

OSKALOOSA HOUSING TRUST FUND COMMITTEE MINUTES

Thursday, November 5, 2015 - 12:00 Noon

City Hall Conference Room

At 12:13 p.m., while waiting for enough OHTF members to arrive at the meeting in order to have a quorum, Amy Miller, City Clerk/Finance Director, reviewed the accounting report with the committee members present.

The committee meeting was called to order by Chair Dalbey at 12:35 p.m. with the following members present: Dan Adams, Joe Caligiuri, Kandes Dalbey, Randell Davis, Bernice Hahn and Carri Vande Ree. Members absent: Kathie Dykstra, Leon McCullough, Valinn McReynolds, Dave Polkowske and Noel C. Stahle. Also present: Terry Anderson; Amy Miller, City Clerk; Wyatt Russell, Building Official; and Marilyn Johannes.

It was moved by Davis, seconded by Caligiuri to approve the September 16, 2015 Housing Trust Fund Committee Minutes. Motion carried unanimously.

Russell told the committee the house at 415 3rd Avenue West looks like it is in fairly good shape from the outside, but the condition of the structure inside is very poor even though the assessor has the structure listed in good condition on the Beacon website. It was moved by Caligiuri, seconded by Adams to approve demolition grant funds up to \$4,000 for demolition of the structure located at 415 3rd Avenue West. Motion carried unanimously.

Russell told the committee the structure at 706 South D Street has been condemned. It was moved by Caligiuri, seconded by Adams to approve demolition grant funds up to \$4,000 for demolition of the structure located at 706 south D Street. Motion carried unanimously.

Terry Anderson, addressed the committee regarding the request for a demolition grant for a house located at 517 B Avenue West. Anderson said he visited with City Manager Michael Schrock regarding the demolition costs and his plans for the property. Anderson requested the committee consider granting additional funds over the \$4,000 allowed under the OHTF demolition plan, stating the size of the structure makes demolition very costly. Anderson said he could demolish the structure himself for \$12,600; whereas the lowest bid he could get from an outside contractor was over \$20,000; partly due to the cost to remove hazardous materials. Anderson said he could remove the hazardous materials himself for much less than an outside contractor. Davis said he would like to see the structure demolished.

The committee discussed the matter with staff and decided to accept a motion for approval of a \$4,000 demolition grant and schedule a special meeting to address the issue of providing more funds for demolition of the structure at 517 B Avenue West.

It was moved by Caligiuri, seconded by Adams to approve demolition grant funds up to \$4,000 for demolition of the structure located at 517 B Avenue West. Motion carried unanimously.

Miller explained that since 2012 the city has been trying to collect the \$7.00 lien release fee due on FHLB Rehabilitation Forgivable loans. Letters requesting the release fee were sent again in April 2015 with no response to the letters received. Miller is requesting that \$98.00 (14 liens x \$7 per release) be expended from Fund 140 to clear up the remaining release fees. It was moved by Hahn, seconded by Davis to approve payment of \$98.00 to clear up the

remaining release fees. Motion carried unanimously.

Miller explained that staff is requesting changes to the First Time Homebuyers and Demolition program plans processing fee associated with the loans/grants to increase the fee from \$75.00 to \$100.00 which would include any recording or release fees which the property owner is responsible for since the fees are paid to the city anyway, and the city pays the Mahaska County Recorder's office for any recording completed. Staff proposes the language in the plans be changed to indicate participants/grant recipients shall be required to pay a loan-processing fee as approved by Resolution by the Oskaloosa City Council on the fee schedule which will eliminate the need to change the plan every time the fee needs changed. It was moved by Davis, seconded by Adams to amend the First Time Homebuyers and Demolition program plans to change the language regarding processing fees and approve an increase in the processing fee from \$75.00 to \$100.00. Motion carried unanimously.

The committee discussed the demolition loan approved for the property at 714 North C Street owned by Gregory Meyer with city staff. Miller explained Meyer demolished the house at 714 North C Street and combined the lots at 714 North C Street and 718 North C Street in order to build a laundry room and garage. Miller explained the addition to the home was only partially completed for the 2015 assessment and the 2016 assessment is not available at this time. In order to comply with the plan Meyer needs to complete improvements exceeding \$6,770 to be in compliance with the demolition program plan. Miller said the assessed value for 2016 will not be available until April when values come out. If at that time the improvements do not meet the value required, the city will start billing the owner.

Miller informed the committee of two outstanding demolition loans granted before the change was made to the demolition loan plans setting a timeline for compliance for which the owners have not complied. Miller said neither one has obtained a permit. Dalbey asked that staff send letters to the owners regarding the matter. This item will be added to the January 2016 agenda for discussion and possible action.

It was moved by Hahn, seconded by Davis to approve the September and October claims lists for payment. Motion carried unanimously.

The meeting adjourned at 1:05 p.m.

Minutes by Marilyn Johannes