

Northeast Iowa Regional Housing Trust Fund
Meeting Minutes / 25 October 2012
Upper Explorerland / Postville

Barb Prochaska called the meeting to order at 2:10pm.

Members Present: Dan Ollendick, Stan Straate, Stacie Cooper, Barb Prochaska, Laura Olson, Mick Gamez, Randy Uhl, Mark Kvammen, Spiff Slifka, Les Askelson, Gary Bowden, Larry Schellhammer.

Members Absent: Michael Schuster, Darla Kelchen, Jill Halverson, Ron Stoskopf, Gus Johnson.

Staff Present: Lori Brockway, Cyndi Schulte, Sarah Snitker.

- I. Mick Gamez made a motion to accept the October 2012 Agenda with a second from Laura Olson. The motion passed unanimously.
- II. Mick made a motion to amend (correct the spelling of Dan Ollendick's name and change Helping Services to Mosaics in #5) and accept the amended August 23, 2012 Minutes with a second from Stacie Cooper. The motion passed unanimously.
- III. Financial Status Report
 - a. Current Financial Status
 - i. Cindy Schulte reviewed the Qtr 3 NEIRHTF P&L Statement; total \$77,117.49 and the Administrative Budget; remaining balance \$23,008.95.
 - ii. City Clerks were emailed information where monies are still available in their communities.
 - b. Loan Payment Updates
 - i. Schulte reviewed the loan payment activity. With 27 active loans four are significantly in arrears. The Board suggested sending Matt D another letter addressing his 16 outstanding payments, obtaining his signature acknowledging this situation and our willingness to set these payments at the end of the loan and start fresh.
 - c. Les Askelson made a motion to accept the financials with a second from Dan Ollendick. The motion passed unanimously.
- IV. Project Status Report
 - a. Progress Report
 - i. 2011 funds; 39 projects completed, two approved projects, one additional information needed project, and zero on wait-list.
 - ii. 2012 funds; 32 projects completed, seven approved projects, six additional information needed projects, and 46 on wait-list.
 - b. HPG update
 - i. Schulte reviewed HPG projects through Qtr 3. These projects are forgivable loans or 0% loans with 0% match.

- V. Discussion on Loan #132.
 - a. There is some disagreement between the contractor and homeowner as to what work is expected. It is homeowner/contractor responsibility to define and agree to scope-of-work prior to starting actual work. Gary Bowden made a motion to pay agreed amount of \$7,140 (\$5,000 from NEIRHTF + 2,140 from homeowner) to contractor with a second from Les Askelson. The motion passed unanimously.

- VI. Discussion & Approval on the lift for NEICAC
 - a. Mark Kvammen provided bid from AEL and Mike Ferring Construction for new vertical wheelchair lift. Total project cost; \$28,668.00. Randy Uhl made a motion to fund this project out of remaining 2011 funds (which are to expire and be unavailable by end of Dec 2012 if not spent in Decorah) and \$105.18 from 2012 funds with a second from Laura Olson. The motion passed unanimously.

- VII. Corporate Authorization Resolution for Signatories
 - a. Freedom Bank provided resolution with list of signatories to authorize; Uhl, Askelson, Straate, Howe, Krambeer, and Lensing are listed. Les Askelson made a motion to accept the amended resolution, requiring two signatures for all powers granted, with a second from Dan Ollendick. Barb Prochaska called roll and the motion passed unanimously.

- VIII. Audit Preparation and Cost
 - a. Lori Brockway reviewed information on the audit preparation and potential cost. NEIRHTF would pay their share of the audit, which is split between Housing Inc, Apartment Management and the Trust fund. Les Askelson made a motion to pay NEIRHTF's share of the audit with a second from Laura Olson. The motion passed unanimously.

- IX. Lobbyist Fee
 - a. Board reviewed email and service agreement from Eric Burmeister regarding Tom Cope's lobbying efforts on behalf of area housing trust funds. NEIRHTF's share will remain the same; \$600. Mick Gamez made a motion to accept the 2012/2013 Legislative Contract with Tom Cope's firm and pay NEIRHTF's share of \$600 with a second from Les Askelson. The motion passed unanimously.

- X. Fundraising for 2014 application
 - a. Brockway reminded each county it is time to start lobbying for 2014 matching funds. City Clerks have been informed.

- XI. Next Meeting
 - a. Next meeting is scheduled for **Thursday, January 24, 2013 at 1:30pm** in Postville.

- XII. Floor Items – no new floor items.

- XIII. Adjournment

- a. With no further discussion Les Askelson made a motion to adjourn with a second from Randy Uhl. The motion passed unanimously.