

**Housing Trust Meeting Minutes**  
**Thursday, May 24, 2012**  
**Upper Explorerland, Postville.**

PRESENT: Les Askelson, Barb Prochaska, Gus Johnson, Darla Kelchen, Jill Halvorson, Gary Bowden, Mick Gamez, Randy Uhl, Mark Kvammen, Spiff Slifka, Dan Ollendick and Larry Schellhammer

OTHERS PRESENT: Lori Brockway and Sarah Snitker

ABSENT: Ron Stoskopf, Laura Olson, Stacie Cooper and Michael Schuster

Chairwoman Barb Prochaska began the meeting at 2:05 p.m.

1. **Agenda Approval:** Motion to approve the agenda was made by Mick Gamez and seconded by Les Askelson. Passed with unanimous consent.
2. **Approval of Minutes:** A motion to approve the 02/23/12 Meeting Minutes was made by Mick Gamez and seconded by Gus Johnson. Passed with unanimous consent.
3. **Request from Andrew Nelson, Attorney regarding forgivable loan on Loan #84:**  
Current Financial Status: Lori Brockway mentioned that she received a letter from Andrew Nelson on behalf of Roger Miers requesting us to forgive the loan that is on his property, 708 Rural Avenue in Decorah, due to the extenuating circumstance that his mother, Sharon, has passed away. Sharon and Roger were co-owners as joint tenants with full rights of survivorship so therefore the property was put in Roger's name when Sharon passed. Gus Johnson asked what the home was assessed at. Lori mentioned in 2011 together the land and house were valued at \$110,430. Lori wondered if the house would be sold again to another low-moderate income homeowner. Gus stated no. Although the board would like to consider this request they feel it sets precedence for future loans and therefore a motion to deny forgiving the loan was made by Larry Schellhammer and seconded by Dan Ollendick. All voted in favor of the motion with Gus Johnson abstained from the vote. The board instructed that a letter be sent to Attorney Nelson with the response.
4. **Financial Status Report:**
  - a. Current Financial Status: Lori Brockway stated that for 2011 there is still \$44,711.09 in I-Jobs money. There is \$458.08 left in funding for New Albin Savings Bank and \$6,916.56 left in City of Decorah. These funds have to be used before the end of the year. Applicants need to be below 30% AMI for 2011 funds. Lori mentioned if we do not feel the funds will get spent by that time she could do a budget Amendment on the match sources. Gus wondered if the board would be willing to allow that money to get spent on landscaping work. The board stated they would like to wait at least 30 days to see if we could get applicants before allowing that as a possibility. Lori stated for 2012 funds we have completed 2 projects and have 19 that have been approved. Lori went over the remaining funds. Barb Prochaska mentioned that the funds from Northeast Iowa Board of Realtors can be used in Howard, Allamakee and Winneshiek. Darla Kelchen asked if we have this year and next year to expend the funds; Lori stated yes.
  - b. Admin Costs Update: \$29,849.46 was spent on administration costs to date with \$350.54 remaining. None of the administration costs have been used for the 2012 Administrative Budget yet.
  - c. Loan Payment Update: Cyndi Schulte joined the meeting to present the loan payment update. Three loans are not current. Phone calls and letters have been made and sent to each delinquent applicant. Cyndi mentioned that Andrew and Colleen Kray have purchased another home and will need to pay back their loan amount to us since the property we funded is no longer their principal place of residence. Cyndi stated that recently Kray's have sent in a check for \$5,000. Kray's were wondering if they could do payments for the remaining loan balance of \$1,402.75. Darla Kelchen made a motion to allow Andrew & Colleen Kray to make monthly Amortizing payments on the remainder amount for the next 12 months. The motion was seconded by Gus Johnson. Passed with unanimous consent.  
Les Askelson made a motion to accept the Financial Status Report, seconded by Dan Ollendick. Passed with unanimous consent.

**5. Project Status Report-**

- a. Sarah Snitker presented the progress report for 2011 to date. 2011 progress report included 36 completed projects and 2 projects in different stages of construction. Applicant #110 has part of the project completed and the contractor will be starting the roof in spring/summer. Applicant #123 should have their work finished soon since the contractor anticipated starting early this month. Barb asked what was happening with the two names that were on the wait list. Sarah mentioned that since we recently received funds in the City of Monona that an application was mailed to one of the names on the waitlist. Sarah called the other person who had showed interest and got a wrong number. There was no address left for this person. Darla mentioned she would try to see if she could find an address for this person and let Sarah know. Sarah presented the progress report of 2012 to date. 2012 progress report included 2 completed projects, 19 approved applicants, 32 applications that need additional information and 1 on the waitlist. Lori mentioned that 5 new applications came in and are not on the report. Darla asked if contractors could sublet work to those who are lead certified if they are not. Lori mentioned we do not want to do that that since legally contractors are supposed to be lead certified to work on homes built prior to 1978.
- c. Lori went over the projects that have been used or committed for HPG funds to date. She mentioned that Howard County has used all the funding in their area. Remaining funds per County are: \$7,453.01 in Allamakee, \$3,273.75 in Clayton and \$10,871.75 in Winneshiek. Lori mentioned that HPG funds can be shifted to other counties if they are not expended.

**6. Discussion on number of times we can fund an applicant:** Lori Brockway mentioned that we have applications coming in from those who have already received funding at least two times. She asked the board what their thoughts were on how many times an applicant can receive funding. Darla mentioned she would be okay with funding an applicant more than twice if their home was in need. Randy Uhl asked if it would hurt the program to allow someone to get funded more than twice if another applicant has not received funding before. Mark Kvammen asked Lori what her thoughts were. Lori stated that she was okay with however the board decided to proceed, but that if we are going to continually fund an applicant maybe we should increase the funding amount we allow so that there are not numerous mortgages on the property. Gus Johnson mentioned he did not have a problem with an applicant being funded more than twice; however he did not like that an applicant could have received funding multiple times and another applicant behind them, who has not received funding before, might not get funded since it is on first come first serve basis. Barb mentioned the possibility of funding applicants every other year. Gus Johnson made a motion that anyone who currently has a loan will not be able to receive funding again until the loan is paid off and applicants with forgivable loans can only receive funds once every two years. Motion was seconded by Mick Gamez. Passed with unanimous consent.

**7. Discussion on an application from a For Profit Owner:** Lori Brockway mentioned we received an application from a for profit landlord who provided the following information:

- 7 of the 9 units are rented to low income families; UERPC subsidizes 4 of those 7 units.
- Current rents are \$400 with all utilities included for the one bedroom units and \$435 to \$450 for the two bedroom units with all utilities included.

Lori went over current guidelines for a for profit landlord stating borrower must provide a \$1 match of private funds for each \$1 of program loan and the project would be financed through a loan at 3% interest. The applicant is requesting a forgivable loan for the amount of \$9,700 to install a new roof, so that the applicant can continue to provide affordable rentals to the residents. A motion to deny this request was made by Randy Uhl and seconded by Dan Ollendick. Passed with unanimous consent.

**8. Collection Policy Procedure Plan Approval:** Lori Brockway stated she emailed the Collection Policy Procedure Plan to all the board members and since no one responded with questions she figured there were none and the board was okay with the Policy. Motion to approve was made by Gary Bowden and seconded by Spiff Slifka. Passed with unanimous consent.

**9. Update on 2013 SHTF Allocation:** Lori Brockway stated she provided letters to send to Governor Branstad regarding being in support of the housing trust fund language contained in Senate File 2316. Lori asked that each member of the board please sign and send in a letter if they have not already done so. Lori had extra letters that she

offered to email if anyone wanted to sign and leave them with her. Lori asked for everyone to let her know if they send a letter in.

**10. Discussion regarding Federal Home Loan Grant:** Lori Brockway stated that she has may pursue writing a Federal Home Loan Grant. Lori mentioned that funding would be in the form of a forgivable loan and would not be available until next year if the Grant was received. The Grant could be used as emergency funds for applicants and the Grant would be run under Housing Inc. There is no criterion for a match, but Lori was thinking each County should provide \$2,000. Lori stated this funding could be pulled from the Revolving Loan Fund. The Grant could be funded anywhere within the five counties on a first come first serve basis. Lori asked if Dan Ollendick's bank would be willing to sponsor. Dan mentioned he would have to check and asked what it would entail to sponsor it. Lori mentioned no money would need to be provided, just time and maybe paperwork. A motion to support applying for the Federal Home Loan Grant was made by Mark Kvammen and seconded by Spiff Slifka. Passed with unanimous consent.

**11. Committee Updates:**

- a. Mark Kvammen stated he talked with Terry Branstad about the funding for the Trust Fund program. Mark also went to the Iowa Home Project and Winneshiek County Relief to speak on behalf of the Trust Fund Program. Les Askelson has been continually mentioning the Trust Fund on the radio. Jill Halverson stated the Northland Agency on Aging had meetings throughout the Counties in April and she gave program brochures to those who attending the meetings.
- b. Lori Brockway mentioned the City of Monona recently donated \$5,000 for 2012 funding. Lori went over the match amount funds for 2013, stating we still need a pledge letter from Winneshiek County Supervisors. Lori asked if the City of Cresco was going to donate in 2013. Spiff said she believed they were, but she would check and get back to Lori. Lori stated if Cresco gives \$5,000 than the match amount requirement for 2013 would be met.

**12. Schedule next HTF meeting:** The next meeting will be Thursday, August 23<sup>rd</sup> at 2:00 p.m. in Postville. The annual meeting will be held right after at 3:30 p.m. in Postville.

**13. Floor Items** None.

**14. Adjournment:** Spiff Slifka made a motion to adjourn the meeting at 3:50 p.m. Motion was seconded by Darla Kelchen and passed with unanimous consent.

Respectfully Submitted,  
Sarah Snitker, Acting Secretary