

OSKALOOSA HOUSING TRUST FUND COMMITTEE
REGULAR MEETING MINUTES
SEPTEMBER 5, 2019

A regularly-scheduled meeting of the Oskaloosa Housing Trust Fund Committee was called to order at 12:00 p.m. on Thursday, September 5, 2019 by Chairperson Dan Adams in the City Hall Lower Level Conference Room, 220 South Market, Oskaloosa, Iowa.

COMMITTEE MEMBERS PRESENT: Dan Adams, Nancy Brown, Joe Caligiuri, Bernice Hahn (Arrived at 12:10) Tammy Sauer, Noel Stahle and Carri VandeRee.

COMMISSION MEMBERS ABSENT: John Grahek & Royce Spoelstra

CITY STAFF PRESENT: Shawn Christ & Becki Gatton

Consider Approval of Consent Agenda as Presented or Amended

It was moved by Caligiuri, seconded by Sauer to approve the consent agenda as presented:

- A. Approval of Minutes
- B. Approval of Claims
- C. Receive and File Accounting Reports
- D. Review and File Fiscal Year 2019 Annual Financial Report
- E. Approval of revised record retention policy for OHTF programs

All Ayes, motion passes unanimously.

Consider application for Demolition Grant II for property located at 807 3rd Ave E

Central Reformed Church has applied for funds under the Demolition Assistance Grant/Loan Program II for a property located at 807 3rd Ave East. The applicant proposes to demolish the house and redevelop the lot in the future with expanded church parking. It was moved by Stahle, seconded by Sauer to approve the request. All Ayes, motion passes unanimously.

Consider application for Demolition I Grant for property located at 412 North H Street

Paul Scanlon has applied for funds under the Demolition Assistance Grant/Loan Program I for property located at 412 North H. He intends to demolish the structure and build a new 3 bedroom single-family home. It was moved by Caligiuri, seconded by Stahle to approve the request. All Ayes, motion passes unanimously.

Consider amended OHTF bylaws

At the August 1st meeting the committee discussed proposed revisions to their bylaws. Following direction provided by the committee at that meeting, staff drafted amendments that included minor corrections & clarifications, quorum reduction from 6 to 5 members, and an attendance statement that includes automatic removal of a member who misses more than 3 meetings per year with a provision for a waiver by a 2/3 vote. It was moved by Caligiuri, seconded by Stahle to approve the proposed bylaw revisions as presented. All Ayes, motion passes unanimously.

Christ explained to the committee that he had put out all the information regarding the First Time Home Buyer Assistance Program to local lenders. He did not hear back from Community 1st Credit Union so therefore he has removed them from the list of banks participating in the program. This program is now active & taking applications which are available on the City's website.

It was moved by Caligiuri, seconded by Sauer that the meeting adjourn. Motion carried unanimously. The meeting adjourned at 12:11 p.m.

Minutes by: Becki Gatton