

Northeast Iowa Regional Housing Trust Fund

Serving Allamakee, Clayton, Fayette, Howard and Winneshiek Counties

NEIRHTF Meeting Minutes February 20, 2020

MEMBERS PRESENT: Cynthia Simpson, Dan Ollendick, Darla Kelchen, Dean Thompson, Dennis Koenig, Gus Johnson, Jeremy Jostand, Joseph Pisney, Laura Frana, Mallory Hanson, Ray Peterson, Spiff Slifka, Val Reinke

MEMBERS ABSENT: Adam Weigand, Daryl Hansmeier, Kristie Wiltgen, Marty Stanbrough, Sandi Graf, Stephanie Fromm

STAFF PRESENT: Sarah Snitker, Heidi Hackman, Lee Balik, Rachelle Howe

CALL TO ORDER: The Northeast Iowa Regional Housing Trust Fund meeting was called to order at 1:33 pm by Chair Spiff Slifka at the UERPC office in Postville.

APPROVAL OF AGENDA: A motion was made by Koenig/Kelchen to approve the agenda. Motion carried unanimously.

APPROVAL OF MINUTES FROM NOVEMBER 21, 2019: A motion was made by Peterson/Simpson to approve the meeting minutes from November. Motion carried unanimously.

PROJECT STATUS UPDATES: Sarah went over yearly projects for 2019. 11 projects approved and in different construction phases and 30 projects completed so far. For 2020, there are 11 applications being processed with an additional 5 recently received that are not on the progress report. 1 project has been completed and 1 project has been approved with 4 Non-Profit applications up for board review. Local match from 2019 that was remaining was moved into 2020 except for a few areas which will be moved over once 2019 is closed out.

CONSIDER APPROVAL OF FINANCIAL STATUS REPORT: Sarah reviewed current financial standings. For the month of January, 17 delinquency letters were mailed. The format on the letters has changed to reflect borrowers current balance and number of payments they are behind. There is \$622,556.74 in RLF monies available. A motion was made Ollendick/Thompson to approve the Financial Status Report. Motion carried unanimously.

CONSIDER APPROVAL OF MANAGEMENT SERVICES AGREEMENT- A motion was made by Simpson/Peterson to approve Management Services Agreement. Motion carried unanimously.

DISCUSSION AND CONSIDER APPROVAL OF NON-PROFIT APPLICATIONS:

- a) #498 Clermont Homes Inc. Request for \$8,967 for 6 windows and 8 single casement units on building #1. They will provide a match amount of \$3,000 for project.
- b) #499 Alert Manor Request for \$10,000 with matching funds being provided by the nonprofit. Project is to install steel roof on two building units.

- c) Monona Housing Inc. Request for \$10,000 with a match of \$11,031.27 being provided for project. Project is to install vinyl double hung replacement windows in buildings #1, #2 and #3. A total of 57 windows will be installed.
- d) UERPC Housing Inc. Request for \$10,000 they will provide \$16,100 match to replace existing tile line and drainage system and replace gutter and down replacement. This will be done on one of the two building units.

Total combined fund request from the NEIRHTF is \$38,967. A discussion was had to further explain each of the 4 nonprofit applications and the board agreed this money should be granted from the discretionary fund (RLF). A motion was made to approve all 4 applications by Peterson/Simpson. Motion carried unanimously.

CONSIDER APPROVAL OF RLF POLICY: Sarah Snitker explained that this policy has not changed from the 2019 year and requires yearly review and Board Chair signature. The board discussed adding an administration fee for the home removal program. It was suggested by the board to add a \$100.00 admin fee to be paid from RLF to UERPC for each project completed. Sarah will add this to the RLF Policy. A motion was made by Thompson/Johnson. Motion passed unanimously.

DISCUSSION AND CONSIDER APPROVAL OF RESIDENTIAL HOME REMOVAL PROGRAM: Since the inception of this program, 8 projects have been approved and 6 have been completed. Board members who have received feedback from this project have all expressed that the response is positive. Darla Kelchen mentioned that the hurdle for cities utilizing this program is first for them to gain control of the nuisance property. Spiff Slifka suggested continuing this program for one more year citing that this is an opportunity to give back to cities that have contributed funds to the Trust Fund. Dean Thompson suggested increasing grant award amount per project to \$10,000. Dean also suggested we should better inform municipalities about this program. Spiff offered to speak at the upcoming Clerks Meeting. A motion was made by Johnson/Hanson to continue Residential Home Removal Program for one more year including changes discussed in summary. Motion passed unanimously.

DISCUSSION AND CONSIDER APPROVAL TO BAN A CONTRACTOR FROM PARTICIPATION: Sarah Snitker discussed problems the Trust Fund as well as the FHLB has had with one contractor from Howard County, Skoda Home Improvement. The inability to contact contractor for multiple months, verbal threats to sue if he does not get payment and unfinished projects has caused concerns in continuing to utilize their services for any upcoming projects. Peterson suggested that any letter sent should be certified. Dan Ollendick and Spiff Slifka suggested they would help to check on projects in their area where the Trust Fund and Federal Home Loan Bank might need a visual check-up completed. A motion to approve banning this contractor from future projects was made by Johnson/Simpson. Motion passed unanimously.

DISCUSSION:

- a) LOBBYIST FEES PAID- \$600.00 fee was paid from RLF as our contribution to state lobbying fee.
- b) CALMAR REMOVAL APPLICATION APPROVED- 112 N Maryville approved at November meeting, has not been completed yet.

- c) HOUSING INC. AUDIT- Housing Inc. Board approved audit in their last meeting. No major issues need to be discussed.
- d) UPDATED APPLICATION- Sarah explained that she reformatted the Trust Fund application and tried to make it more user friendly for applicants.

SCHEDULE NEXT MEETING: The next regular meeting is scheduled for Thursday, May 21st at 1:30 p.m. This meeting will be held at the Postville UERPC office.

FLOOR ITEMS: Rachelle Howe discussed a new program called Homes for Iowa. She will be visiting Newton, IA where the homes are being built and invited board members to join her. Benefit of program is to teach prisoners a skill before being released as well as building affordable housing for communities. She will continue to update the board as she learns more about this program and how it can benefit the 5-county region. Sarah mentioned we were approved again for the Federal Home Loan Bank program. This program will be able to assist elderly and disabled with repair work of \$15,000 - \$23,000. There will be funds for 29 applicants, and this can assist within the 5-county region. We anticipate these funds being available in March but can accept applications now. Sarah also mentioned UERPC is currently accepting applications for Monona First Time Homebuyer program and that Katie applied for a Homebuyer Program in Oelwein.

ADJOURNMENT: A motion to adjourn was made by Kelchen/Reinke. Motion carried unanimously. The meeting adjourned at 3:33 p.m.

The above constitutes my interpretation of the matters discussed and the decisions reached. Please contact the undersigned for any errors or omissions.


Heidi Hackman, NEIRHTF Secretary

