

# Housing Trust Meeting Minutes

Thursday, February 23, 2012

Upper Explorerland, Postville.

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

OTHERS PRESENT: Lori Brockway, Cyndi Schulte and Sarah Snitker

ABSENT: Dan Ollendick, Stan Straate, Stacie Cooper and Michael Schuster

Chairwoman Barb Prochaska began the meeting at 2:04 p.m.

1. **Agenda Approval:** Barb said that the agenda will need to be amended to add line item 9 a. regarding additional signatures. Motion to approve the agenda was made by Spiff Slifka and seconded by Gus Johnson. Passed with unanimous consent.
2. **Approval of Minutes:** A motion to approve the 12/14/2011 Meeting Minutes were made by Les Askelson and seconded by Gus Johnson. Passed with unanimous consent.

Les Askelson requested that introductions be made since Ron Stoskopf has joined the Board.

### 3. Financial Report:

- a. **Current Financial Status:** Lori Brockway stated that the 2010 audit has been submitted. The trust fund can start funding 2012 applicants as of today. There is \$50,730.21 remaining of the I-Jobs funds and funds are available for City of Decorah and Allamakee County for 2011-2012.
- b. **Admin Costs Update:** \$24,157.43 was spent on administration costs since July 2011 with \$6,042.57 remaining. Went to agenda item #5.
- c. **Loan Payment Update:** Cyndi Schulte presented the loan payment update. Four loans are not current. One applicant fell behind several payments in 2010 but was ahead on his 2011 payments. A letter will be sent to him requesting the amount that he is behind. The second applicant is behind two payments and has been contacted by phone and letters. This applicant has not responded to our request to contact us. The third applicant missed two payments in 2011. They will be contacted by letter. The fourth applicant has missed nine payments and has been contacted by phone and letter and we have received no communication from them for the last couple of months. Payments received to date are \$23,652.68 with the balance due on all loans of \$89,689.74. Gary Bowden asked the question at what point does the Board get serious about delinquent accounts. Lori Brockway stated that as mentioned in previous meetings there is no recourse to collect. We have a mortgage on the property. Darla Kelchen asked if the community will get back the money from the mortgage payments. Lori Brockway stated right now the mortgage payments go into one pot with all of the other communities. It would be very difficult to separate out each community's portion of the mortgage payments. The Board still needs to decide how to disburse the money for that account.

4. **Project Status Report-** Sarah Snitker presented the progress report for 2011 to date. 2011 progress report included 32 completed projects, 5 projects approved, 11 applicants needing additional information and 11 applicants on the waiting list for 2012 funding. Lori recommended that the applicants from Elkader and Strawberry Point should be checked to see if they could be funded by those cities owner occupied rehabilitation program. Randy Uhl asked about the LMI column. Sarah Snitker replied that anyone under 30% will be given a forgivable loan. Jill Halvorson asked if mobile homes can be repaired. Sarah stated that the homeowner also needs to own the land it is on and the mobile home has to be attached to a permanent foundation. Gus Johnson asked if a Habitat for Humanity home could be repaired under our program. The owner has passed away and her son has it. Lori Brockway replied that the home would be eligible unless Winneshiek County Habitat for Humanity was going to take it over.

**5. For Profit and Non-Profit Applications:** Sarah Snitker presented applicant # 109 from a non-profit group.

<u>Applicant Number</u>	<u>Address</u>	<u>City</u>	<u>Project</u>	<u>Amount</u>	<u>LMI level</u>
109	106 N. Rutland St.	Garnavillo	53 windows in 2 buildings	\$5,000.00	All tenants are below 30%

The Non-profit will provide \$10,370 match. Lori Brockway stated that The City of Garnavillo is okay with using their funds for this project. There are no other applicants for the City of Garnavillo at this time. With no further discussion, Motion to approve Application #109 for the above listed amount was made by Mark Kvammen and seconded by Gus Johnson. Motion passed as presented with unanimous consent. Went back to agenda item # 3. c.

6. **HPG Update:** Lori Brockway provided an update on the USDA Housing Preservation Grant funds. The Housing Trust Fund application was approved on Feb. 9<sup>th</sup>, 2012, but Lori still has not received the contract. Lori stated the USDA person that administered this program retired and she believes that is the reason for the delay. Lori will continue to inquire about when we will receive the contract and funds. Darla Kelchen asked how the funds will be distributed. Lori stated that was decided at the last meeting, and that each county will receive approximately \$10,000 to be used in the communities/ counties that provided matching funds.
7. **Revolving Loan Fund- Mortgage Payment Account Use Plan:** Lori Brockway presented a policy for the use of the loan payments. The policy would allow the loan payments funding to be used for: lobbyist fees, annual audit (approximately \$ 2,000), 990 tax return (approximately \$ 500) and contractor payments. The fund will be reimbursed by IFA funds for the contractor payments. Please see the attached policy. Les Askelson made a motion to adopt the RLF policy and motion was seconded by Mick Gamez. Passed with unanimous consent.
8. **Collection Policy Procedure Plan:** Lori Brockway presented a policy on a procedure to collect delinquent loans for the housing trust fund. Policy states Upper Explorerland staff will contact the delinquent account monthly with a phone call as well as a letter. After 12 months, collection efforts will halt, but the mortgage/lien on the property will stay in place. Please see the “Collection Policy Procedure” for more details. The policy was tabled until the next meeting. If any board members have additions or suggested changes to the policy, they are to contact Lori.
9. **Approval of Administration Contract:** Lori Brockway presented a management service agreement to the board from Upper Explorerland. The agreement covers from January 1 – December 31, 2012. Outlines the services the Upper Explorerland staff will provide to the Housing Trust Fund for a fee of 10% of the total funds received. Agreement also included a scope of work. Please see the attached agreement for more details. Les Askelson made a motion to approve the agreement. Motion was seconded by Randy Uhl and passed with unanimous consent.
10. **Housing Trust Fund Signees:** There was a discussion to have three more individuals from the board be check signees for the housing trust fund checking account. Lori requested that the signees be located in Decorah. The account requires two signatures for each check. A motion to add Les Askelson, Randy Uhl and Lori Brockway as signees was made by Mick Gamez and seconded by Gus Johnson. A roll call vote was taken to approve the motion with all board members present voting to approve/pass the motion.
11. **Examples of windshield and LMI surveys:** Lori Brockway handed out examples of windshield and LMI surveys Upper Explorerland Staff have conducted. There was a brief discussion about using the loan payment funds for completing surveys for communities that provide match dollars for the housing trust fund in the future. These surveys must be completed if a community wants to apply for Community Development Block Grant (CDBG) funding through the State of Iowa. No action was taken
12. **Committee Updates:**
  - a. Liaison: Mark Kvammen talked briefly about the National Housing Trust Fund and how the President has included funds for that. Since the budget has not been approved by congress, anything could change. Mark stated he thought it was positive that the President views housing as a priority.
  - b. Fundraising: Lori Brockway handed out a status update sheet with 2013 local match dollars. Spiff Slifka stated that the city of Cresco will be providing funds. For 2013, we are currently at \$ 45,500.00 but we need approximately \$15,000 per county to meet our local match requirement for IFA. Lori will

continue to work on. Laura Olson will be going back to the Allamakee County Supervisors for a pledge letter in March. Please see the handout for more details.

- c. **Public Relations:** The radio spots have made a difference and Les will continue to promote the housing trust fund on the radio. Lori also sent press releases to the local newspapers stating the housing trust fund is looking for applicants.

**13. Schedule Next HTF Meeting:** The next meeting will be Thursday, May 24<sup>th</sup> at 2:00pm in Postville.

**14. Floor Items** None.

**15. Adjournment:** Les Askelson mad a motion to adjourn the meeting at 3:34pm. Motion was seconded by Darla Kelchen and passed with unanimous consent.

Respectfully Submitted,  
Laura Olson, Secretary