

## OSKALOOSA HOUSING TRUST FUND COMMITTEE MINUTES

Thursday, September 1, 2016 - 12:00 Noon

City Hall Conference Room

The committee meeting was called to order by Chair Adams at 12:01 p.m. with the following members present: Dan Adams, Joe Caligiuri, Bernice Hahn, Valinn McReynolds, Tamera Sauer, Noel C. Stahle and Carri Vande Ree. Members absent: Randell Davis, Dave Polkowske and Leon McCullough. Staff present: Amy Miller, City Clerk, Andrew Jensen, Development Services Director, and Marilyn Johannes. Others present: Beth Danowsky, Rob Taylor, James Hansen and Jason Madison from CRI.

It was moved by Vande Ree, seconded by Caligiuri to approve the July 14, 2016 Housing Trust Fund Committee Regular Meeting Minutes. Motion carried unanimously.

It was moved by Hahn, seconded by Vande Ree to approve the August 17, 2016 Housing Trust Fund Committee Special Meeting Minutes. Motion carried unanimously.

### **Review Fiscal Year 2016 Annual Financial Report.**

Amy Miller summarized the Fiscal Year 2016 Financial Report.

### **Discuss potentially funding a new Housing Needs Assessment.**

Jensen told the committee the last housing needs assessment was done in 2012 by the University of Iowa and was funded by OHTF. Jensen said it needs to be updated and that it is a priority of the City Council. Jensen reviewed the current housing action plan with the committee. Jensen said he talked to other communities regarding housing needs assessments, and, depending on the scope of the assessment, the study would cost approximately \$15,000-\$20,000. Jensen said he brought the matter to the committee for discussion only at this time.

McReynolds asked if Jensen would work with the firm selected if OHTF funded it. Jensen said he would give updates and provide a report to the committee. Caligiuri said it is good to compare with previous firm's findings. Adams asked if going to look into having U of I do the study again or go with a research firm.

Jensen: Recommend performing the study every three years. Could pursue the university option but would prefer having a research firm perform the study this time. Perhaps go with university option every other time.

Jensen said he recommends Maxfield as a possibility after talking with other community representatives. Stahl asked if Maxfield was an Iowa firm and Jensen said no, Minnesota. Stahle asked if there was an Iowa firm and what about the Request For Proposal process. Jensen said OHTF could do RFP process and could see what other communities have done.

Taylor asked if Jensen had seen any studies where the study area extends beyond the city limits. Jensen said he could talk to the county, that some studies are county-wide but more expensive. Hansen: Concur with outside development. Caligiuri: Define what areas want included. Jensen: Usually city or county-wide or maybe could go with geographic boundaries.

Jensen asked the committee to think about what they want to focus on. Could ask firm to put focus on corridors, concentrate on dilapidated housing in arteries and collector streets. Bring

options and more information to the next meeting.

Stahle: How long did study take last time? Taylor: A couple of months or more. Jensen: Maxfield thought three months.

**Discussion and possible action on a \$25,000 special project grant request from Oskaloosa Downtown Development, LLC.**

Hansen distributed a conceptual drawing of the McMillen building (old Swim's building) and explained that along with his work at Musco, he works for the Oskaloosa Downtown Development organization. Hansen explained that ODD is a nonprofit organization created when the building Smokey Row is now in collapsed.

Hansen: Asking OHTF for money to put into the McMillen building; similar to funds OHTF contributed to Trolley Place. Want to create 12 apartments. Worked with property owners to get insurance company to pay claim with what little they would pay. On the first floor talking about retail and making the building handicap accessible by improving the entrance on the 1<sup>st</sup> floor and the 2<sup>nd</sup> floor would be apartments. The next phase is to finish out to back of the building and replace the windows in the front. Interested in getting Booy Construction to build the apartments since Brian Booy is building apartments above his building.

Hansen: More extensive damage was done to the building because owners didn't deal with their insurance company. ODD assisted owners with insurance companies.

Hansen: \$2.2 million project. Spent about \$1 million so far, asking OHTF for \$25,000 for this project. ODD wants to keep the community involved in the project.

Hahn: What will rent be on apartments? Hansen: \$900, apartments will be 1,300 square feet with two bedrooms and 2 baths.

McReynolds: Who will manage the apartments? Hansen: Musco has been management on Trolley Place to save money on costs. May try to sell to whole building to someone.

McReynolds: Would contribution affect future demolition project funds? Miller gave a report on demolition funds and said she saw no reason why this contribution would interfere with demolition grant funds.

Vande Ree: Can First Time Homebuyer funds be used since not using them? Miller: Yes, and it helps that Ironwood is paying back their loan now with a payment every month. This amount can be handled. Vande Ree: After done, if don't sell the building where does the rent go? Hansen: Goes to debt services, pay off debt.

It was moved by Vande Ree, seconded by Stahle to approve a \$25,000 special project grant from fund 140 to Oskaloosa Downtown Development for upper story housing in the McMillen Building. Motion carried unanimously.

Miller explained the items on the claims lists. It was moved by Caligiuri, seconded by Hahn to approve the July 2016 and August 2016 claims lists for payment. Motion carried unanimously.

Miller reviewed the accounting report with the committee. Miller reported the balance down \$5,000 due to demolition loans; and First Time Homebuyer loans continue to drop down due to end of payments or paying them off early so property can be sold.

The committee briefly discussed the First Time Homebuyer loan drop. Miller said she could reach out to other communities to see what they offer for First Time Homebuyer loan programs.

The meeting adjourned at 12:50 p.m.

Minutes by Marilyn Johannes