

# Housing Trust Meeting Minutes

Thursday, August 25, 2011

Upper Explorerland, Postville.

PRESENT: Darla Kelchen, Larry Schellhammer, Gus Johnson, Gary Bowden, Mick Gamez, Laura Olson, Mark Kvammen, Dan Ollendick, Lori Brockway, Stan Straate, Spiff Slifka, Randy Uhl, Stacie Cooper, and Sarah Snitker.

ABSENT: Les Askelson, Michael Schuster, Jim Morrow, Dave Schmelzer, Aaron Burkes, and Barb Prochaska

Chairman Mark Kvammen began the meeting at 2:02 p.m.

1. **Agenda Approval:** Motion to approve the agenda was made by Gus Johnson and seconded by Darla Kelchen. Passed with unanimous consent.
2. **Approval of Minutes:** Motion to approve the 06/23/11 Meeting Minutes was made by Gus Johnson and seconded by Dan Ollendick. Passed with unanimous consent.
3. **Financial Report:**
  - a. **Current Financial Status:** Lori Brockway presented a spreadsheet for 2010 and stated 34 projects completed, 2 projects to be completed. All funds for 2010 have been exhausted. For the 2011-2012 spreadsheet, Lori updated the board that 18 projects have been completed, five in process and three that were ready for board review. There is \$96,979.08 remaining of the IFA funds and we have spent approximately half of all 2011 funding. Funds available for City of Decorah, Winneshiek County and Allamakee County.
  - b. **Admin Costs Update:** \$63,944.63 was spent on administration costs from January 2010 through July 2011. Mark Kvammen asked why the remaining balance of \$2,181,63 was deducted from the 2011 admin budget. Lori Brockway to look into. Kvammen stated that we need all the 2011 budget of \$30,750.00 for 2011 projects.
  - c. **Loan Payment Update:** Lori Brockway introduced new Upper Explorerland employee Cindy Schulte. Cindy Schulte presented the loan payment update. Two loans are not current. One has not paid since May 2011 and the other has not paid since April 2011. Cindy Schulte has talked with both individuals. First loan stated he is back in school and will pay sometime in September. Other loan told Cindy Schulte that she will send \$200 this week and another \$200 when she can. Cindy followed up with letters to both. Cindy will continue to follow up by phone and letter. Payments received to date are \$17,268.85, with the balance due on all loans of \$81,992.51.
  - d. **IFA Funding Schematic 2012 Funds:** Lori Brockway stated for 2012, there is a \$28,420 decrease in IFA funding due to the funding based on population. Spiff Slifka stated it could be a worse situation. Mark Kvammen agreed and stated the lobbyist is earning his money – doing a great job.
  - e. **Review 2010 & 2011 Semi-annual IFA Reports:** Lori Brockway emailed out the IFA reports. They were accepted by the state with no questions. The board reviewed the reports and had no questions.
  - f. With no further discussion, a motion to approve the financial reports was made by Dan Ollendick and seconded by Darla Kelchen. Passed with unanimous consent.
4. **Project Status Report-Sarah:**
  - a. **Progress Report:** Sarah Snitker presented the progress report for 2010. Stated 34 projects completed with two still in process. 2011 progress report included 18 completed projects, 6 projects approved, 3 projects ready for board review and 4 applicants needing additional information. Sarah Snitker also pointed out that one applicant that was ready for board review pulled her application this morning. Lori Brockway pointed out that project #81 (Cresco project) is not happy with the work the contractor did. He would like his porch and bedroom dry walled. This was not a part of the project and the Homeowner did sign off on the project completion. Sarah Snitker added that the contractor did complete the work he bid. He also installed insulation to the entire house instead of just two walls. Lori Brockway stated the staff did everything they could to appease the homeowner. The contractor agreed to return to the site and install drywall at the porch and bedroom, but the homeowner declined and shared his dislike for the contractor. Sarah Snitker and Lori Brockway stated the contractor does good work and have had no issues other than homeowner #81. Dan Ollendick stated he will talk to the homeowner since he knows him personally. Lori Brockway stated that he stated he was going to contact an attorney.

**5. Application Presentation and Approval:**

- a. Lori Brockway stated that the application committee met at 1:30 p.m. and recommends approval for the following projects and amounts. All are forgivable loans:

<u>Applicant Number</u>	<u>Address</u>	<u>City</u>	<u>Project</u>	<u>Amount</u>	<u>LMI level</u>
95	400 7 <sup>th</sup> Street	McGregor	Roof	10,000	Below 30%
96	132 W. Post Street	Postville	Roof	\$4,514.64	Below 30%
97	115 Main Street	Spillville	Roof	\$6,294.00	Below 30%

Lori Brockway noted that #95 includes the roof of the attached garage. Motion to approve Applications #95, 96 & 97 for above listed amounts was made by Gary Bowden and seconded by Randy Uhl. Passed as presented with unanimous consent.

- 6. Nomination and Election of Officers:** Lori Brockway presented the board with the current board make up and the by-laws. It was pointed out that the officers can only serve two consecutive terms of 1 year each. It was also noted that a board member can only serve two 3 year terms. Spiff Slifka stated that three of the four economic developers terms expire at the same time and then there wouldn't be an economic developers represented. It was a consensus of the board to look into possibly amending board terms and appointments in the by laws at a future meeting. Laura Olson nominated Darla Kelchen as Secretary, but Kelchen denied the nomination. Laura Olson stated she would be Secretary for 2011 and then her service as an officer would be complete.

With no further discussion, Darla Kelchen made a motion that was seconded by Randy Uhl to nominate and elect the following: Barb Prochaska as Chair, Mark Kvammen as Vice Chair, Lori Brockway as Treasurer and Laura Olson as Secretary for FY 2011/2012. Motion passed with unanimous consent.

- 7. Housing Assistance Work Plan Change:** Mark Kvammen suggested a change to the NEIRHTF work plan to remove new construction as an eligible project for funding. If this change is made, then non-profits such as Community Action will be able to receive more funding from other entities. Mark Kvammen stated that IFA does not want the NEIRHTF to go back and forth with this change, but there won't be any penalties if do decide to add back in. Gus Johnson asked if Habitat for Humanity will need to hire contractors. Lori Brockway stated no, because Gus is registered as a licensed contractor and can oversee the project. Stacie Cooper inquired if removing the new construction will affect any other grants we have applied for. Lori Brockway stated no. Stacie Cooper added that she doesn't see a need for new construction. Randy Uhl added that the only project received was from Mark Kvammen. Spiff Slifka asked if the new labor shed data will be updated in the work plan as well. Lori Brockway stated no. With no further discussion, Stacie Cooper made a motion to remove new construction as an eligible project to received NEIRHTF funding for FY2012. The motion was seconded by Darla Kelchen and passed with unanimous consent. Lori Brockway will place the updated work plan and applications on the Upper Explorerland website.

- 8. USDA Housing Preservation Grant:** Lori Brockway stated she emailed the board asking if she should apply for this grant. Lori received 10 replies instructing her to move forward with the application. Mark Kvammen stated it is a very competitive grant and a large match with be needed. Lori submitted the application with a 68% match. \$51,161.32 is the maximum amount we could receive and 10% would go to administration (\$15,154). Randy Uhl asked when we will find out if funded. Lori Brockway stated within 1-2 months. The Board thanked Lori for writing the grant.

- 9. Match Amount for 2012 Trust Fund Application:** we currently have \$57,000 in local match for the next application to the state trust fund. Protivin has pledged \$1,000 and Mark will request \$5,000 from the City of Decorah. From FY2010, there is still \$6,916.56 available for Decorah projects. There was a discussion about if Decorah donates more funds than the other entities; the amount spent in each entity will be skewed. Spiff Slifka added that the Decorah dollars could be spent on first time homeowners and we can always ask for more if needed. With no further discussion, Gus Johnson made a motion to request \$5,000 from the City of Decorah for FY2012. The motion was seconded by Dan Ollendick and passed with unanimous consent.

**10. Committee Updates:**

- a. **Liaison:** Mark K. presented to three organizations promoting the NEIRHTF with one being a church group. Spiff Slifka added that we should insert information about the program in church bulletins. Lori Brockway to investigate.
- b. **Fundraising:** No update since covered financials previously in the meeting.
- c. **Public Relations:** Lori Brockway continues to send out the press releases. Randy Uhl suggested we should partner with the food pantry/shelf organizations. Spiff Slifka suggested touching base with the Veterans Affairs offices in the counties and Laura Olson suggested working with the school districts to get the word about the program – to the families that participate in the reduced lunch program.

**11. Schedule next HTF meeting:** Next Housing Trust Fund meeting has been set for Thursday, September 29th at 2:00, at Upper Explorerland Conference Room. Application review committee will meet at 1:30.

**12. Board Elections:** Mark Kvammen stated that 7 board members terms have expired. All members present agreed to serve another term of three years. One board member whose term has expired, Jim Morrow, has not attended a meeting in quite some time. Randy Uhl stated he believes Mr. Morrow would not be interested in serving another term. With no further discussion, Gus Johnson made a motion to reappoint Laura Olson, Gary Bowden, Mick Gamez, Spiff Slifka, Randy Uhl, and Dan Ollendick. Motion was seconded by Stacie Cooper and passed with unanimous consent.

**13. Floor Items:** Mark Kvammen stated that he and Lori Brockway will be attending the housing trust fund summit in Ames on Sept. 6<sup>th</sup>. Darla Kelchen asked a question regarding CDBG match.

**14. Adjournment:** Dan Ollendick made a motion to adjourn the meeting at 3:34 with a 2<sup>nd</sup> by Darla Kelchen. Motion passed with unanimous consent.

Respectfully Submitted,  
Laura Olson, Secretary

# *Northeast Iowa Regional Housing Trust Fund*

*Serving Allamakee, Clayton, Howard and Winneshiek Counties*

**Northeast Iowa Regional Housing Trust Fund  
Annual Meeting  
Thursday, August 25<sup>th</sup>, 2011  
Upper Explorerland Conference Room, Postville**

**Present:** Dan Ollendick, Stacie Cooper, Darla Kelchen, Larry Schellhammer, Gary Bowden, Mick Gamez, Mark Kvammen, Stan Straate, Laura Olson, Spiff Slifka, Lori Brockway, Gus Johnson, Randy Uhl; Staff Lori Brockway, Sarah Snitker, Cindy Schulte; and guests: Sue Weipert, Sharon Baumgartner, Kevin Kitzman, and Ron McCartney.

**Absent:** Les Askelson, David Schmelzer, Aaron Burkes, Michael Schuster, Jim Morrow, and Barb Prochaska

The meeting was called to order by Vice Chair Mark Kvammen at 3:46 p.m.

A generous array of food and refreshments were provided and organized by Lori Brockway.

**1. Introductions:** Mark Kvammen asked all present board members to introduce themselves.

**2. Progress Report:** Vice Chairman Mark Kvammen provided a summary of what has been accomplished in the housing trust fund's second year (see attached summary report). Since September 2010, the trust fund has completed 36 projects with total funds expended equaling \$251,569.86

- For 2010, NEIRHTF put roofs on 20 homes, funded one First Time Homebuyer, put siding on one home, put new windows in 9 homes; converted one home to be handicap accessible, one new construction project and three miscellaneous house projects.
- We have an application review committee that consists of Mike Schuster, Stacie Cooper, Laura Olson, Barb Prochaska, David Schmelzer, Gus Johnson, Spiff Slifka, and Lori Brockway. The purpose of this committee is to rank applications based on the applicant's income, assets, and project points. Project points are as follows; Roofs= 10 points, Windows=7 points, siding and all other projects =5 points. Roofs are funded up to \$10,000 and all other projects are capped at \$5,000.

Chairman Mark Kvammen then stated that all of the IFA dollars that were available for projects have been expended (\$190,000).

- For 2010, NEIRHTF received Local Match Dollars from: Allamakee County Supervisors \$15,000, Howard County Economic Development \$6,254, Winneshiek County Supervisors \$10,000, City of Decorah \$16,000, City of Garnavillo \$5,060, City of Marquette \$5,000, Northeast Iowa Board of Realtors, \$500, Upper Mississippi Gaming Corporation \$10,000, Clayton County Development-In Kind Dollars \$4,290, and \$4000 from other foundations and grants. Bring the total local match amount to \$75,604.00
- For 2011, NEIRHTF has received (to date) local match dollars of \$69,500. Contributors include: Freedom Bank, Kerndt Brothers Bank, New Albin Savings Bank, City of McGregor, City of Lansing, City of Monona, City of Strawberry Point, City of Postville, Interstate Federal Savings & Loan, Luana Bank, Security State Bank-Guttenberg, Cresco Bank & Trust, Cresco Union Savings Bank, Howard County Foundation, Howard County Supervisors, City of Decorah, Winneshiek County Supervisors, Allamakee County Supervisors, Aspenson Real Estate, City of Cresco, Burke Real Estate and the Allamakee Community Foundation.
- Vice Chairman Mark Kvammen stated that due to funding requirements, only applicants at or below the 30% annual median income level will be funded in 2011/12.

Next, Chairman Mark Kvammen named and explained the three committees. They are: Liaison, fundraising and public relations.

**3. Installation of Officers:** Vice Chair Mark Kvammen announced that Barb Prochaska is the 2011/2012 Chair, Laura Olson is Secretary, Lori Brockway is Treasurer and himself is Vice Chair.

**4. Review of Housing Assistance Plan:** Mark Kvammen explained the plan and that 65 of the 99 counties in Iowa are served and supported by a regional housing trust fund. Kvammen shared that at the regular meeting prior to the annual meeting, the NEIRHTF board voted to remove new construction as part of the work plan. This means that no new construction projects can receive NEIRHTF funding for 2011/2012.

**5. Public Comment:** Mark Kvammen commended the board on the accomplishments and he is proud to be involved with this organization.

A resident from Strawberry Point asked how to apply for the program. Lori Brockway stated she is the contact person and she will get her an application. The same woman asked if the program is a grant or loan. Lori Brockway stated that for 2011/2012 all the projects are forgivable loans, meaning that a five year deed restriction is issued, and then released after five years as long as the homeowner has not sold or moved from the property. Lori Brockway added that for 2011/2012, only applicants at the 30% AMI will be funded and all others will be tabled until next year and may in a form of a low interest loan. The woman then inquired about CDBG funds.

**6. Other Business:** The meeting agenda was amended to include the approval of the 2010 Annual Meeting minutes. With a motion by Laura Olson and seconded by Darla Kelchen, the meeting minutes were approved with two minor changes. Motion passed with unanimous consent.

**6. Adjournment:** With no further comment, a motion was made by Dan Ollendick, 2<sup>nd</sup> by Randy Uhl to adjourn the meeting at 4:12 p.m.

Respectfully Submitted,  
Laura Olson, Secretary