

OSKALOOSA HOUSING TRUST FUND COMMITTEE MINUTES

Thursday, February 7, 2013 - 12:00 Noon
City Hall Conference Room

The committee meeting was called to order by Chairman Taylor at 12:05 p.m. with the following members present: Chairman Rob Taylor, Kandes Dalbey, Bernice Hahn, Dan Adams, Joe Caligiuri, Jon Sullivan, Julia Ross, Noel C. Stahle and Valinn McReynolds with Randell Davis arriving at 12:27 p.m. Members absent: Leon McCullough, Dave Polkowske and Kathie Dykstra. Also present: City Clerk Amy Miller and Marilyn Johannes. City Manager Michael Schrock (entered at 1:00 p.m.),

Rob Taylor administered the oath of office to newly-appointed members Valinn McReynolds and Noel C. Stahle.

It was moved by Dalbey, seconded by Hahn to approve the December 28, 2012 Housing Trust Fund Committee Minutes. Motion carried unanimously.

The Committee discussed the attempt to collect on the outstanding demolition loan at 1212 and 1214 1st Avenue West since improvements to the property had not been made . The committee directed city staff to send another letter to the property owner outlining **the property owner's options and report back to the committee.**

Randy Davis arrived at the meeting.

Amy Miller explained the **city's** possible acquisition of dilapidated residential properties along A Avenue and Market Street for community beautification. The committee indicated their first priority is to provide funds for the First-Time Homebuyer Program, but would consider providing assistance with limited funds on a case-by-case basis when the City Council submits a proposal for the acquisition of a property.

Jon Sullivan explained the Main Street Design **Committee's** plans to apply for competitive grant funds for improvements to five dilapidated buildings on High and Market Street and that Randy Irwin has the expertise to write the grant application. Main Street is asking for \$500.00 to pay Randy Irwin for his services. It was moved by Dalbey, seconded by Ross to contribute \$500.00 from Fund 138 Housing Donated Funds to pay Randy Irwin to write the grant application. Motion carried unanimously.

The committee discussed the request from Helen Edgington for a \$4,000 demolition grant for the property located at 401 North A Street. Dalbey wanted to know if the committee could provide more funds to Ms. Edgington due to the circumstances of the request. It was moved by Ross, seconded by Dalbey to approve demolition grant funds of \$4,000; and up to an additional \$1,000 in demolition grant funds subject to the recommendation of the City Attorney since this amount is more than approved by the plan, for demolition of the structure located at 401 North A Street owned by Helen Edgington. Motion carried unanimously.

Miller reported on audit reviews for State Housing Trust Fund grant #10-04 and Home Program. She reported on the State Housing Trust Fund Grant #10-04 loans that were issued in 2010 and 2011 for a total of \$51,069. She said the applications were missing

the following required information: additional members that will be residing in the household along with their birthdates and ages, verification of all income and assets of a household upon assistance being granted, and if the client did not have income and they were an adult member, a zero income verification form must be filled out. Miller recommended the required information be considered on all future programs. She also said the HOME program requires proof of insurance and proof of primary residency (utility bill) every year during the 10 year duration of the loan. Miller said the requirements had not been verified in previous years and explained that if a recipient moved out of the house or rented the house that OHTF would be required to pay back the loan and then go after the recipient for reimbursement. Miller said currently there are eight loans totaling \$232,000. Miller said she wanted the OHTF to be aware of this liability.

Michael Schrock entered the meeting.

Taylor asked that discussion of the summary results of the Iowa Finance Authority Statewide Housing Study be placed on the next agenda.

Taylor asked for volunteers from the committee to serve on a separate committee to finalize plans for adoption of the Housing Study Action Plan. Randell Davis, Valinn McReynolds and Bernice Hahn volunteered to serve.

Discussion of the accessible housing topic was tabled until a future meeting.

It was moved by Adams, seconded by Dalbey to approve the December claims list for payment. Motion carried unanimously.

The accounting report was reviewed.

Taylor told the committee he has served as chair of OHTF for several years and there has not been an election of officers for several years and he felt it was time to schedule an election of officers. Also, he asked that the OHTF bylaws be sent to the committee for review and discussion at the next meeting.

The meeting adjourned at 1:22 p.m.

Minutes by Marilyn Johannes