



City of Oskaloosa
Oskaloosa Housing Trust Fund Committee
Lower Level Conference Room
City Hall, 220 S. Market Street
Oskaloosa, IA 52577
March 5, 2020
12:00 Noon
Agenda

1. Call to Order / Roll Call

Roll Call: _____ Adams, _____ Brown, _____ Caligiuri, _____ Hahn,
_____ Sauer, _____ Spoelstra, _____ Stahle, _____ Vande Ree

2. Consider Approval of Consent Agenda as Presented or Amended

All items appearing on the Consent Agenda are considered routine by the Housing Trust Fund committee and shall be enacted by one motion. If discussion is desired, an item may be removed, discussed separately, and approved by a separate motion.

A. Approval of Minutes

Staff requests approval of the attached meeting minutes

Documents:

[20200206 HTFC MINUTES.PDF](#)
[202002014 HTFC MINUTES.PDF](#)

B. Approval of Claims

Staff requests approval of the attached monthly claims

Documents:

[HOUSING CLAIM LIST FEBRUARY 2020.PDF](#)

C. Receive and File Accounting Reports

Monthly accounting reports are attached for your information

Documents:

[ACCOUNTING REPORT-HOUSING DEPT JANUARY 2020.PDF](#)
[OHTF ACTIVITY FEBRUARY 2020.PDF](#)

D. Consider approval of revised program documents for First Time Homebuyer Forgivable Grant

Documents:

20200305 OHTF COMMUNICATION HOMEBUYER REVISED
APP.PDF
OHTF FIRST TIME HOMEBUYER GRANT APPLICATION REV 2-19-
2020.PDF
RECORD RETENTION POLICY - OHTF UPDATED 03052020.PDF

E. Review of Attendance Record

A record of member attendance is attached for your information

Documents:

[ATTENDANCE RECORD OHTF 2020.PDF](#)

F. ----- End of Consent Agenda -----

3. Regular Agenda / New Business

4. Miscellaneous Business

5. 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.

Oskaloosa Housing Trust Fund Committee
Thursday, February 6, 2020 - Noon
City Hall Lower Level Meeting Room
220 South Market Street, Oskaloosa, Iowa 52577

The meeting was called to order by Chair Adams at 12:00 p.m. with the following committee members present: Dan Adams, Nancy Brown, Joe Caligiuri, Tammy Sauer. Members absent: John Grahek, Bernice Hahn, Royce Spoelstra, Noel Stahle, Carri Vande Ree. Staff present: Shawn Christ and Stephanie Faulkes.

A quorum of committee members was not present.

Consider Approval of Consent Agenda as Presented or Amended

- A. Approval of Minutes
- B. Approval of Claims
- C. Receive and File Accounting Reports

As quorum was not achieved, no action was taken on the consent agenda.

Regular Agenda

- A. Consider application for Demolition Grant II for a house located at 820 7th Avenue East
- B. Consider application for Demolition Grant II for a house located at 1001 North I Street

As quorum was not achieved, no action was taken on the regular agenda.

Miscellaneous Business

- A. Consider required application items for First Time Homebuyer Forgivable Grant Program

The committee reviewed the required information on the application form, the required attachments, and the checklist used by staff and lenders. Due to the change from a loan program to a grant only program, several items were discussed to be removed, added, or refined to lessen the amount of duplication from information captured in other documents or that were no longer needed. Discussed eligibility of residents living in Mahaska County and moving within the city limits of Oskaloosa. Christ provided guidance as to items that could be changed by committee versus those that would need City Council approval.

Christ will facilitate suggested form changes and bring back to committee for further review.

Committee agreed to a special meeting to address consent and regular agenda items delayed to due to no quorum. Christ to coordinate and notify committee.

Meeting adjourned at 12:41 p.m.

Minutes by Faulkes

Oskaloosa Housing Trust Fund Committee
Friday, February 14, 2020 - Noon
City Hall Lower Level Meeting Room
220 South Market Street, Oskaloosa, Iowa 52577

The special meeting was called to order by Chair Adams at 12:00 p.m. with the following committee members present: Dan Adams, Nancy Brown, Joe Caligiuri, Tammy Sauer (arrived at 12:01 p.m.) Royce Spoelstra, Noel Stahle, and Carri Vande Ree. Members absent: John Grahek, Bernice Hahn. Staff present: Shawn Christ and Stephanie Faulkes.

Consider Approval of Consent Agenda as Presented or Amended

It was moved by Stahle, seconded by Caligiuri to approve the consent agenda as presented:

- A. Approval of Minutes
- B. Approval of Claims
- C. Receive and File Accounting Reports

All Ayes, motion passes unanimously.

Regular Agenda

A. Consider application for Demolition Grant II for a house located at 820 7th Avenue East
Cassie Ferree has applied for funds to demolish the house of the above listed property for greenspace; she plans to retain the garage.

It was moved by Caligiuri, seconded by Brown to approve the request. All Ayes, motion passes unanimously.

B. Consider application for Demolition Grant II for a house located at 1001 North I Street
Austin Schmidt has applied for funds to demolish the house of the above listed property for greenspace.

It was moved by Vande Ree, seconded by Sauer to approve the request. All Ayes, motion passes unanimously.

Miscellaneous Business

A. Status report on committee members

Christ reports that John Grahek has resigned his position with Clow; a new representative from Clow will join the committee although may have a vacancy for a while. The committee also has an At-Large opening; Christ encouraged members to have interested parties apply.

Meeting adjourned at 12:07 p.m.

Minutes by Faulkes

City of Oskaloosa
Claims Register

Feb-20

B/G Rental Properties LLC & Edel Inc
DP Enterprises & VandeWall Plumbing
February postage
February copies

Demo I loan - 401 South B St
Demo I loan - 412 North H St

4,000.00
4,000.00
1.00
0.36

GRAND TOTALS

8,001.36

FUND TOTALS

Fund 140 - Housing Funds

8,001.36

8,001.36

Signature

Date

Signature

Date

OSKALOOSA HOUSING TRUST FUND
January 31, 2020

HOUSING FUND		Fund Balance
<u>Beginning Balance</u>		\$229,864.71
<i>Revenue:</i>		
140503044300	Interest	\$2,147.94
140503014531	Late Fees	\$0.00
140503014570	Processing Fees	\$877.00
140503024711	Loan Repayments	\$30,486.70
140503024713	Loan Repayments (unrestricted)	\$2,582.58
	<i>Total Revenue</i>	\$36,094.22
 <i>Expenses:</i>		
14050306405	Recording Fee Expense	\$255.00
14050306413	Payments to Other Agencies	\$0.00
14050306414	Printing and Publishing Expense	\$74.99
14050306419	Technology Expense	\$0.00
14050306490	Other Professional Services	\$0.00
14050306495	Housing Loans/Assistance	\$2,500.00
14050306497	Demo Loan	\$28,000.00
14050306498	Refunds & Reimbursements	\$0.00
14050306507	Operating Supplies	\$0.00
14050306508	Postage	\$6.00
14050306511	Copying	\$1.48
14050306910001	Transfer Out	\$0.00
	<i>Total Expenses</i>	\$30,837.47
 <u>Ending Balance</u>		 \$235,121.46
 **Loan Repayments (unrestricted) 6/30/11 balance		
		\$48,464.44
**Loan Repayments (unrestricted) 6/30/12 balance		
		\$42,687.69
**Loan Repayments (unrestricted) 6/30/13 balance		
		\$31,239.18
**Loan Repayments (unrestricted) 6/30/14 balance		
		\$15,727.19
**Loan Repayments (unrestricted) 6/30/15 balance		
		(\$16,515.22)
**Loan Repayments (unrestricted) 6/30/16 balance		
		\$9,539.56
**Loan Repayments (unrestricted) 6/30/17 balance		
		(\$16,569.45)
**Loan Repayments (unrestricted) 6/30/18 balance		
		\$7,037.81
**Loan Repayments (unrestricted) 6/30/19 balance		
		\$12,907.20
Total		\$134,518.40

HOUSING DONATED FUNDS		Fund Balance
		Program To Date
<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>		 \$ 34,740.74

1st time Homebuyer payments for February 3, 2020**\$ 1,242.98**

Restricted	\$ 1,213.81
Non-restricted	\$ 29.17

1st Time Homebuyer Loans final payments this month

<i>Name</i>	<i>Date completed</i>
A Van Engelenhoven	2/3/2020

Loans paid in full

<i>Name</i>	<i>Date paid</i>	<i>Payment</i>
W Gardner	2/12/2020	\$ 362.56
A Van Engelenhoven - New Construction	2/3/2020	Fully forgiven

Demolition Loan approved

<i>Name</i>	<i>Date approved</i>	<i>Address of demolition</i>
C Ferree	2/14/2020	820 7th Ave E
A Schmidt	2/14/2020	1001 North I St

Demolition loans issued

<i>Name</i>	<i>Address</i>	<i>Amount</i>
P Scanlon	412 North H St	\$ 4,000.00
B Booy	401 South B St	\$ 4,000.00



OHTF Communication

Meeting Date: March 2, 2020

Requested By: Development Services Dept.

Item Title:

Consider approval of revised program documents for First Time Homebuyer Forgivable Grant

Explanation:

Based on discussion at the February 6, 2020 meeting, the following revised items are attached for consideration and approval:

1. First Time Homebuyer Application Form (with required attachments listed); and
2. Records Retention Policy.

Note that the homebuyer program checklist is also being revised to reflect changes to the application form but does not require OHTF approval. That checklist will be finalized by city staff for their use.

Budget Consideration:

None

Attachments:

Application form and records retention policy



First-Time Homebuyer Forgivable Grant Application

PART 1 – LENDER INFORMATION

First Mortgage Lender: _____ Lender Address: _____
Lender Contact Name: _____ Lender Phone Number: _____
Lender Contact Email: _____

PART 2 – APPLICANT INFORMATION

Applicant Name: _____ Co-Applicant Name: _____
Contact phone: _____ Contact Email: _____
Total persons residing in the household: _____ Total annual household income: \$ _____
Have you owned a home in Oskaloosa’s city limits within the last 3 years? _____
Do you have one or more outstanding OHTF program balances? _____ Program: _____
Are you utilizing another financial assistance program? _____ Program: _____

PART 3 – PROPERTY INFORMATION

Address of property to be purchased: _____
Legal Description (or attach separately): _____

Home purchase price: \$ _____ Located within City limits? _____
Is the property a mobile home? _____ Year built (if a mobile home): _____

PART 4 – ASSISTANCE AND OTHER INFORMATION

Amount requested (\$2,500 max): \$ _____ Not more than 5% of purchase price? _____
Projected closing date: _____

(continued on next page)

OSKALOOSA HOUSING TRUST FUND

RECORD RETENTION POLICY



Demolition loans (Program I and II)

1. All files are kept in full through the life of the loan, which includes the following items:
 - Grant application/checklist
 - Recorded grant/lien agreement
 - Request for check(s) and copy of check(s) issued to homeowner
 - Invoices for work completed on project
 - Copy of demolition permit from Engineer Department
 - Bids for demolition
 - Evidence of clear title of property
 - Verification of authority to act (if applicant differs from owner of property)
 - Beacon print-out of property before demolition
 - Program I only: Site plan information following demolition
 - Program II only: ACH payment forms
 - Program II only: Copy of payment schedule
2. Upon completion of the grant, a release fee is collected from the property owner (if applicable). Once the fee is paid a grant/lien release is completed and filed with the Mahaska County Recorder's office. For Program II loans, a printout of the payment history is added to the files.

An electronic copy of the loan file is uploaded to the Radix website with a destruction date of five **(5) years after the final payment. The hard copy file is shredded and disposed.**

Upper story housing life safety program (Effective FY 2019)

1. All files are kept in full through the life of the loan, which includes the following items:
 - Loan application/checklist
 - Recorded grant/lien agreement
 - Request for check(s) and copy of check(s) issued to property owner
 - Invoices for work completed on project
 - Copy of building permit
 - Bids for improvements
 - Evidence of ownership of property
 - Verification of authority to act (if applicant differs from owner of property)
 - Beacon print-out of property before demolition
 - Program I only: Site plan information following demolition
 - Program II only: ACH payment forms
 - Program II only: Copy of payment schedule

2. Upon completion of the loan, a release fee is collected from the property owner (if applicable). Once the fee is paid a grant/lien release is completed and filed with the Mahaska County Recorder's office. A printout of the payment history is added to the files.

An electronic copy of the loan file is uploaded to the Radix website with a destruction date of five (5) years after the final payment. The hard copy file is shredded and disposed.

First time homebuyer forgivable grants (Effective FY 2020)

1. All files are kept in full through the life of the loan, which includes the following items:
 - Checklist for grant completion
 - Recorded grant/lien agreement
 - Copy of check with status document and processing fee receipt
 - OHTF application
 - Income verification
 - Copy of purchase agreement
 - Copy of first mortgage application
 - Certificate of Achievement (homebuyer's class)
 - Legal description of property
2. Upon completion of the grant, the release is completed and filed with the Mahaska County Recorder's office. The homeowner's file is thinned to include the following items:
 - Recorded release
 - Recorded grant/lien agreement
 - Checklist for grant completion
 - OHTF application
 - First mortgage application
 - Legal description of property

An electronic copy of the homeowner's file is uploaded to the Radix website with a destruction date of five (5) years after the lien is released. The hard copy file is shredded and disposed.

First time homebuyer loans

1. All files are kept in full through the life of the loan, which includes the following items:
 - Checklist for loan completion
 - ACH payment forms
 - Recorded mortgage document
 - Promissory note
 - Mortgage loan account information
 - Copy of loan check with status document and processing fee receipt
 - OHTF application
 - Employment verification
 - Final HUD settlement
 - Good Faith Estimate
 - Copy of purchase agreement

- Appraisal
 - First mortgage application
 - Certificate of Achievement (Homebuyer's class)
 - Mahaska County Auditor property verification
 - Legal description of property
 - Print-out from Beacon for address of property
2. Upon full payment of the loan, the release is completed and filed with the Mahaska County Recorder's office. The homeowner's file is thinned to include the following items:
- Recorded release
 - Recorded mortgage document
 - Checklist for loan completion
 - Print-out of payment history
 - Promissory note
 - Mortgage loan account information
 - OHTF application
 - First mortgage application
 - Legal description of property

An electronic copy of the homeowner's file is uploaded to the Radix website with a destruction date of five (5) years after the final payment. The hard copy file is shredded and disposed.

Forgivable/Deferred loans

1. The following programs fall under this category:
- A Avenue and Market Street deferred payment loans
 - CDBG deferred payment rehabilitation loans
 - FHLB forgivable rehabilitation loans
 - IFA deferred payment rehabilitation loans
 - New Construction forgivable loans
 - RACI Main Street deferred payment or forgivable loans
 - Urgent Repair deferred payment loans
2. All files are kept in full through the life of the loan, which includes the following items:
- Loan checklist
 - Recorded mortgage
 - Promissory note
 - Settlement form
 - Check request(s) and copies of check(s) issued to homeowner
 - Invoices for work completed on project
 - Rehabilitation loan application (OHTF)
 - Employment/homeowner's verification as requested for program guidelines
 - Print-out from Beacon for address of property

3. Upon completion of the retention period of the loan, a release fee is collected from the homeowner (if applicable). Once the fee is paid a mortgage release is completed and filed with the Mahaska County Recorder's office. A print out from Beacon for the address of property (at time loan completes) is added to the file to meet residency requirements.

An electronic copy of the loan file is uploaded to the Radix website with a destruction date of five (5) years after the final payment. The hard copy file is shredded and disposed.

Loans/grants not issued

Any loan or grant application where funds are not issued will be kept in full for two (2) years in storage and shredded at the end of the retention period.

Oskaloosa Housing Trust Fund Committee - Member Attendance Record

Meeting Date	Adams, Dan	Brown, Nancy	Caliguri, Joe	Stahle, John	Hahn, Bernice	Sauer, Tamera	Spoelstra, Royce	Stahle, Noel	VandeRee, Carri
February 14, 2020	✓	✓	✓	A	A	✓	✓	✓	✓
February 6, 2020	✓	✓	✓	A	A	✓	A	A	A
December 5, 2019	✓	✓	✓	✓	✓	✓	✓	A	✓
November 7, 2019	✓	✓	✓	A	✓	✓	✓	✓	A
October 3, 2019	✓	✓	✓	✓	✓	✓	✓	✓	A
September 5, 2019	✓	✓	✓	A	✓	✓	A	✓	✓
August 1, 2019	✓	N/A	✓	A	✓	✓	✓	A	✓
June 27, 2019	✓	N/A	A	✓	A	✓	✓	✓	✓
May 2, 2019	✓	N/A	✓	✓	✓	✓	✓	A	✓
April 4, 2019	✓	N/A	✓	✓	✓	✓	A	✓	✓
March 7, 2019	✓	N/A	✓	N/A	✓	A	✓	A	✓
November 1, 2018	✓	N/A	✓	N/A	✓	✓	✓	A	✓
September 27, 2018	✓	N/A	✓	N/A	✓	✓	✓	A	A
June 28, 2018	✓	N/A	✓	N/A	✓	✓	✓	✓	A
March 29, 2018	✓	N/A	✓	N/A	✓	✓	✓	✓	✓
January 11, 2018	✓	N/A	✓	N/A	✓	A	✓	✓	✓

* Revised bylaws adopted 9/5/2019, includes attendance policy.

Attendance policy:

- Regular attendance is expected.
- Members should resign if employment or personal circumstances interfere with attendance.
- More than **3 absences** per calendar year is deemed a resignation and automatic removal.