

OSKALOOSA HOUSING TRUST FUND COMMITTEE
SPECIAL MEETING MINUTES
June 27, 2019

A special meeting of the Oskaloosa Housing Trust Fund Committee was called to order at 12:04 p.m. on Thursday, June 27, 2019 by Chairperson Dan Adams in the City Hall Lower Level Conference Room, 220 South Market, Oskaloosa, Iowa.

COMMITTEE MEMBERS PRESENT: Dan Adams, Tammy Sauer, Royce Spoelstra and Carri VandeRee, Noel Stahle & John Grahek.

COMMISSION MEMBERS ABSENT: Randall Davis, Joe Caliguiri and Bernice Hahn

CITY STAFF PRESENT: Shawn Christ & Becki Gatton

Approval of May 2, 2019 Housing Trust Fund Committee Regular Meeting Minutes

It was moved by Grahek, seconded by VandeRee to approve the May 2, 2019 Housing Trust Fund Committee minutes. Motion carried unanimously.

Review attendance record and consider removal of OHTF Committee member Randell Davis

Randell Davis has not attended a meeting since November 2017. Mr. Davis is a community (at-large) member and has attended just 3 of 20 meetings since 2016. Attempts to reach Mr. Davis have been unsuccessful. It was moved by VandeRee, seconded by Grahek to remove Randell Davis from the OHTF Committee. All Ayes, motion passes unanimously.

Consider a request for Demolition Grant I for a house located at 825 High Ave East

Allen & Nancy Ellsworth have applied for \$4000 in grant funds under the Demolition Assistance Grant/Loan Program I for a property located at 825 High Ave East. The owners are planning to build a new single-family home on the property. It was moved by Stahle, seconded by Sauer to approve the request. All Ayes, motion passes unanimously.

Consider modifications to First Time Homebuyer Assistance Program

At their last two meetings the OHTF Committee has been working on revisions to the program to increase participation. Christ explained to the committee that if they are generally comfortable with the wording of the plan that they could give staff the authority to move forward with the administrative work such as drafting an application, deed restriction & other documents. This committee's vote would be a recommendation to City Council who will have the final decision. Adams would like to see a punctuation change under section "M" to read 'This grant program fund plan may be amended, from time-to time, as deemed necessary and appropriate upon recommendation by the OHTF, and by a majority vote of the Oskaloosa City Council.' It was moved by Stahle, seconded by Grahek to approve the changes to the First Time Home Buyer Assistance Program. All Ayes, motions passes unanimously.

Approval of Claims

It was moved by Grahek, seconded by Stahle to approve he May 2019 claims for payment. All Ayes, motion carried unanimously.

Review of Accounting Reports

The committee looked over the accounting reports.

Report on Valinn McReynolds Resignation

McReynolds has submitted her resignation from the committee, effective immediately. This leaves 2 community (at-large) openings on the committee. Staff will work with the Mayor and Council to fill these openings.

It was moved by Spoelstra, seconded by VandeRee that the meeting adjourn. Motion carried unanimously. The meeting adjourned at 12:13 p.m.

Minutes by: Becki Gatton