \$48,882.
- Participation peaked in 2004 with 47 loans awarded (highest annual average home purchase price was \$70,996).
- 2 loans awarded in FY 2018 (highest average home purchase price was \$102,650).

Staff recommendation: revise or eliminate program

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Upper Story Housing Life Safety program

No-interest loan up to \$8,000 per dwelling unit (\$32,000 per property) to meet life/safety requirements for downtown structures. Funds used for fire suppression, emergency egress, fire-rated construction, and similar improvements.

- Initiated April 2018
- No applications, limited interest

Staff recommendation: retain program and work to increase awareness

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Other program options

1. Discontinued (prior) programs:
 - a) Home Owner Rehabilitation Loan
 - b) Rental Rehabilitation Loan
 - c) Acquisition/Redevelopment
 - d) Housing Construction Loan
 - e) CDBG Deferred Payment Loan
 - f) Urgent Repair Deferred Payment Loan
 - g) A Avenue and Market Street Deferred Loans
 - h) IFA Deferred Payment Rehabilitation Loan
2. 2015 Housing Task Force Priority actions:
 - a) Update the housing needs assessment – DONE
 - b) Identify suitable sites for infill housing
 - c) Identify suitable sites for new subdivision housing
 - d) Figure out mechanisms to make sites suitable for purchase/redevelopment

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Other program options (continued)

- 3. 2018/2019 Creative Placemaking:
 - a) Reiterated need for single-family homes and apartments
 - b) Recommended creation of a Revolving Loan Fund
- 4. New programs:
 - a) Residential historic preservation assistance
 - b) Explore CDBG grants for older home rehab in targeted areas
 - c) Housing studies – update 2015 Housing Action Plan, site assessments for new development, etc.
 - d) Future land use plans – Comprehensive Plan budgeted for 2022-2023.
 - e) Subsidize community programs/efforts:
 - Code enforcement
 - Property recognition/award program
 - Assist housing task force
 - Others?

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OHTF Communication
Meeting Date: April 4, 2019
Requested By: City Clerk

Item Title: MISCELLANEOUS

Explanation:

- A. Approval of claims
 - 1. List of claims for February 2019
 - 2. List of claims for March 2019

- B. Accounting and Activity Report
 - 1. Accounting Report – Housing Dept. February 2019
 - 2. OHTF Activity for February 2019
 - 3. OHTF Activity for March 2019

Budget Consideration:

Not applicable.

Attachments:

Lists of claims for February 2019 and March 2019
Accounting Report – Housing Dept. February 2019
OHTF Activity February 2019 and March 2019



OHTF Communication

Date: April 4, 2019

Requested By: City Clerk

Item Title:

Approval of payment of claims for February 2019 and March 2019.

Explanation:

A list of claims for February 2019 and March 2019 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

Feb-19

February postage
February copies

0.20

1.50

GRAND TOTALS

1.70

FUND TOTALS

Fund 140 - Housing Funds

1.70

1.70

Signature

Date

Signature

Date

City of Oskaloosa
Claims Register

Mar-19

Matt Houser & JD's Bulldozing
March postage
March copies

Demo II loan - 424 North 6th St

4,000.00

1.00

19.88

GRAND TOTALS

4,020.88

FUND TOTALS

Fund 140 - Housing Funds

4,020.88

4,020.88

Signature

Date

Signature

Date



OHTF Communication
Meeting Date: April 4, 2019
Requested By: City Clerk

Item Title:

Review of accounting report for February 2019.

Explanation:

The accounting report for February 2019 is included in your agenda packet for review.

Budget Consideration:

Not applicable.

Attachments:

Accounting report
Activity reports

OSKALOOSA HOUSING TRUST FUND
February 28, 2019

HOUSING FUND		Fund Balance
<u>Beginning Balance</u>		YTD
		\$204,989.45
<i>Revenue:</i>		
140503044300	Interest	\$1,909.91
140503014531	Late Fees	\$30.00
140503014570	Processing Fees	\$356.00
140503024711	Loan Repayments	\$26,001.26
140503024713	Loan Repayments (unrestricted)	\$11,162.56
	<i>Total Revenue</i>	<u>\$39,459.73</u>
<i>Expenses:</i>		
14050306405	Recording Fee Expense	\$173.00
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	\$0.00
14050306497	Demo Loan	\$12,000.00
14050306498	Refunds & Reimbursements	\$0.00
14050306507	Operating Supplies	\$0.00
14050306508	Postage	\$12.47
14050306511	Copying	\$15.08
14050306910001	Transfer Out	\$0.00
	<i>Total Expenses</i>	<u>\$12,275.55</u>
<u>Ending Balance</u>		\$232,173.63
**Loan Repayments (unrestricted) 6/30/11 balance		
		\$48,464.44
**Loan Repayments (unrestricted) 6/30/12 balance		
		\$42,687.69
**Loan Repayments (unrestricted) 6/30/13 balance		
		\$31,239.18
**Loan Repayments (unrestricted) 6/30/14 balance		
		\$15,727.19
**Loan Repayments (unrestricted) 6/30/15 balance		
		(\$16,515.22)
**Loan Repayments (unrestricted) 6/30/16 balance		
		\$9,539.56
**Loan Repayments (unrestricted) 6/30/17 balance		
		(\$16,569.45)
**Loan Repayments (unrestricted) 6/30/18 balance		
		\$7,037.81
Total		<u>\$121,611.20</u>

HOUSING DONATED FUNDS		Fund Balance
		Program To Date
<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>	<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)	\$ 20,000.00
	<i>Total Expenses</i>	<u>\$ 186,334.26</u>
<u>Ending Balance</u>		\$ 34,740.74

Oskaloosa Housing Trust-Monthly Activity

Feb-19

1st time Homebuyer payments for February 1, 2019 **\$ 1,676.21**

Restricted	\$ 1,517.58
Non-restricted	\$ 158.63

Other loans paid in full

<i>Name</i>	<i>Date paid</i>	<i>Payment</i>
J Schutjer - Urgent Repair	2/7/2019	\$ 5,000.00

NSF/Closed Accounts on payments

<i>Name</i>	<i>Amount</i>	<i>Follow-up</i>
Shipley	\$ 22.46	*Sent letter 2-12-2019 for NSF *Paid February and March payments 2-25-2019

Oskaloosa Housing Trust-Monthly Activity

Mar-19

1st time Homebuyer payments for March 1, 2019**\$ 1,653.75**

Restricted	\$ 1,495.12
Non-restricted	\$ 158.63

Demolition loans issued

<i>Name</i>	<i>Address</i>	<i>Amount</i>
M Houser	424 North 6th St	\$ 4,000.00