

OSKALOOSA HOUSING TRUST FUND COMMITTEE
REGULAR MEETING MINUTES
THURSDAY, AUGUST 1, 2019

A regularly-scheduled meeting of the Oskaloosa Housing Trust Fund Committee was called to order at 12:03 p.m. on Thursday, August 1, 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, Carri VandeRee, Bernice Hahn & Joe Caligiuri (By Phone)

COMMISSION MEMBERS ABSENT: Noel Stahle & John Grahek

CITY STAFF PRESENT: Shawn Christ & Becki Gatton

Approval of the June 27, 2019 Housing Trust Fund Committee Special Meeting Minutes

It was moved by VandeRee, seconded by Caligiuri to approve the June 27, 2019 Housing Trust Fund Committee minutes. All Ayes, motion carried unanimously.

Consider a request from the City of Oskaloosa for demolition assistance for homes located at 612 5th Ave West and 805 South B Street

Christ explained that the City recently acquired these 2 properties through the abandonment process. The houses are in very poor condition and staff feels emergency demolition is in order. The City budgets \$30,000 for mitigation/demolition however Christ felt that recently bids have been coming in substantially higher for city-managed demolition projects compared to private demolition. Having just entered a new fiscal year the cost for demolition of these 2 homes would wipe out a majority of those budgeted funds. He is approaching the committee to see if they would be interested in covering all or a portion of the demolition costs for these 2 properties or consider an endowment fund to partner with the City by providing financial assistance to supplement the demolition fund. The committee discussed some different assistance scenarios, voiced some concerns and had some additional questions. VandeRee made a motion to approve a \$4000.00 grant per property with no payback requirement at the time of sale and no stipulation to rebuild on the property seconded by Sauer. This will be considered a one-time assistance. All Ayes, motion carried unanimously.

Discussion regarding OHTF committee policies and procedures

Christ initiated discussion regarding committee policies and procedures such as attendance policy, quorum, meeting frequency, administrative decisions and meeting date/time. He felt that reducing the number for quorum may be worth considering to allow for vacancies and absences due to other commitments. The committee currently follows Robert's Rules of Order. The implementation of an attendance policy was also discussed. Christ will draft something in the form of a bylaws amendment and bring it to the committee for further discussion at the next meeting

Consider nominations and election of Vice Chair

With the resignation of Valinn McReynolds there is a vacancy for Vice Chair. It was moved by VandeRee seconded by Hahn to nominate Tammy Sauer as Vice Chair of the Oskaloosa Housing Trust Fund Committee. Sauer accepted the nomination. All Ayes, motion carried unanimously.

Approval of Claims

It was moved by VandeRee, seconded by Sauer to approve the June 2019 claims for payment. All Ayes, motion carried unanimously.

Review of Accounting Reports

The committee looked over the accounting reports.

It was moved by Caligiuri, seconded by VandeRee that the meeting adjourn. Motion carried unanimously. The meeting adjourned at 12:34 p.m.

Minutes by: Becki Gatton