



**City of Oskaloosa  
Oskaloosa Housing Trust Fund Committee  
Lower Level Conference Room  
City Hall, 220 S. Market Street  
Oskaloosa, IA 52577  
Agenda  
December 1, 2016  
12:00 p.m.**

**1. Call to Order/Roll Call - 12:00 P.M.**

Roll Call: \_\_\_\_\_ Chair \_\_\_\_\_ Adams, \_\_\_\_\_ Caligiuri, \_\_\_\_\_ Davis, \_\_\_\_\_ Hahn,  
\_\_\_\_\_  
\_\_\_\_\_ McReynolds, \_\_\_\_\_ Polkowske, \_\_\_\_\_ Sauer, \_\_\_\_\_ Spoelstra, \_\_\_\_\_  
Stahle,  
\_\_\_\_\_  
\_\_\_\_\_ Vande Ree, \_\_\_\_\_ Willett.

Documents:

[20161201 CALL TO ORDER AND ROLL CALL.DOCX](#)

**2. Administer the oath of office to new Housing Trust Fund Committee member Royce Spoelstra.**

Documents:

[OHTF OATH OF OFFICE COMMUNICATION.DOCX](#)  
[OATH OF OFFICE SPOELSTRA.DOC](#)

**3. Approval of Minutes, subject to corrections.**

October 27, 2016 Housing Trust Fund Committee Regular Meeting Minutes

Documents:

[20161201 APPROVAL OF MINUTES.DOCX](#)  
[20161027 OHTF MINUTES FINAL.DOCX](#)

**4. Citizens to be Heard**

This item is reserved to receive comments from the community for concerns whether or not they are included in the current agenda.

Documents:

[20161201 CITIZENS TO BE HEARD.DOCX](#)

**5. Request for demolition grant I for a house located at 603 A Avenue East.**

Documents:

[OHTF COMMUNICATION BURST.DOCX](#)  
[OHTF APPLICATION-603 A AVE E.PDF](#)  
[EXISTING PICTURES.DOCX](#)

**6. Request for demolition grant II for a house located at 501 G Avenue West.**

Documents:

[OHTF COMMUNICATION DEMO GRANT II.DOCX](#)  
[OHTF APPLICATION-501 G AVE W.PDF](#)  
[EXISTING PICTURES.DOCX](#)

**7. Discuss Data Request/Key Contact Memorandum for the Housing Needs Analysis.**

Documents:

[OHTF COMM HOUSING ANALYSIS DATA REQUEST MEMO.DOCX](#)  
[CITY OF OSKALOOSA DATA REQUESTS MEMO.PDF](#)

**8. Miscellaneous**

Documents:

[20161201 MISCELLANEOUS.DOCX](#)

**A. Approval of Claims**

Documents:

[20161201 CLAIMS.DOCX](#)  
[HOUSING CLAIM LIST NOVEMBER 2016.PDF](#)

**B. Review of Accounting Reports.**

Documents:

[20161201 ACCOUNTING REPORTS.DOCX](#)  
[ACCOUNTING REPORT-HOUSING DEPT OCTOBER 2016.PDF](#)  
[OHTF ACTIVITY NOVEMBER 2016.PDF](#)

**9. Adjournment**

**If you require special accommodations, please contact the City Manager's Office at least 24 hours prior to the meeting at (641) 673-9431.**



## OHTF Communication

Meeting Date: December 1, 2016

Requested By: OHTF Committee

**Item Title: Call to Order and Roll Call – 12:00 p.m.**

Roll Call: \_\_\_\_\_ Chair \_\_\_\_\_ Adams, \_\_\_\_\_ Caligiuri, \_\_\_\_\_ Davis, \_\_\_\_\_ Hahn,  
\_\_\_\_\_ McReynolds, \_\_\_\_\_ Polkowske, \_\_\_\_\_ Sauer, \_\_\_\_\_ Spoelstra,  
\_\_\_\_\_ Stahle, \_\_\_\_\_ Vande Ree, \_\_\_\_\_ Willett.

**Explanation:**

Not applicable.

**Budget Consideration:**

Not applicable.

**Attachments:**

None.



## OHTF Communication

Meeting Date: December 1, 2016

Requested By: City Clerk

**Item Title:**

Administer the oath of office to new Housing Trust Fund Committee member Royce Spoelstra.

**Explanation:**

At the November 7, 2016 city council meeting the City Council appointed Royce Spoelstra to the Housing Trust Fund Committee to fill an unexpired at-large term that ends January 31, 2017. Royce Spoelstra will take the oath of office at the December 1, 2016 Housing Trust Fund Committee meeting.

**Budget Consideration:**

Not applicable.

**Attachments:**

Oath

OATH OF OFFICE

I, Royce Spoelstra, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Iowa and that I will faithfully and impartially, to the best of my ability, discharge all the duties of the Housing Trust Fund Committee in Oskaloosa, Iowa, as now or hereafter required by law.

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Signed

ATTEST:

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Signed

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Title



OHTF Communication  
Meeting Date: December 1, 2016  
Requested By: City Staff

**Item Title:**

Consider approval of minutes subject to corrections.

**Explanation:**

Consider approval of the October 27, 2016 Housing Trust Fund Committee Minutes.

**Budget Consideration:**

Not applicable.

**Attachments:**

October 27, 2016 Housing Trust Fund Committee Minutes

## OSKALOOSA HOUSING TRUST FUND COMMITTEE MINUTES

Thursday, October 27, 2016 - 12:00 Noon

City Hall Conference Room

The committee meeting was called to order by Chair Adams at 12:00 p.m. with the following members present: Dan Adams, Joe Caligiuri, Randell Davis, Bernice Hahn, Valinn McReynolds, Tamera Sauer, Noel C. Stahle and Carri Vande Ree. Members absent: Dave Polkowske and Mark Willett. Staff present: Amy Miller, City Clerk; Andrew Jensen, Development Services Director; and Marilyn Johannes. Others present: Dave Pfeiffer and Adam Sterrett.

It was moved by Caligiuri, seconded by Stahle to approve the September 1, 2016 Housing Trust Fund Committee Minutes. Motion carried unanimously.

Dave Pfeiffer, a local landlord, commented that he was not in favor of the Housing Needs Assessment Study because he said that realtors could provide the same information. He suggested that the money could be better spent on other projects and questioned whether there is the capacity to implement recommendations from a Housing Needs Assessment. He said one of the biggest problems for housing right now is the lack of buildable lots.

### **Consider a request for demolition grant I for a house located at 122 Geneva Drive.**

Deborah Fisher has applied for funds under the Demolition Assistance Grant/Loan Program I for a property located at 122 Geneva Drive. According to the Mahaska County website the house is in below normal condition. The assessed value of the house is \$45,660.00 and land is assessed at \$11,200.00. The property owner is proposing to replace the house with an 888 square foot stacked duplex. The top floor will have 2 bedrooms and 1 bathroom with a 1 car attached garage. The bottom floor will have 2 bedrooms and 1 bathroom. The value of the house is estimated at \$120,000.

Caligiuri asked when the work would begin. Adam Sterrett commented that he plans to begin work on the property next week. Miller reported there is a timeline in the requirements for a demolition grant. It was moved by McReynolds, seconded by Caligiuri to approve the request for a demolition grant I for a house located at 122 Geneva Drive. Motion carried unanimously.

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

At the September 1, 2016 meeting of the OHTF, the board discussed potentially pursuing a new housing needs assessment study for the community. The OHTF Board directed staff to investigate several different aspects of the potential study and to come back to the next OHTF Board meeting with an actionable item.

Jensen told the committee the last housing needs assessment was done in 2012 by the University of Iowa and indicated that housing needs studies are typically good for three years. Jensen said the Housing Task Force put together a housing action plan with set priorities. Jensen said he recommends updating the housing needs information, and of the two firms that submitted a proposal (Maxfield Research & Consulting and Real Property Research Group) he recommends Maxfield even though the Maxfield proposal is around \$18,000 and the RPRG proposal is around \$11,000. Jensen referred to the comparison sheet of the two firms that he prepared that is in the agenda packet. Jensen said however he believes that either firm can provide what is needed in the study.

Caligiuri said one benefit of studies is they help communities get grant money.

Jensen said the study will help evaluate sites identified by the Housing Task Force for potential residential development. Jensen indicated two deciding factors are timing to complete and cost, and said the RPRG proposal indicates the study will take eight weeks.

Stahle asked if there is any indication of how much time will be spent on the ground. Jensen replied that information is not in the proposals.

Vande Ree said the information available indicates there are no areas where subdivisions could be developed. Caligiuri said that the trend is for zero lot homes because property owners want to reduce amount of grounds to reduce maintenance. Jensen said study should indicate trends on what housing is preferred and where the city should spend dollars. Caligiuri said one of the problems is that current standards should not apply to properties developed in the 1900's. Jensen said zoning changes proposed by the Planning and Zoning Commission address issues regarding the size of a lot to alleviate the need for some variances.

It was moved by McReynolds, seconded by Stahle to approve the proposal from Maxfield Research & Consulting for the Housing Needs Assessment Study. Motion carried unanimously.

It was moved by Caligiuri, seconded by Stahle to approve the September 2016 and October 2016 claims lists for payment. Motion carried with all ayes except for Adams who abstained.

Miller reviewed the accounting report with the committee.

Miller told the committee staff is beginning to keep track of ownership of 1<sup>st</sup> Time Homebuyer properties to check to see if the property owners are the same as when the loan was processed because sometimes the properties are sold or transferred to a different owner and the city is not notified because there is no lien search done. A requirement of 1<sup>st</sup> Time Homebuyer loans is if the property is sold or transferred the loan must be paid in full. Staff is collecting what is due from property owners who no longer own the homes.

The meeting adjourned at 12:45 p.m.

Minutes by Marilyn Johannes



OHTF Communication  
Meeting Date: December 1, 2016  
Requested By: OHTF Committee

**Item Title: CITIZENS TO BE HEARD**

**Explanation:**

This item is reserved to receive comments from the community for concerns whether or not they are included in the current agenda.

**Budget Consideration:**

Not applicable.

**Attachments:**

None.



OHTF Communication  
Meeting Date: December 1, 2016  
Requested By: Development Services Dept.

**Item Title:**

Request for demolition grant I for a house located at 603 A Avenue East.

**Explanation:**

Jeremy DeRonde has applied for funds under the Demolition Assistance Grant/Loan Program I for a property located at 603 A Avenue East. According to the Mahaska County website the house is being observed. The assessed value of the house is \$480.00 and land is assessed at \$5,850.00. The property owner is proposing to replace the house with a 1,200 square foot single family residential dwelling. The proposed dwelling will have 3 bedrooms and 2 bathrooms. The value of the house is estimated at \$100,000.

**Budget Consideration:**

\$100.00 Application Fee  
Expenditure up to \$4,000

**Attachments:**

Demolition application, Warranty Deed, Mahaska County website and Picture of existing structure

City of Oskaloosa

# DEMOLITION ASSISTANCE PROGRAM APPLICATION



Return completed form to: Engineering Department  
804 South D Street, Oskaloosa IA 52577  
Phone: 641.673.7472

Demolition Program #1

Demolition Program #2

Applicant's Name: Jeremy DeRonde

Applicant's Address: 2808

Daytime Phone: (641) 660-8381 Mobile: " "

Address of property to be demolished: 603 A Ave East

Legal description of property to be demolished:

By signing this application, the applicant acknowledges that he/she is aware of the provisions and requirements of the Demolition Program checked above including: For both demolition Programs 1 and 2, the applicant understands a demolition permit must be obtained 30 days after the loan is approved and demolition must occur within 90 days of loan approval. In the case of Program 1, a building permit for the new structure must be obtained within 90 days of the completion of the demolition; additionally, if improvements are not made on the property within two years of the date dispersal which equal or exceed the current assessed value of the property to be demolished, the funds granted by the City will have to be repaid. The applicant further understands automatic payments through a checking or savings account is required. The applicant also verifies that the property is not occupied. The applicant further guarantees that the debris will be properly disposed of and will hold the City harmless for any damage or injury that may be caused during the demolition.

Jeremy DeRonde  
Signature

11/2/16  
Date

### The following to be filled out by City Staff

\_\_\_\_\_ Evidence of Title Received \_\_\_\_\_ Bids Received \_\_\_\_\_ Copy of Demolition Permit

\_\_\_\_\_ Verification applicant has authority to act on behalf of owner if applicant is different from owner

\$ \_\_\_\_\_ Assessed Value of Property before Demo  
Land \$ \_\_\_\_\_ Improvements \$ \_\_\_\_\_

\$ \_\_\_\_\_ Assessed Value of Property after Demo  
Land \$ \_\_\_\_\_ Improvements \$ \_\_\_\_\_

Date property was demolished \_\_\_\_\_ Total cost of demolition: \$ \_\_\_\_\_

Date Grant proceeds issued: \_\_\_\_\_ Total DAP Grant: \$ \_\_\_\_\_

Date Grant proceeds issued: \_\_\_\_\_ Date new improvements were made: \_\_\_\_\_ (DAP #1)

OHTF Chair/Vice Chair Approval \_\_\_\_\_

Housing Department Staff Approval \_\_\_\_\_

7

Document 2016- 184 Stamp #: -0-  
Book 2016 Page 184  
Fee: 37<sup>00</sup> Real Estate Transfer Tax 0-  
Auditors Fee: 10<sup>00</sup>  
Date: Jan 20, 2016 Time: 3:45 pm

Diane Upton Crookham - Mahaska County Recorder  
106 S. 1st Street, Oskaloosa, Iowa 52577  
2808 Lincoln

Prepared by: David D. Dixon, 118 N. Market, Oskaloosa, IA 52577 641-673-9481  
Return to: David D. Dixon, 118 N. Market, Oskaloosa, IA 52577 641-673-9481

QUIT CLAIM DEED

KNOW ALL MEN BY THESE PRESENTS: that the City of Oskaloosa, Iowa, an Iowa municipal corporation, in consideration of the sum of Two thousand five hundred Dollars (\$2,500.00) and other good and valuable consideration in hand paid does hereby Quit Claim unto Jeremy DeRonde and Sarah DeRonde, husband and wife as joint tenants, with all and full rights of survivorship, the following described real estate, situated in Mahaska County Iowa, to wit:

The South One Hundred Thirty-six and one-half feet of the East Eighty-five feet of Lot One of the Northwest Quarter of the Southwest Quarter of Section Eighteen, Township Seventy-five, Range Fifteen, Mahaska County Iowa, and; Lot 6 of Block 3 of Baer's Addition to the City of Oskaloosa, Iowa.

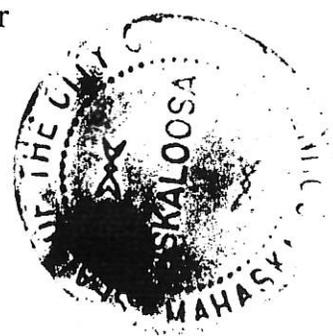
Transfer by municipality exempt from transfer tax.

Words and phrases herein including acknowledgement hereof shall be construed as in the singular or plural number, and as masculine or feminine gender, according to the context.

Signed this 18<sup>TH</sup> day of January 2016.

CITY OF OSKALOOSA IOWA  
By: X David Krutzfeldt  
David Krutzfeldt, Mayor

ATTEST:  
By: Amy Miller  
Amy Miller, City Clerk  
City Hall  
Oskaloosa, Iowa 52577





### Summary

**Parcel ID** 1118311007  
**Office Map** 971  
**Property Address** 603 A Ave East  
 Oskaloosa  
**Sec/Twp/Rng** 18-75-15  
**Brief Legal Description** LOT 6 BLK 3 BAERS AD D  
 (Note: Not to be used on legal documents)  
**Document(s)** DED: 2015-1854 (6/23/2015)  
 DED: 2016-184 (1/20/2016)  
**Gross Acres** 0.00  
**Exempt Acres** N/A  
**Net Acres** 0.00  
**CSR** N/A  
**Class** R - Residential  
 (Note: This is for tax purposes only. Not to be used for zoning.)  
**Tax District** OSKALOOSA  
**School District** OSKALOOSA SCH



If this property is being split, please contact the Assessor's Office at 641-673-5805 for property information.

### Owner

Primary Owner (Deed Holder)	Secondary Owner	Mailing Address
Deronde, Jeremy/Sarah 2808 Lincoln Ave Oskaloosa, IA 52577-		

### Land

**Lot Dimensions** Regular Lot: 60.00 x 120.00  
**Lot Area** 0.17 Acres; 7,200 SF

### Residential Dwellings

**Residential Dwelling**

**Occupancy** Single-Family / Owner Occupied

**Style** Salvage

**Architectural Style** N/A

**Year Built** 1900

**Condition** Observed

**Grade what's this?** N/A

**Brick or Stone Veneer**

**Total Gross Living Area** 723 SF

**Attic Type** None;

**Basement Area Type** Full

**Basement Area** 723

**Basement Finished Area**

**Plumbing** 1 Full Bath; 1 Mtl Stall Shower;

**Fireplaces**

**Porches** 1S Frame Enclosed (72 SF); 1S Frame Enclosed (112 SF);

**Decks**

**Additions**

**Garages** 264 SF - Att Frame (Built 1900);

**Sales**

Date	Seller	Buyer	Recording	NUTC	Type	Multi Parcel	Amount
1/18/2016	CITY OF OSKALOOSA	DERONDE, JEREMY/SARAH	2016-184	Quit Claim Deed	Quit Claim Deed		\$1,250.00
6/18/2015	FIGGINS, RENA	CITY OF OSKALOOSA	2015-1854	No consideration	Quit Claim Deed		\$0.00
+							

**Valuation**

	2016	2015	2014	2013	2012
Classification	Residential	Residential	Residential	Residential	Residential
+ Land	\$5,850	\$5,850	\$5,850	\$5,850	\$5,850
+ Building	\$480	\$7,790	\$7,790	\$7,790	\$7,790
<b>= Total Assessed Value</b>	<b>\$6,330</b>	<b>\$13,640</b>	<b>\$13,640</b>	<b>\$13,640</b>	<b>\$13,640</b>

VALUES ARE NOT PUBLISHED UNTIL APRIL 1ST AND ARE SUBJECT TO BOARD OF REVIEW

**Taxation**

	2015 Pay 2016-2017	2014 Pay 2015-2016	2013 Pay 2014-2015	2012 Pay 2013-2014
Classification	Residential	Residential	Residential	Residential
+ Taxable Land Value	\$3,254	\$3,260	\$3,182	\$3,090
+ Taxable Building Value	\$4,333	\$4,342	\$4,238	\$4,114
+ Taxable Dwelling Value	\$0	\$0	\$0	\$0
<b>= Gross Taxable Value</b>	<b>\$7,587</b>	<b>\$7,602</b>	<b>\$7,420</b>	<b>\$7,204</b>
- Military Exemption	\$0	\$0	\$0	\$0

	2015 Pay 2016-2017	2014 Pay 2015-2016	2013 Pay 2014-2015	2012 Pay 2013-2014
= Net Taxable Value	\$7,587	\$7,602	\$7,420	\$7,204
x Levy Rate (per \$1000 of value)	38.13928	36.84406	35.90845	37.25362
<b>= Gross Taxes Due</b>	<b>\$289.36</b>	<b>\$280.09</b>	<b>\$266.44</b>	<b>\$268.38</b>
- Ag Land Credit	\$0.00	\$0.00	\$0.00	\$0.00
- Disabled and Senior Citizens Credit	\$0.00	\$0.00	\$0.00	\$0.00
- Family Farm Credit	\$0.00	\$0.00	\$0.00	\$0.00
- Homestead Credit	\$0.00	\$0.00	\$0.00	\$0.00
- Business Property Credit	\$0.00	\$0.00	\$0.00	\$0.00
- Prepaid Tax	\$0.00	\$0.00	\$0.00	\$0.00
<b>= Net Taxes Due</b>	<b>\$290.00</b>	<b>\$280.00</b>	<b>\$266.00</b>	<b>\$268.00</b>

### Pay Property Taxes

[Click here to pay property taxes for this parcel.](#)

### Tax History

Year	Due Date	Amount	Paid	Date Paid	Receipt
2015	March 2017	\$145	No		12905
	September 2016	\$145	Yes	9/30/2016	
2014	March 2016	\$140	Yes	1/20/2016	12463
	September 2015	\$140	Yes	9/14/2015	
2013	March 2015	\$133	Yes	9/25/2014	14378
	September 2014	\$133	Yes	9/25/2014	
2012	March 2014	\$134	Yes	9/6/2013	14371
	September 2013	\$134	Yes	9/6/2013	

### Iowa Land Records

DED: 2015-1854 (6/23/2015)

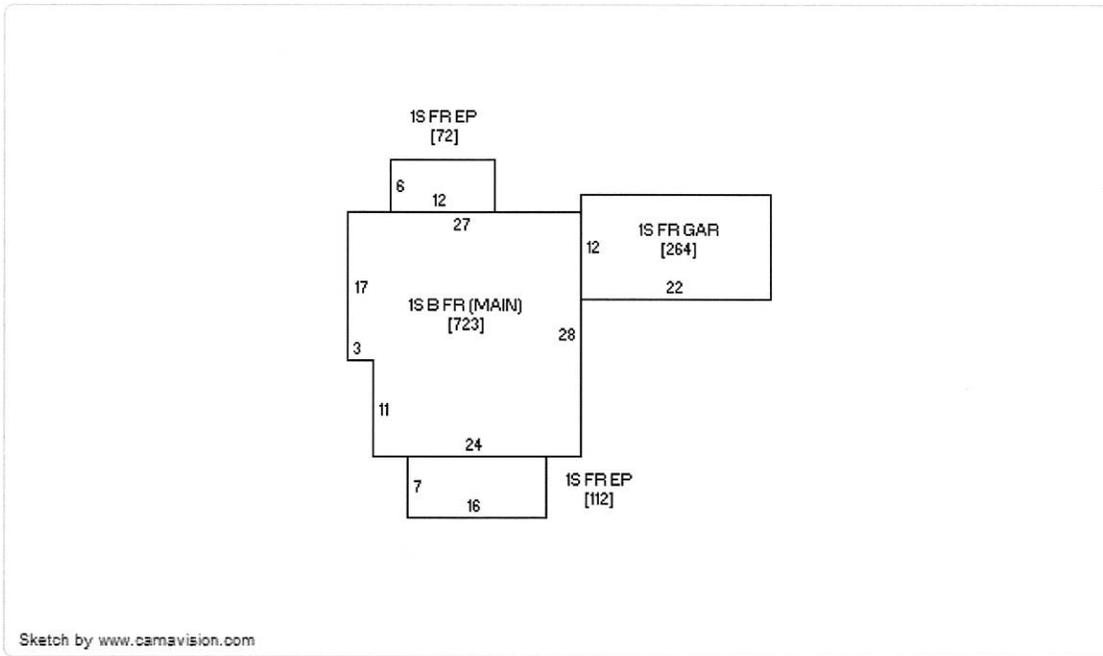
DED: 2016-184 (1/20/2016)

*Data for Mahaska County between Beacon and Iowa Land Records is available on the Iowa Land Records site beginning in 2003. For records prior to 2003, contact the County Recorder or Customer Support at [www.IowaLandRecords.org](http://www.IowaLandRecords.org).*

### Photos



### Sketches



## Real Estate Changes

[Click here for the Assessor's form to report real estate changes.](#)

No data available for the following modules: Commercial Buildings, Agricultural Buildings, Yard Extras, Tax Sale Certificate.

The information in this web site represents current data from a working file which is updated continuously. Information is believed reliable, but its accuracy cannot be guaranteed. No warranty, express or implied, is provided for the data herein, or its use. Special assessments not shown. When using this information for payment purposes or for closing information please contact the Treasurer's office at (641)673-5482.

Last Data Upload: 11/13/2016 7:43:55 PM

 Developed by  
Schneider The Schneider Corporation

TD SITEWORK  
Troy DeMoney  
2365 Ventura Ave.  
Rose Hill, IA 52586

To Demo house at 603 A Ave East  
for Jermev DeRhonde

Removal of house to landfill  
Removal of foundation \$4,200  
Dirt to fill in hole per load \$85<sup>00</sup>  
Sewer /water disconnect home-owners  
responsibility

11-9-16  
Troy DeMoney

# Proposal

Curt Smith  
Curt's Excavating  
641-660-3400  
P.O. Box 24  
Beacon, IA 52534

PROPOSAL SUBMITTED TO: <i>Jeremy DeRonde</i>		JOB NAME <i>Demo</i>	JOB #
ADDRESS		JOB LOCATION <i>603 A Ave E</i>	
		DATE <i>11-2-16</i>	DATE OF PLANS
PHONE #	FAX #	ARCHITECT	

We hereby submit specifications and estimates for:

*Demo house at 603 A Ave E.*  
*in Oskaloosa, haul to landfill*  
*+ remove foundation = \$ 4300.00*  
*Disconnect water at box + cap sewer = \$ 650.00*  
  
*Estimate = \$ 4950.00*  
  
*Dirt to backfill = \$150.00 per load.*  
*Home owner will seed*

We propose hereby to furnish material and labor – complete in accordance with the above specifications for the sum of:

\$ \_\_\_\_\_ Dollars

with payments to be made as follows: *due within 30 days of completion*

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Respectfully submitted *Curtis D Smith*

Note — this proposal may be withdrawn by us if not accepted within \_\_\_\_\_ days.

## Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

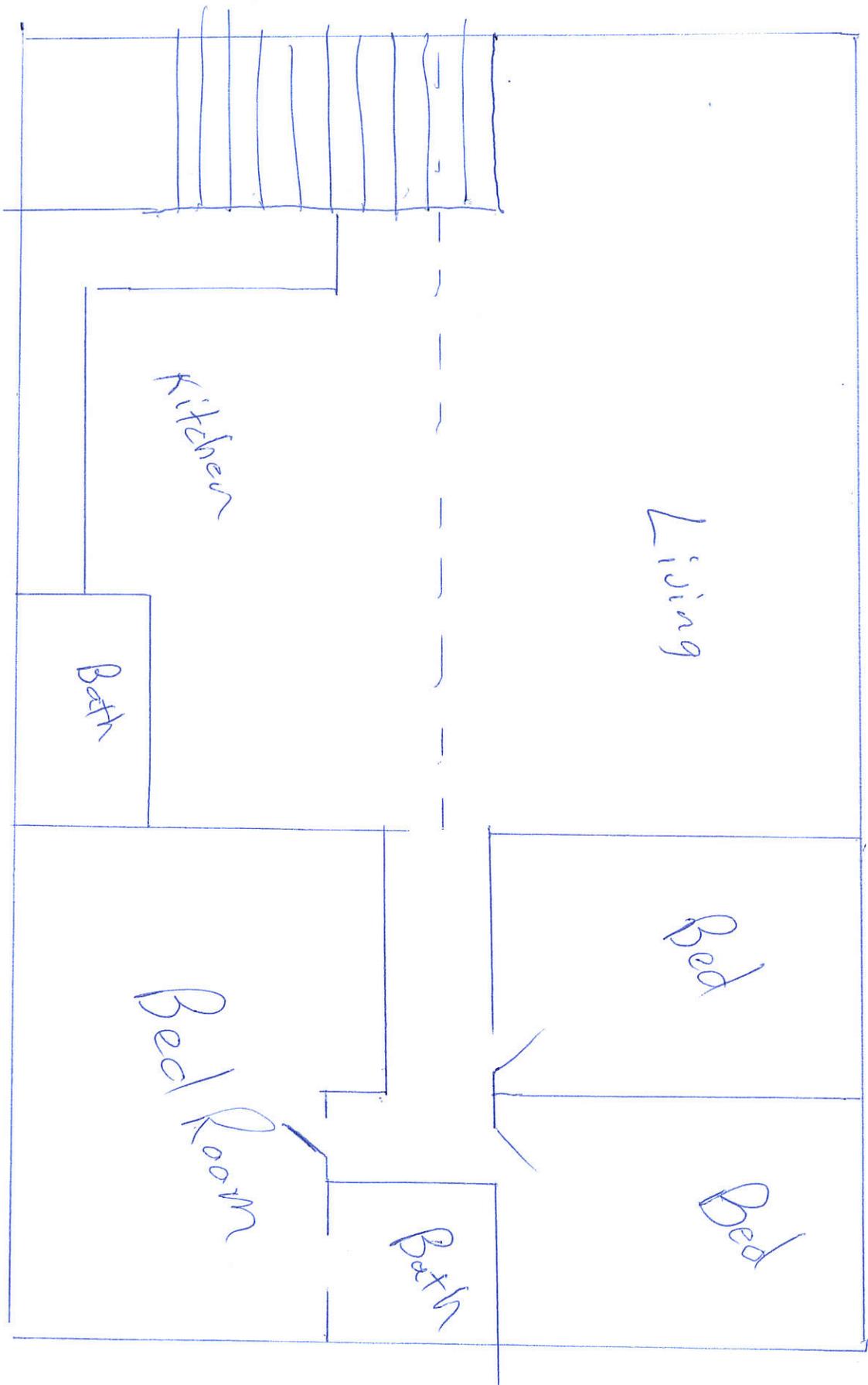
Signature \_\_\_\_\_

Date of Acceptance \_\_\_\_\_

Signature \_\_\_\_\_

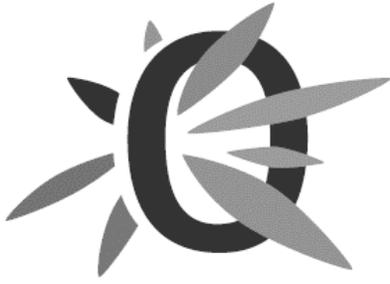
\$880,000

603 A. Ave East



Existing pictures 603 A Avenue East





OHTF Communication  
Meeting Date: December 1, 2016  
Requested By: Development Services Dept.

**Item Title:**

Request for demolition grant II for a house located at 501 G Avenue West.

**Explanation:**

Joan Kunz, representative for R.T. Mant, has applied for funds under the Demolition Assistance Grant/Loan Program II for a property located at 501 G Avenue West. According to the Mahaska County website the house is in normal condition. The assessed value of the house is \$33,010.00 and land is assessed at \$7,580.00.

**Budget Consideration:**

\$100.00 Application Fee  
Expenditure up to \$4,000

**Attachments:**

Demolition application, Warranty Deed, Mahaska County website and Picture of existing structure

City of Oskaloosa

# DEMOLITION ASSISTANCE PROGRAM APPLICATION



Return completed form to: Engineering Department  
804 South D Street, Oskaloosa IA 52577  
Phone: 641.673.7472

Demolition Program #1

Demolition Program #2

Applicant's Name: R. T. Mant Joan Kunz

Applicant's Address: 2388 Newport Ave, Oskaloosa, IA 52577

Daytime Phone: 641-660-3327 Mobile: same

Address of property to be demolished: 501 G Ave. W., Oskaloosa

Legal description of property to be demolished:

By signing this application, the applicant acknowledges that he/she is aware of the provisions and requirements of the Demolition Program checked above including: For both demolition Programs 1 and 2, the applicant understands a demolition permit must be obtained 30 days after the loan is approved and demolition must occur within 90 days of loan approval. In the case of Program 1, a building permit for the new structure must be obtained within 90 days of the completion of the demolition; additionally, if improvements are not made on the property within two years of the date dispersal which equal or exceed the current assessed value of the property to be demolished, the funds granted by the City will have to be repaid. The applicant further understands automatic payments through a checking or savings account is required. The applicant also verifies that the property is not occupied. The applicant further guarantees that the debris will be properly disposed of and will hold the City harmless for any damage or injury that may be caused during the demolition.

Joan Kunz Nick De Bruijn Kenneth Brue  
Signature

11-14-16  
Date

### The following to be filled out by City Staff

\_\_\_\_\_ Evidence of Title Received \_\_\_\_\_ Bids Received \_\_\_\_\_ Copy of Demolition Permit

\_\_\_\_\_ Verification applicant has authority to act on behalf of owner if applicant is different from owner

\$ \_\_\_\_\_ Assessed Value of Property before Demo  
Land \$ \_\_\_\_\_ Improvements \$ \_\_\_\_\_

\$ \_\_\_\_\_ Assessed Value of Property after Demo  
Land \$ \_\_\_\_\_ Improvements \$ \_\_\_\_\_

Date property was demolished \_\_\_\_\_ Total cost of demolition: \$ \_\_\_\_\_

Date Grant proceeds issued: \_\_\_\_\_ Total DAP Grant: \$ \_\_\_\_\_

Date Grant proceeds issued: \_\_\_\_\_ Date new improvements were made: \_\_\_\_\_ (DAP #1)

OHTF Chair/Vice Chair Approval \_\_\_\_\_

Housing Department Staff Approval \_\_\_\_\_

FILE No. 3136 FILED FOR RECORD THE 6th DAY OF October 1995 AT 10:01 O'CLOCK A M. BOOK 266 PAGE 470 STATE OF IOWA, MAHASKA COUNTY: Cindy Brost Recorder  
 RECORDING FEE \$ 6.00 By \_\_\_\_\_ Deputy  
 TRANSFER FEE \$ 50.00



**WARRANTY DEED**

For the consideration of One Dollar(s) and other valuable consideration, Craig A. Fawcett and Teresa D. Fawcett, husband and wife,

do hereby Convey to R. T. Mant, a Partnership,

the following described real estate in Mahaska County, Iowa:

Lot Five of Block Five of Donahey's Addition to the City of Oskaloosa, Iowa, subject to all easements and restrictions of record.

REAL ESTATE TRANSFER TAX PAID 181  
 \$ 23.20  
 Cindy Brost  
 10/6/95 Mahaska

Grantors do Hereby Covenant with grantees, and successors in interest, that grantors hold the real estate by title in fee simple; that they have good and lawful authority to sell and convey the real estate; that the real estate is Free and Clear of all Liens and Encumbrances except as may be above stated; and grantors Covenant to Warrant and Defend the real estate against the lawful claims of all persons except as may be above stated. Each of the undersigned hereby relinquishes all rights of dower, homestead and distributive share in and to the real estate.

Words and phrases herein, including acknowledgment hereof, shall be construed as in the singular or plural number, and as masculine or feminine gender, according to the context.

STATE OF IOWA,  
MAHASKA COUNTY, ss:

Dated: October 6, 1995

On this 6th day of October, 1995, before me, the undersigned, a Notary Public in and for said State, personally appeared Craig A. Fawcett and Teresa D. Fawcett, husband and wife,

Craig A. Fawcett  
 (Grantor)

Teresa D. Fawcett  
 (Grantor)

to me known to be the identical persons named in and who executed the foregoing instrument and acknowledged that they executed the same as their

\_\_\_\_\_ (Grantor)

Michael W. Broerman  
 Notary Public



### Summary

**Parcel ID** 1013251006  
**Office Map** 916  
**Property Address** 501 G Ave West  
 Oskaloosa  
**Sec/Twp/Rng** 13-75-16  
**Brief Legal Description** LOT 5 BLK 5 DONAHEYS ADD  
 (Note: Not to be used on legal documents)  
**Document(s)** REC: 266-470  
**Gross Acres** 0.00  
**Exempt Acres** N/A  
**Net Acres** 0.00  
**CSR** N/A  
**Class** R - Residential  
 (Note: This is for tax purposes only. Not to be used for zoning.)  
**Tax District** OSKALOOSA  
**School District** OSKALOOSA SCH



If this property is being split, please contact the Assessor's Office at 641-673-5805 for property information.

### Owner

Primary Owner (Deed Holder)	Secondary Owner	Mailing Address
R T Mant 2388 Newport Ave Oskaloosa, IA 52577-		

### Land

**Lot Dimensions** Regular Lot: 50.00 x 124.00  
**Lot Area** 0.14 Acres; 6,200 SF

### Residential Dwellings

<b>Residential Dwelling</b>	
<b>Occupancy</b>	Single-Family / Owner Occupied
<b>Style</b>	1 Story Frame
<b>Architectural Style</b>	N/A
<b>Year Built</b>	1915
<b>Condition</b>	Normal
<b>Grade what's this?</b>	N/A
<b>Brick or Stone Veneer</b>	
<b>Total Gross Living Area</b>	976 SF
<b>Attic Type</b>	None;
<b>Basement Area Type</b>	None
<b>Basement Area</b>	240
<b>Basement Finished Area</b>	
<b>Plumbing</b>	1 Full Bath; 1 Sink; 1 Shower Stall/Tub;
<b>Fireplaces</b>	
<b>Porches</b>	1S Frame Open (108 SF); 1S Frame Enclosed (112 SF);
<b>Decks</b>	
<b>Additions</b>	1 Story Frame (240 SF) (240 Bsmt SF);
<b>Garages</b>	288 SF (12F W x 24F L) - Det Frame (Built 1930);

**Sales**

Date	Seller	Buyer	Recording	NUTC	Type	Multi Parcel	Amount
10/6/1995			266-470	Normal Arms-Length Transaction	Warranty Deed		\$14,700.00

+

**Valuation**

	2016	2015	2014	2013	2012
Classification	Residential	Residential	Residential	Residential	Residential
+ Land	\$7,580	\$7,580	\$7,580	\$7,580	\$7,580
+ Building	\$33,010	\$33,010	\$33,010	\$33,010	\$33,010
<b>= Total Assessed Value</b>	<b>\$40,590</b>	<b>\$40,590</b>	<b>\$40,590</b>	<b>\$40,590</b>	<b>\$40,590</b>

VALUES ARE NOT PUBLISHED UNTIL APRIL 1ST AND ARE SUBJECT TO BOARD OF REVIEW

**Taxation**

	2015 Pay 2016-2017	2014 Pay 2015-2016	2013 Pay 2014-2015	2012 Pay 2013-2014
Classification	Residential	Residential	Residential	Residential
+ Taxable Land Value	\$4,216	\$4,225	\$4,124	\$4,003
+ Taxable Building Value	\$18,362	\$18,398	\$17,958	\$17,435
+ Taxable Dwelling Value	\$0	\$0	\$0	\$0
<b>= Gross Taxable Value</b>	<b>\$22,578</b>	<b>\$22,623</b>	<b>\$22,082</b>	<b>\$21,438</b>
- Military Exemption	\$0	\$0	\$0	\$0
<b>= Net Taxable Value</b>	<b>\$22,578</b>	<b>\$22,623</b>	<b>\$22,082</b>	<b>\$21,438</b>
x Levy Rate (per \$1000 of value)	38.13928	36.84406	35.90845	37.25362
<b>= Gross Taxes Due</b>	<b>\$861.11</b>	<b>\$833.52</b>	<b>\$792.93</b>	<b>\$798.64</b>

	2015 Pay 2016-2017	2014 Pay 2015-2016	2013 Pay 2014-2015	2012 Pay 2013-2014
- Ag Land Credit	\$0.00	\$0.00	\$0.00	\$0.00
- Disabled and Senior Citizens Credit	\$0.00	\$0.00	\$0.00	\$0.00
- Family Farm Credit	\$0.00	\$0.00	\$0.00	\$0.00
- Homestead Credit	\$0.00	\$0.00	\$0.00	\$0.00
- Business Property Credit	\$0.00	\$0.00	\$0.00	\$0.00
- Prepaid Tax	\$0.00	\$0.00	\$0.00	\$0.00
<b>= Net Taxes Due</b>	<b>\$862.00</b>	<b>\$834.00</b>	<b>\$792.00</b>	<b>\$798.00</b>

## Pay Property Taxes

[Click here to pay property taxes for this parcel.](#)

## Tax History

Year	Due Date	Amount	Paid	Date Paid	Receipt
2015	March 2017	\$431	No		15441
	September 2016	\$431	Yes	9/26/2016	
2014	March 2016	\$417	Yes	3/29/2016	15374
	September 2015	\$417	Yes	9/22/2015	
2013	March 2015	\$396	Yes	3/23/2015	15358
	September 2014	\$396	Yes	8/27/2014	
2012	March 2014	\$399	Yes	3/24/2014	15346
	September 2013	\$399	Yes	9/23/2013	

## Iowa Land Records

REC: 266-470 ()

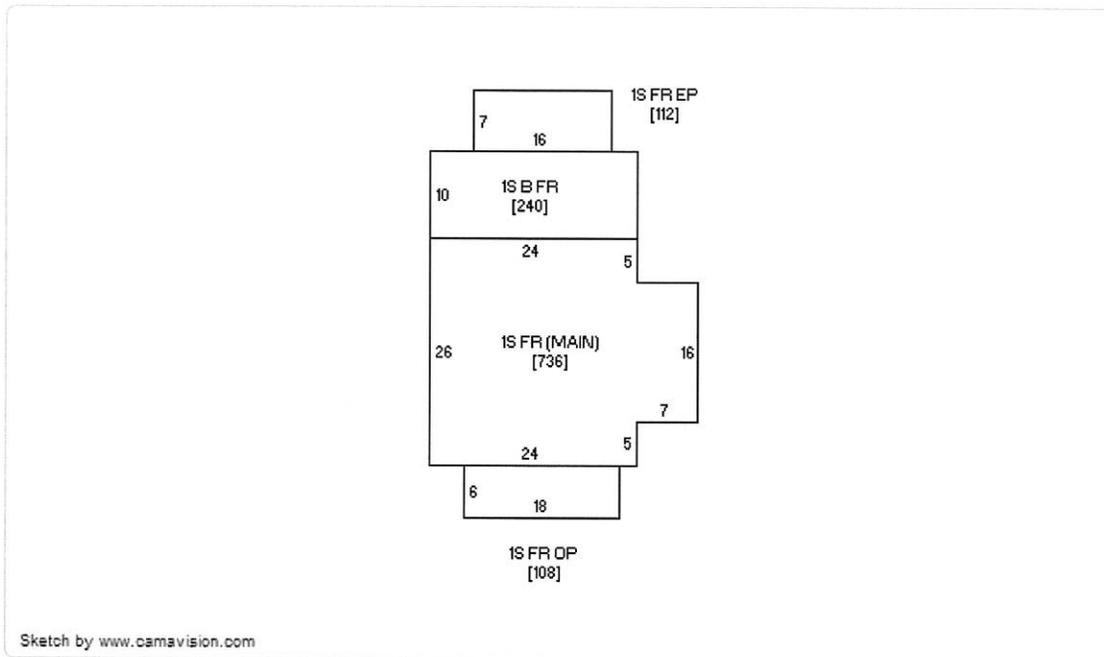
*Data for Mahaska County between Beacon and Iowa Land Records is available on the Iowa Land Records site beginning in 2003.*

*For records prior to 2003, contact the County Recorder or Customer Support at [www.IowaLandRecords.org](http://www.IowaLandRecords.org).*

## Photos



## Sketches



## Real Estate Changes

[Click here for the Assessor's form to report real estate changes.](#)

**No data available for the following modules:** Commercial Buildings, Agricultural Buildings, Yard Extras, Tax Sale Certificate.

The information in this web site represents current data from a working file which is updated continuously. Information is believed reliable, but its accuracy cannot be guaranteed. No warranty, express or implied, is provided for the data herein, or its use. Special assessments not shown. When using this information for payment purposes or for closing information please contact the Treasurer's office at (641)673-5482.

Last Data Upload: 11/13/2016 7:43:55 PM

 Developed by  
The Schneider Corporation

# Proposal

Page # \_\_\_\_\_ of \_\_\_\_\_ pages

Curt Smith  
Curt's Excavating  
641-660-3400  
P.O. Box 24  
Beacon, IA 52534

PROPOSAL SUBMITTED TO: <i>Joan Kuntz</i>	JOB NAME <i>Demo</i>	JOB #
ADDRESS <i>2388 Newport</i>	JOB LOCATION <i>501-G Ave w</i>	
<i>Oskaloosa, Ia.</i>	DATE <i>11-15-16</i>	DATE OF PLANS
PHONE #	FAX #	ARCHITECT

We hereby submit specifications and estimates for:

*Demo house, take to land fill,  
remove basement, disconnect sewer + water  
fill hole + seed yard*

*total estimate = \$ 4900 ==*

We propose hereby to furnish material and labor -- complete in accordance with the above specifications for the sum of:

\$ *4900 ==* Dollars

with payments to be made as follows: *one within 30 days of completion*

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Respectfully  
submitted

*Curtis D Smith*

Note — this proposal may be withdrawn by us if not accepted within \_\_\_\_\_ days.

## Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Signature \_\_\_\_\_

Date of Acceptance \_\_\_\_\_

Signature \_\_\_\_\_



# DEBRUIN TRENCHING, INC.

2319 290th Street  
Oskaloosa, IA 52577  
(641)673-9520  
dbt.dig4u@gmail.com

## Quote

DATE
11/15/2016

NAME / ADDRESS
Joan Kunz 2388 Newport Ave Oskaloosa, IA 52577

DESCRIPTION	QTY	COST	TOTAL
House on North D Street <i>and G ave west</i> Disconnect sewer & water service. Tear down house and haul to landfill. Grade yard so it's ready to seed.		4,200.00	4,200.00
		<b>TOTAL</b>	<b>\$4,200.00</b>

501 G Avenue West Existing Pictures





## OHTF Communication

Meeting Date: December 1, 2016

Requested By: Development Services Dept.

**Item Title:** Discuss Data Request/Key Contact Memorandum for the Housing Needs Analysis.

**Explanation:**

At its October 27, 2016 meeting, the Oskaloosa Housing Trust Fund (OHTF) Committee approved moving forward with a contract for a Comprehensive Housing Needs Analysis with Maxfield Research & Consulting. The Oskaloosa City Council gave final approval for this contract at its November 7, 2016 meeting.

Following the approval of the contract, city staff has been in contact with Matt Mullins of Maxfield Research & Consulting. Discussions have focused on information needs and the project schedule. Mr. Mullins provided a memorandum (attached) with requests for data and for key contacts. Staff is beginning to pull together these data requests. Staff is requesting that the OHTF Committee review the attached memo and consider the following:

- Are there other data/reports/studies that should be provided to Maxfield?
- Who are the appropriate contacts for the personnel listed in the memo?
- Are there other groups/representatives that Maxfield should meet with during their field work?

Staff is also requesting that the OHTF Committee discuss potential meeting dates in January. Maxfield is working on identifying dates toward the beginning of the year to conduct the field work and would like to conduct the kickoff meeting with the OHTF Committee during their week of data collection.

**Budget Consideration:**

None.

**Attachments:**

Memorandum Re: Data Requests/Key Contacts



**Maxfield**  
Research & Consulting

November 22, 2016

## MEMORANDUM

TO: Partners/Stakeholders  
**City of Oskaloosa Housing Study**

FROM: Mr. Matt Mullins  
**Maxfield Research & Consulting, LLC**

RE: Data Requests/Key Contacts

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### Data Requests/Interview Contacts

Maxfield Research & Consulting, LLC was engaged by the City of Oskaloosa to prepare a Comprehensive Housing Needs Analysis that will identify current and future housing needs in Oskaloosa and help decision makers develop a greater understanding of the local housing market.

As part of this analysis, Maxfield Research & Consulting, LLC requests the assistance from various organizations and stakeholders to gather key data pertinent to the housing study. This information is important for our team to be able to complete an effective and thorough analysis. Maxfield Research personnel will be contacting stakeholders to discuss the following agenda items. However, any information/resources/contacts that can be collected in advance will help expedite the project. If possible, we would request all information in an electronic format (i.e. Microsoft Word, Excel, PDF, or compatible).

On behalf of the Maxfield team, we thank you in advance and look forward to working with you on this housing study.

Matt Mullins  
Vice President  
612.904.7971  
[mmullins@maxfieldresearch.com](mailto:mmullins@maxfieldresearch.com)

### Past Studies

Please provide an electronic file and list of relevant past studies/planning documents that are pertinent to the housing study. Documents may include:

- Comprehensive Housing Studies or other housing-related studies
- Comprehensive Plan (with zoning and guided land use map)
- Resident Surveys
- Redevelopment Studies, etc.

### Planned/Pending Projects

Please provide a list of housing-related projects either under construction, planned, or pending. Key information should include:

- Type of housing project (rental vs. owner, market rate vs. affordable, general-occupancy vs. senior, single-family vs. multifamily, etc.)
- Current Status (i.e. under construction, planned, etc.)
- Number of units and/or lots
- Timing
- Location (address or cross-street)
- Developer/applicant (including contact information if available)
- Pricing (if available)
- Any other additional details (the more detailed the information the better)

### Existing Housing Stock/Apartment Lists

If the City of Oskaloosa maintains a list of apartment buildings and senior housing facilities; please provide our team with a list of projects with phone numbers, address, number of units, and property manager (if available). In addition, if the City has a rental ordinance, please provide our team with an overview of the program and summary statistics. Maxfield Research & Consulting, LLC will be contacting and inventorying the rental housing stock in the community.

### Building/Demolition Permits (Residential only)

Please provide a key contact that can assist with building permit and demolition permit historical data. Specifically, we seek the following information (data from 2000 to current):

#### *New Construction*

- Type of permit (single-family vs. multifamily, etc.)
- Units per permit
- Address of permit (and subdivision if available)
- Acres per permit (if available)

- Market value per permit (if available)

*Demolition (if any)*

- Annual permits
- Address
- Type of structure
- Units demolished

Residential Land/Lot Inventory

If the City maintains a residential lot inventory, please provide a list of active subdivisions in your community. Key data points we would like to collect (if available):

- Subdivision name
- Year platted
- Total lots
- Lots by type (Single family vs. townhome, etc.)
- Lots developed & vacant lots
- Lot sizes (range of size or lot size averages)
- Lot types (i.e. walk-outs, look-outs, etc.)
- Builder/developer/Realtor contact person and phone number (Maxfield Research will be contacting and inventorying each subdivision)

Employment

Please provide a list of the largest employers in Oskaloosa. If available, we would like information on:

- Employers name
- Type of Business
- Number of total staff (broken out by full-time vs. part-time if available)
- Key contact person and phone number

Maxfield Research will be contacting the major employers to discuss the relationship between employment and housing

### Housing Programs/Policies

Please provide a summary of available housing programs and resources administered by your community (if any). The Maxfield team will also be contacting stakeholders to learn more about individual programs. Examples of programs may include:

- First-time home buyer programs
- Fix-up funds
- Home improvement loans
- Foreclosure assistance programs
- Energy efficiency programs
- Economic development incentives
- Among a variety of others.

### Assessor's Database/Parcel Data/GIS

If available, Maxfield Research would like to obtain parcel-level information for all residential properties in the City. This data will provide detailed information regarding the housing stock that is not available from the U.S. Census. In addition, this information will assist in determining lot supplies, identifying non-homesteaded properties, etc. This information is typically provided from the local assessor and/or GIS personnel. Maxfield Research will provide a separate file containing typical fields utilized from the assessor database and/or GIS files.

### Maps

Please provide any relevant maps that would be beneficial to the project. Typical maps may include:

- Street map
- Zoning/Comp Plan map
- Subdivision/plat maps
- Vacant lot maps
- Etc.

### Contact information

Please provide a list of key contacts from your community. Personnel may include:

- City planners/community development staff
- Economic development staff
- HRA or housing coordinator staff
- Building department staff
- Assessor's
- Neighborhood organizations

- Chamber of Commerce/CVBs
- School district staff
- City or county GIS staff
- Local bankers/lenders
- Realtors
- Mortgage lenders
- Major employers
- Special needs providers
- Other key stakeholders

Maxfield Research will be contacting personnel from your community and we appreciate any resources you are able to provide.



OHTF Communication  
Meeting Date: December 1, 2016  
Requested By: City Clerk

**Item Title: MISCELLANEOUS**

**Explanation:**

- A. Approval of claims
  - 1. List of claims for November 2016
  
- B. Accounting and Activity Reports
  - 1. Accounting Report – Housing Dept. October 2016
  - 2. OHTF Activity November 2016

**Budget Consideration:**

Not applicable.

**Attachments:**

List of claims for November 2016  
Accounting Report – Housing Dept. October 2016  
OHTF Activity October 2016  
OHTF Activity November 2016



## OHTF Communication

Date: December 1, 2016

Requested By: City Clerk

**Item Title:**

Approval of payment of claims for November 2016.

**Explanation:**

List of claims for November 2016 is included in your agenda packet. Staff recommends approval.

**Budget Consideration:**

Totals appear on the claims list.

**Attachments:**

Claims list.

City of Oskaloosa  
Claims Register

Nov-16

November postage  
November copies

0.93  
56.12

**GRAND TOTALS**

**57.05**

FUND TOTALS

Fund 140 - Housing Funds

57.05

\*\*\*

**57.05**

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Signature

---

Date

---

Signature

---

Date



OHTF Communication  
Meeting Date: December 1, 2016  
Requested By: City Clerk

**Item Title:**

Review of accounting report for October 2016.

**Explanation:**

Accounting report for October 2016 is included in your agenda packet for review.

**Budget Consideration:**

Not applicable.

**Attachments:**

Accounting reports  
Activity reports

**OSKALOOSA HOUSING TRUST FUND**  
**October 31, 2016**

<b>HOUSING FUND</b>		Fund Balance
<u>Beginning Balance</u>		<b>\$205,447.29</b>
<i>Revenue:</i>		
140503044300	Interest	\$150.80
140503014531	Late Fees	\$80.00
140503014570	Processing Fees	\$342.00
140503024711	Loan Repayments	\$19,357.56
140503024713	Loan Repayments (unrestricted)	\$1,759.23
140503044830142	Transfer In	\$0.00
	<i>Total Revenue</i>	\$21,689.59
 <i>Expenses:</i>		
14050306405	Recording Fee Expense	\$175.00
14050306413	Payments to Other Agencies	\$0.00
14050306414	Printing and Publishing Expense	\$0.00
14050306419	Technology Expense	\$0.00
14050306490	Other Professional Services	\$0.00
14050306495	Housing Loans/Assistance	\$28,150.00
14050306497	Demo Loan	\$12,000.00
14050306498	Refunds & Reimbursements	\$0.00
14050306507	Operating Supplies	\$10.00
14050306508	Postage	\$6.05
14050306511	Copying	\$223.59
14050306910001	Transfer Out	\$0.00
	<i>Total Expenses</i>	\$40,564.64
 <u>Ending Balance</u>		 <b>\$186,572.24</b>
 <b>**Loan Repayments (unrestricted) 6/30/11 balance</b>		
		<b>\$48,464.44</b>
<b>**Loan Repayments (unrestricted) 6/30/12 balance</b>		
		<b>\$42,687.69</b>
<b>**Loan Repayments (unrestricted) 6/30/13 balance</b>		
		<b>\$31,239.18</b>
<b>**Loan Repayments (unrestricted) 6/30/14 balance</b>		
		<b>\$15,727.19</b>
<b>**Loan Repayments (unrestricted) 6/30/15 balance</b>		
		<b>\$12,156.67</b>
<b>**Loan Repayments (unrestricted) 6/30/16 balance</b>		
		<b>\$9,539.56</b>
<b>Total</b>		<b>\$159,814.73</b>

<b>HOUSING DONATED FUNDS</b>		Fund Balance
	<b>Program To Date</b>	
<i>Revenue:</i>		
138503024705		
	Contributions 2007-08	\$84,125 \$ 84,125.00
	Contributions 2009-10	\$68,350 \$ 68,700.00
	Contributions 2010-11	\$68,350 \$ 68,250.00
	<i>Total Revenue</i>	\$ 221,075.00
 <i>Expenses:</i>		
13850306413	Payments to Other Agencies	\$ 1,000.00
	First Time Home Buyer 2008	\$64,125 \$ 40,732.00
	First Time Home Buyer 2009	\$48,350 \$ 48,100.00
13850306495	Housing Loans/Assistance	\$ 36,502.26
13850306497	Demo Loan 2008	\$20,000 \$ 20,000.00
	Demo Loan 2009	\$20,000 \$ 20,000.00
13850306910145	Transfer Out (2010 IFA Grant Match)	\$ 20,000.00
	<i>Total Expenses</i>	\$ 186,334.26
 <u>Ending Balance</u>		 <b>\$ 34,740.74</b>

**1st time Homebuyer payments for November 1, 2016** **\$ 2,204.90**

Restricted	\$ 1,863.81
Non-restricted	\$ 341.09

**1st Time Homebuyer Loans final payments this month**

<i>Name</i>	<i>Date completed</i>
S Jordan	11/1/2016
S Stream	11/1/2016

**1st Time Homebuyer Loans paid in full**

<i>Name</i>	<i>Date paid</i>	<i>Payment</i>
W Ottens	11/15/2016	\$ 1,621.81
C Louderback	11/21/2016	\$ 719.56

**Other loans paid in full**

<i>Name</i>	<i>Date paid</i>	<i>Payment</i>
D McReynolds - IFA Rehab	10/24/2016	\$ 383.00

**Demolition Loan approved**

<i>Name</i>	<i>Date approved</i>	<i>Address of demolition</i>
D Fisher	10/27/2016	122 Geneva Dr

**NSF/Closed Accounts on payments**

<i>Name</i>	<i>Amount</i>	<i>Follow-up</i>
T Weiss	\$ 16.59	11-2 Account closed; contacted regarding payment and new account information Paid in full 11-10-2016 with late fee Waiting for updated ACH information