

# City of Oskaloosa Boards and Commissions Orientation Packet



Housing Trust Fund Committee

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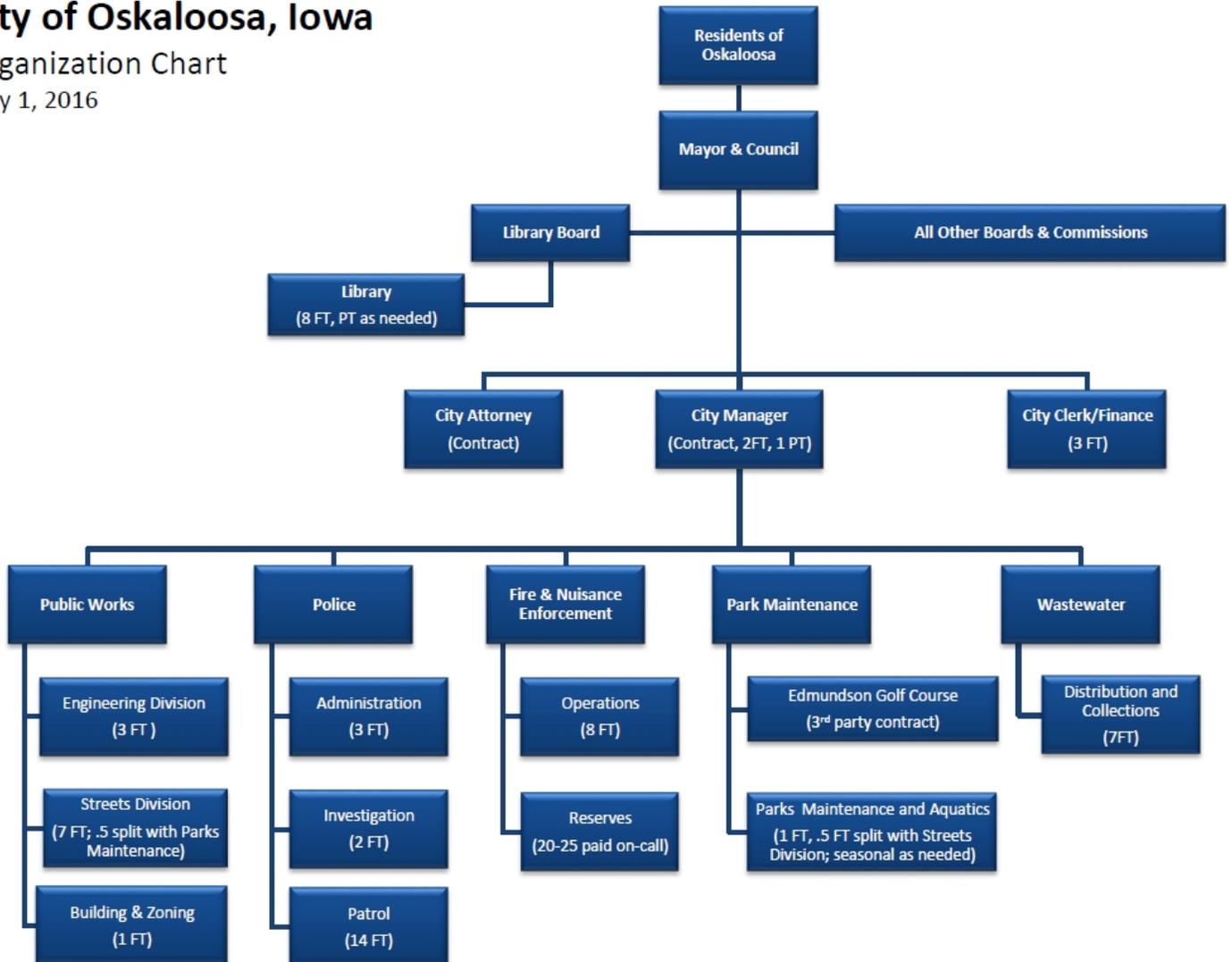
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## City of Oskaloosa, Iowa

### Organization Chart

July 1, 2016



## Oskaloosa, Iowa

Oskaloosa is a diverse, micropolitan community offering big-city amenities. It is a “hot spot” for entrepreneurs thanks to public and private leaders who work to build strong infrastructure, communication, and transportation systems and have a vision of sustainable growth. It is a place businesses and workers want to call home. Our historic downtown district is a hub for live music, shopping, and dining. A high-speed fiber optic system delivers world-class communication solutions and can grow with technological changes and demands. With a current population of approximately 11,500 people, Oskaloosa continues to grow and change. The community is approximately 65 minutes from the state capital of Des Moines and just over an hour and a half away from Iowa City, home to the University of Iowa.



### Mission

Serve and protect the citizens of Oskaloosa to provide a positive environment which encourages desirable growth and enhances the quality of life in the community.

### Vision Statement

Make Oskaloosa an irresistible place to grow business so the quality of life is enhanced for the whole community.

## City Departments

- City Clerk's Office- City Hall 220 South Market Street
  - Appointed by the City Council, the City Clerk attends all council meetings and is responsible for duties defined by the Code of Iowa and designated by the City Council. The City Clerk is the Finance Director and City Treasurer by Oskaloosa City Code. The staff from the City Clerk's Office is responsible for maintaining all public records, which consists of storage, retention and scanning of official records.
- City Manager's Office- City Hall 220 South Market Street
  - Appointed by the City Council, the City Manager oversees all administrative tasks necessary for city operations, supervises city departments, maintains the city budget and represents the municipality in a variety of settings. The City Manager implements policy adopted by the City Council.
- Fire Department- 220 South Market Street
  - The Fire Department provides emergency response services to residents within and around the city limits of Oskaloosa, three cities, and eight townships. The department also assists the building official with fire prevention inspections. The Fire Department oversees Code Enforcement to keep our community safe and attractive for residents and visitors alike.
- Oskaloosa Public Library- at 220 South Market Street
  - The Oskaloosa Public Library exists to serve as a primary source of information, education, recreation, and personal fulfillment for all of the City of Oskaloosa and Mahaska County.
- Parks and Recreation at 220 South Market Street
  - The Oskaloosa Parks Department oversees Edmundson Park, the Downtown Park, Jaycee's Parks, and Vanderwilt Park. The Parks Department monitors and maintains the health of the city's urban forestry program. The Parks Department assists with downtown activities and oversees seven shelters.
- Police Department- Mahaska Law Enforcement Center 214 High Avenue East
  - The City of Oskaloosa Police Department provides public safety services to the residents of Oskaloosa. The Department uses bicycle, foot and vehicle patrol to provide public safety services to the city's residents, across 7.98 square miles.
- Public Works- 804 South D Street
  - Engineering
    - The Engineering/GIS Department is responsible for the design and oversight of city infrastructure construction, the maintenance of city maps and plats, and providing general engineering assistance to a variety of city departments.
  - Building and Zoning
    - The Building and Zoning department works with residents on building permits, setback requirements, and fence permits. The Building Official works with residents, contractors and local business owners on community improvements and local construction.

- Streets
  - The Streets Department fills potholes, replaces damaged concrete panels, chip seals or seal coats certain streets, and performs crack sealing.
- Wastewater- 2632 Kent Ave
  - The Wastewater Department oversees two treatment plants and seven lift stations and are responsible for the sanitary sewer and stormwater system. The plants that Wastewater monitors treat just under 2 million gallons of wastewater per day.
- Oskaloosa Municipal Water Department- 1208 S 7th Street
  - The Oskaloosa Municipal Water Department (OMWD) is responsible for providing clean drinkable water for the City of Oskaloosa. OMWD treatment plant is located north of Oskaloosa and relies on a series of wells to pull from the Skunk River watershed.

## City of Oskaloosa's Form of Government

The City of Oskaloosa has a Mayor-Council form of government with the City Council appointing a City Manager to serve at the discretion of the City Council. The City Council consists of seven Council Members, four elected by ward and three elected at large for overlapping terms of four years. The Mayor is elected for a two-year term. The Mayor is not a member of the City Council and does not vote. The City Council, Mayor, and city officers have such powers and shall perform such duties as are authorized by State law and by the ordinances, resolutions, rules, and regulations of the city.

## Appointment Process

Residents of Oskaloosa are appointed to the Housing Trust Fund Committee by the Oskaloosa City Council through an application process. Candidates may be required to interview as part of the appointment process.

## Housing Trust Fund Committee

The Housing Trust Fund Committee is to adopt rules and regulations it deems necessary to govern the committee's organizational procedures, including establishment of an executive committee, and which do not conflict with this chapter or other resolutions and/or ordinances of the city council as well as:

- A. Recommend policy direction and oversight to the administration and operation of the housing trust fund by:
  1. Soliciting funding;
  2. Developing bylaws to govern the committee's operations; and
  3. Developing policies and guidelines for acquisition and distribution of funds. Such solicitation, bylaws, policies and guidelines shall be approved by the city council.
- B. Coordinate an effective mechanism for public participation in the operation of the trust fund, recommend projects to the city council for funding approval and engage in activities providing for the efficient use of the trust fund.

The Housing Trust Fund Committee is open to one representative of any person or entity that contributes more than two thousand dollars toward the operations of the trust fund. Membership from the business community on the committee shall continue until replaced by the entity that made the original appointment. The city council appoints five additional members to the committee. The appointments are to be made from the community, at large and are for three years. All administrative, personnel, accounting, budgetary and procurement policies and practices of the city govern the housing trust fund committee in all its operations and activities.

The Housing Trust Fund Committee typically meets the first Thursday every other month at noon in City Hall. The housing trust fund committee is required to hold at least six meetings per year. Meetings are conducted under Robert's Rules of Order. The staff contact for the Housing Trust Fund Committee is the City Manager or his designee.

## Additional Resources

- Oskaloosa Housing Needs Assessment - 2012
  - <http://www.oskaloosaiowa.org/DocumentCenter/View/224>
- Oskaloosa Demolition Assistance
  - <http://www.oskaloosaiowa.org/DocumentCenter/View/457>
- First Time Homebuyer Assistance
  - <http://www.oskaloosaiowa.org/index.aspx?nid=269>
- AHEAD Regional Housing Trust Fund
  - <http://www.area15rpc.com/rhtf>
- USDA Rural Development
  - <http://www.rd.usda.gov/ia>

## Powers Designated by Code

The Housing Trust Fund Committee is granted specific powers and is assigned certain duties. The committee has the authority to:

- A. Conduct and/or participate in studies for the purpose of identifying housing needs within the community.
- B. Shares information contained in any studies with private and/or public developers.
- C. In addition to the above-mentioned duties and powers specified, the committee may, with city approval:
  1. Accept unconditional gifts and donations of real and personal property, including money;
  2. Acquire by purchase, bequest, or donation, fee and lesser interests in real estate;
  3. Preserve, maintain, operate, develop or redevelop properties under the ownership or control of the trust fund committee;
  4. Lease, sell, and otherwise transfer or dispose of properties subject to rights of public access and other covenants and in a manner that will address identified housing needs within the community;

5. Contract, with approval of the city council, with the state or federal government or other organizations;
6. Cooperate with the federal, state and local governments in the pursuance of the objectives of the housing trust fund;
7. Provide information for the purpose of the housing trust fund to the governing body;
8. Promote and conduct educational programs related to identified housing issues within the community.

(Ord. 1085 §1(F), 2000)

## Bylaws of the Housing Trust Fund Committee

### ARTICLE I - BYLAWS

1.1 Bylaws. These Bylaws shall constitute rules and regulations of the Oskaloosa Housing Trust Fund Committee (the "Committee").

1.2 Place of Business. The principal place of business of the Committee shall be 220 South Market, Oskaloosa, Iowa 52577.

### ARTICLE II - MEMBERS

2.1 Duties. The Oskaloosa Housing Trust Fund shall be managed under the direction of the Committee.

2.2 Structure. The Committee shall consist of up to five (5) Community At-Large and representatives of any person or entity that contributes \$2,000 or more to the fund who shall serve at the discretion of those entities shall be eligible to serve on the Committee. Representatives of any person or entity that contributes \$2,000 or more to the fund shall be included on a nominating list that is reviewed by the Committee when an existing member's term is set to expire or a vacancy occurs. The Committee shall appoint, by majority vote, up to five (5) representatives from said list to fill an expired or unexpired Committee member term. The At-Large members shall serve according to Oskaloosa City Ordinance.

2.3 Place, Call and Adjournment of Committee Meetings. Meetings of the Committee shall be held in Oskaloosa, Iowa. Meetings may be called by the City Manager or designee, Chair, or Vice Chair. The Chair shall preside at all Committee meetings.

2.4 Annual Meeting. The Committee shall meet each year at a time and place established by the Committee for the purpose of organization, election of officers, and consideration of any other business that may properly be brought before the meeting.

2.5 Other Meetings. Except as otherwise provided by these bylaws or by statute, other meetings of the Committee may be held upon written notice by mail, facsimile, telegram, cablegram, or other electronic means that provides written evidence of distribution, at least two days prior to the day for such meeting. Notice of any meeting of the Committee may be waived in writing signed by the person or persons entitled to such notice, whether before or after the time of such meeting. Attendance of a member at such meeting shall constitute a waiver of notice thereof except where a member attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. The purpose or purposes of such meeting of the Committee need not be specified in the notice, or waiver of notice of such meeting. Meetings of the Committee, including the Annual Meeting, shall be held at least quarterly.

2.6 Quorum and Acts. Except as otherwise provided by statute or ordinance, six (6) members of the Committee shall constitute a quorum for the transaction of business. The act of a majority of the members present at a meeting at which a quorum is present shall be the act of the Committee.

Members of the Committee or any sub-committee thereof shall be deemed present in person at any meeting of the Committee or the sub-committee if a conference telephone or other similar communications equipment by means of which all persons participating in the meeting can hear and speak to each other is used.

2.7 Removal. At a meeting of the Committee called expressly for the purpose of removing a Committee member, such member may be removed, for cause, by a two-thirds (2/3) vote of those members present at the meeting for which there was at least two (2) weeks prior notice of the proposed action. A replacement shall be appointed by the Oskaloosa City Council or the contributing entity as the case may be.

2.8 Resignation. Any Committee member may resign at any time by giving written notice to the City Manager or designee, Committee, the Chair, Vice Chair or the Secretary and his/her contributing entity or the Oskaloosa City Council as the case may be. Such resignation shall take effect at the time specified therein, and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. Resignations received shall be presented and discussed with the Committee at the next scheduled meeting.

2.9 Sub-Committees. The Chair reserves the right to create sub-committees and appoint Committee members to serve said sub-committee as needed.

2.10 No Compensation/Loans/Grants. Committee members shall serve without compensation. No loans or grants shall be made by the Trust Fund to committee members or their spouse.

2.11 Interest of a Member in Transactions. Except as otherwise provided by Iowa Code, no contract or other transaction between the Trust Fund Committee and one or more of its members or any other committee, firm, association, or entity in which one or more of its members are members or officers or are financially interested, shall be either void or voidable because of such relationship or interest or because such member or members are present at the meeting of the Committee (or a committee thereof) which authorizes, approves, or ratifies such contract or other transaction, or because his, her or their votes are counted for such purpose, if:

(1) The fact and the material aspects of such member's relationship or interest are disclosed or known to the Committee or sub-committee which authorizes, approves, or ratifies the contract or other transaction by a vote or consent sufficient for the purpose without counting the vote or consent of such interested member; or

(2) The contract or other transaction is fair and reasonable as to the Trust Fund at the time it is authorized by the Committee.

Common or interested members may be counted in determining the presence of a quorum at a meeting of the Committee (or a committee thereof) which authorizes, approves, or ratifies such contract or other transaction.

### ARTICLE III - OFFICERS

3.1 Officers. At the first meeting and at each annual meeting thereafter, the Executive Committee shall elect a Chair, a Vice Chair, a Secretary, and a Treasurer, and such other officers and assistant officers as may be deemed appropriate by the Committee. Officers other than the Chair may hold more than one office at the same time. All officers shall serve until the next annual meeting of the Committee and until

their respective successors are elected and qualified or until their earlier resignation, removal from office, inability to act, or death.

3.2 Vacancies. Whenever a vacancy occurs in any office by resignation, removal, inability to act, death, increase in the number of officers of the Committee, or otherwise, the same shall be filled by the Committee, and the officer so elected shall hold office until his or her successor is elected and qualified.

3.3 Chair. The Chair shall preside at all meetings of the Committee. He or she shall be responsible for the general supervision, direction and management of the affairs of the Committee. He or she may, together with the Vice Chair, Secretary or Treasurer, execute written documents, as needed, on behalf of the Committee.

3.4 Vice Chair. The Vice Chair shall perform the duties of the Chair in case of the latter's absence or disability. The execution of any instrument by the Vice Chair on behalf of the Committee shall have the same force and effect as if it were executed on behalf of the Committee by the Chair.

3.5 Secretary. The Secretary shall provide for the keeping of accurate minutes of all meetings and shall be responsible for the custody of the records, documents and papers of the Committee. He or she shall provide for the keeping of proper records of all transactions of the Committee. He or she shall have and may exercise any and all other powers and duties pertaining by law, regulation or practice to the office of Secretary, or imposed by these Bylaws. He or she shall also perform such other duties as may be assigned to him or her from time to time by the Committee. The City Manager or designee of the City of Oskaloosa may act as Secretary to the Committee.

3.6 Treasurer. The Treasurer shall provide for the maintenance of accurate financial records for the Committee and safeguarding the assets of the Committee. He or she shall present a report of the Committee's financial transactions and status to the Committee at its annual meeting, and shall from time to time make such other reports to the Committee as it may require. The Treasurer shall perform such other duties as may be assigned to him or her from time to time by the Committee. The City Manager or designee of the City of Oskaloosa may act as the Treasurer or the Committee. Not later than four months after close of each fiscal year, the Treasurer shall prepare the following and maintain such in the registered office of the Committee:

- (1) A balance sheet showing in reasonable detail the financial condition of the Committee as of the close of its fiscal year;
- (2) An income statement showing the results of operation through the close of the Committee's fiscal year;
- (3) The annual report to the Oskaloosa City Council and any other governmental report; and
- (4) Such other financial or governmental reports as the Committee shall determine from time to time.

3.7 Additional Powers. Any officer of the Committee, in addition to the powers conferred upon him or her by these Bylaws, shall also have such powers and perform such additional duties as may be prescribed from time to time by the Committee.

3.8 Removal. Any officer elected or appointed by the Committee may be removed by the Committee whenever in its judgment the best interests of the Committee will be served thereby. Removal shall be without prejudice to the contract rights, if any, of the person removed. Election or appointment of an officer shall not of itself create contract rights.

3.9 Resignation. Any officer of the Committee may resign at any time by giving written notice to the City Manager, Committee, the Chair, Vice Chair or the Secretary of the Committee. Such resignation shall

take effect at the time specified therein, and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

3.10 No Compensation/Loans. No loans shall be made by the Committee to officers. Committee members shall receive no compensation. However, this shall not prohibit reimbursement of expenses legitimately incurred and subsequently approved by the Committee.

#### ARTICLE IV - EMPLOYEES AND CONTRACTORS

4.1 Employees and Contractors. The Committee may from time to time appoint individuals who shall perform such duties and responsibilities as may be assigned to him or her from time to time by the Committee or the Chair. Such individuals may be employed directly by the Committee, may be an independent contractor or may be leased from another entity.

#### ARTICLE V - AMENDMENTS

5.1 By Committee. The Committee shall have the exclusive power to alter, amend, or repeal the Bylaws or adopt new Bylaws by a two third (2/3) vote of those Committee members present at a meeting for which there is at least 2 weeks' notice of the proposed action.

#### ARTICLE VI - BOOKS

6.1 Books and Records. The Committee will keep complete and accurate books and records of account, and will also keep minutes of the proceedings of the Committee.

6.2 Inspection. All books and records of the Committee may be inspected at the Committee's principal place of business by any Committee member (or his or her agent or attorney) for any proper purpose at any reasonable time on written demand stating such purpose.

#### ARTICLE VII - EXECUTION OF INSTRUMENTS

7.1 Execution of Instruments. Except as otherwise designated by the Committee, all written documents shall be executed, as needed, on behalf of the Committee by the Chair, or Vice Chair and one other officer. The person executing the document shall sign it and state beneath or opposite the person's signature, the person's name and the capacity in which the person signs.

APPROVED AND ADOPTED as the Bylaws of the Committee this 25th day of January, 2001. Amended by Committee action this 2nd day of August, 2001.