

OSKALOOSA HOUSING TRUST FUND COMMITTEE MINUTES

Thursday, June 6, 2013 - 12:00 Noon

City Hall Conference Room

The committee meeting was called to order by Vice-Chairman Dan Adams at 12:02 p.m. with the following members present: Bernice Hahn, Dan Adams, Joe Caligiuri, Julia Ross, Noel C. Stahle, Kandes Dalbey, Kathie Dykstra and Randell Davis. Members absent: Valinn McReynolds, Jon Sullivan, Dave Polkowske and Leon McCullough. Also present: City Manager Michael Schrock, City Clerk Amy Miller, David Wright, Charlie Comfort and Marilyn Johannes.

It was moved by Caligiuri, seconded by Ross to approve the May 2, 2013 Housing Trust Fund Committee Minutes. Motion carried unanimously.

(Bernice Hahn arrived at the meeting.)

Schrock provided the committee with some background information regarding the properties located at 1212 and 1214 1st Avenue West. Schrock emphasized the main issue is the properties are difficult to redevelop because of the location of the sewer main under the property. Schrock recommended the committee release the two forgivable loans in exchange for transfer of the properties to the City of Oskaloosa and said the city would be willing to reroute the sewer main if the property is sold and developed.

It was moved by Ross, seconded by Davis to approve Resolution No. 01.06.13 entitled “A RESOLUTION RELEASING TWO FORGIVABLE LOAN AGREEMENTS GIVEN BY LISA EVANS IN EXCHANGE FOR THE TRANSFER TO THE CITY OF OSKALOOSA OF REAL ESTATE ENCUMBERED BY THE LOANS.” Motion carried unanimously.

The committee discussed the demolition grant/lien agreement that OHTF entered into with David Wright. Miller explained the committee had extended the requirements of the loan agreement twice and at the July 12, 2012 meeting the committee voted to approve a second and final extension until June 1, 2013 with the additional stipulations that the project be complete and ready for occupancy. David Wright discussed the matter with the committee indicating he had spent \$60,000 on the property and he was paying taxes on it, but a few minor issues remained before an occupancy permit would be issued.

(Kandes Dalbey arrived at the meeting.)

Schrock indicated that the committee could waive the requirement in light of the fact that improvements had been made to the property as required by the loan agreement. Adams pointed out the committee normally doesn't require an occupancy permit. Miller stated that once improvements are made, requirements have been met.

It was moved by Ross, seconded by Davis to waive any further requirements and release the loan. Motion carried unanimously.

Amy explained the revisions made to the OHTF subordination policy and discussed the policy with the committee. Adams said that banks do not always require an appraisal so need to add “if required by the bank” at the end of item 3c of the subordination process. Schrock suggested that it say “if required by the mortgage lender” because the lender is

not always a bank.

It was moved by Dalbey, seconded by Dykstra to approve the subordination policy with the addition of "if required by the mortgage lender" at the end of item 3c under the subordination process. Motion carried unanimously.

The committee discussed the date for the next meeting since the regular meeting date falls on Independence Day. Consensus of the committee was to schedule the meeting on July 18.

Schrock opened discussion of election of officers by saying Rob Taylor wants to continue to serve on the OHTF committee but not as chair. Adams indicated he is willing to continue to serve as vice-chair. Kandes Dalbey said Rob had asked her if she would be willing to serve as chair and she said she is willing to do so. Dalbey also indicated she would like to see guidelines established regarding election of officers that include terms of office and a set time for elections at the end of either the calendar year or fiscal year.

It was moved by Dalbey, seconded by Hahn to approve the May claims list for payment. Motion carried unanimously except for Ross who abstained.

Miller reviewed the accounting report with the committee.

Miller told the committee a property owner who got a demolition grant sold the property before the requirement was met that the owner keep the property for two years. Miller indicated however that neither the housing brochure nor the lien agreement indicated the property could not be sold for two years so the owner may not have been aware of the requirement. Miller said revisions would be made to the documents to reflect the requirement.

Schrock updated the committee on the city's acquisition of dilapidated properties.

The meeting adjourned at 12:46 p.m.

Minutes by Marilyn Johannes