

OSKALOOSA HOUSING TRUST FUND COMMITTEE MINUTES

Wednesday, September 16, 2015 - 12:00 Noon

City Hall Conference Room

The committee meeting was called to order by Chair Dalbey at 12:00 p.m. with the following members present: Dan Adams, Joe Caligiuri, Kandes Dalbey, Randell Davis, Valinn McReynolds Noel C. Stahle (at 12:05 p.m.), and Carri Vande Ree. Members absent: Kathie Dykstra, Bernice Hahn, Dave Polkowske and Leon McCullough. Also present: Amy Miller, City Clerk; Michael Schrock, City Manager; Dylan Mulfinger, Management Analyst; and Marilyn Johannes.

It was moved by Caligiuri, seconded by Adams to approve the July 2, 2015 Housing Trust Fund Committee Minutes and the August 3, 2015 Housing Trust Fund Committee Special Meeting Minutes. Motion carried unanimously.

Dylan Mulfinger, Management Analyst, distributed Housing Trust Fund Committee orientation packets to the committee. Mulfinger explained the packets were created to serve as an orientation document for new committee members on city boards and commissions. Mulfinger told the committee to feel free to make recommendations to change or enhance the packet for the Housing Trust Fund Committee.

The committee discussed the request for a demolition grant from Brian Booy for demolition of a house located at 416 2nd Avenue West.

(Stahle arrived at 12:05 p.m.)

It was moved by Adams, seconded by Vande Ree to approve demolition grant funds up to \$4,000 for demolition of the structure located at 416 2nd Avenue West. Motion carried unanimously.

The committee discussed the changes made to the Demolition Program Plans. Miller stated City Council has to approve changes to the demolition programs and since the committee did not meet on September 3 due to lack of a quorum, if the changes are approved as presented by the Housing Trust Fund Committee, they will be presented to the City Council at the October 5, 2015 city council meeting and become effective October 15, 2015.

It was moved by Caligiuri, seconded by Davis to approve the Demolition Program Plan changes. Motion carried unanimously.

The committee reviewed and discussed the city manager's 2015 Housing Action Plan with City Manager Michael Schrock. Schrock gave an overview of the plan and implementation of the program. Schrock said essentially it is what he would like to see done in the community regarding housing and explained that he worked with Main Street Oskaloosa and the Mahaska Community Development Group to develop the plan. Schrock said he hopes the group will get excited about the plan, embrace it and support it financially. Schrock indicated that he would like to receive funding to update the housing needs assessment. Schrock said he would be requesting \$50,000-\$75,000 at a future meeting.

Miller gave an overview of the 2015 Annual Financial Report included in the OHTF agenda and discussed the report with the committee. The committee discussed the reason for the

decrease in the use of the First Time Homebuyer Program. Miller offered to contact other entities to see if they are experiencing the same trend. It was noted the program has had a reduction in usage in the past but it has rebounded. Miller told the committee the report will be put on the city website.

Vande Ree mentioned that she has had several conversations with clients regarding the Ironwood housing project. The committee discussed the Ironwood housing project with City Manager Schrock. Schrock indicated the project was still under construction so units have not been rented out yet. Schrock provided the committee with project sheets for the Ironwood housing project so the committee had accurate information if they receive future inquiries.

The committee briefly discussed the possibility of contributing funding for the renovation of the building located at 212 North Market Street with city staff. McReynolds indicated the owner of the property does not want to take the matter to the committee at this time. Dalbey tabled the item until such time that further discussion or action is needed. Schrock recommended the committee verify the party asking for assistance qualifies for grant program assistance before providing financial support.

Miller reported on the claims lists. It was moved by Caligiuri, seconded by Adams to approve the July and August claims lists for payment. Motion carried unanimously.

Miller reviewed the accounting report with the committee.

The meeting adjourned at 1:00 p.m.

Minutes by Marilyn Johannes