

Northeast Iowa Regional Housing Trust Fund

Serving Allamakee, Clayton, Howard and Winneshiek Counties

NEIRHTF Meeting Minutes

August 22nd, 2019

MEMBERS PRESENT: Barb Prochaska, Cynthia Simpson, Darla Kelchen, Dennis Koenig, Gus Johnson, Joseph Pisney, Marty Stanbrough, Ray Peterson, Sandi Graf, Spiff Slifka, Val Reinke, Mallory Hanson, Laura Frana, Kristie Wiltgen

MEMBERS ABSENT: Adam Weigand, Dan Ollendick, Daryl Hansmeier, Dean Thompson, Jeremy Jostand, Stephanie Fromm

STAFF PRESENT: Sarah Snitker, Katie Nolte, Heidi Hackman, Rachelle Howe

CALL TO ORDER: The Northeast Iowa Regional Housing Trust Fund meeting was called to order at 1:30 pm by Chair Spiff Slifka at the UERPC office in Postville.

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

APPROVAL OF MINUTES: A motion was made by Kelchen/Reinke to approve the regular meeting minutes from May 23, 2019. Motion carried unanimously.

PROJECT STATUS UPDATES: Sarah went over yearly projects for 2019. 6 projects completed, 11 projects approved and moving forward, with 1 discussion with the board for approval and 23 applications being processed. Discussion of funds still available for year of 2019 and in which cities/counties funds remain. The cities of Guttenberg and McGregor have the largest amount of funds still available to residents, discussion of doing an EDDM mailing to better advocate to residents was discussed.

CONSIDER APPROVAL OF FINANCIAL STATUS REPORT: Sarah reviewed current financial standings. 15 loan delinquency letters were sent out at the beginning of August and we have had some people reaching out from those calls to discuss working on their loan payments. Brief discussion held by board members to understand financial sheet. A motion was made Gus Johnson/Barb Prochaska to approve the Financial Status Report. Motion carried unanimously.

DISCUSSION AND CONSIDER APPROVAL OF APPLICANT #469: Applicant is disabled and meets low to moderate income guidelines qualifying for a forgivable loan. Homeowner needs handicap ramp and handicap accessible shower along with a few other home repairs. All information from homeowner has been promptly provided and funds have recently run out in applicant's area. Board discussed moving forward with this project using RLF funds. Motion to approve applicant #469 by Kristie Wiltgen/Barb Prochaska. Motion carried unanimously.

CONSIDER APPROVAL OF HOME REMOVAL PROGRAM APPLICATION- 815 4TH AVE SW, OELWEIN: It was discussed to also add consideration of approval for the application for 504 W Maple Street in Calmar, which was received the day before the board meeting.

815 4th Ave. SW, Oelwein: Dylan Mulfinger, City Administrator of Oelwein, explained that this home removal project is a vacant home that sits on three lots. The home is vacant and in poor condition. A brief discussion was held with the board regarding program rules and expectations for Home Removal. Motion to approve applicant was made by Darla Kelchen/Val Reinke. Motion carried unanimously.

504 W Maple Street, Calmar:

Gus Johnson with Winneshiek Habitat for Humanity discussed this application. He mentioned the home has been removed because it was in such poor shape that they could not wait for the board meeting to approve. He mentioned this home would have been removed with or without the funds due to how deteriorated the site was. Motion to approve applicant was made by Darla Kelchen/Ray Peterson.

Discussion was brought up about approving the removal applications **upon receipt of those being emailed to Sarah. The board discussed and decided to allow them to be approved in a similar manner as the homeowner applications but requested that the applications still be brought to the next board meeting to share. ~~through email by the board over a majority vote. This would allow projects to move forward faster than approving at board meetings. Board discussed and decided that since the program was so new, we would wait to do that and continue to bring applications to the board for approval.~~** Spiff suggested invoices from “said county/city” should come through the applicants Economic Development Department. Checks will be issued through the Trust Fund to pay to applicant. Non-profits would still be responsible for sending their own invoices for the Home Removal Program.

Minutes amended at November 21, 2019 meeting.

CONSIDER APPROVAL OF HAP: Sarah Snitker outlined all changes and additions to the Revised Housing Plan updated 8/7/2019. Board discussed document, motion to approve revised HAP made by Cynthia Simpson/Sandie Graf. Motion carried unanimously.

CONSIDER APPROVAL OF BOARD TERMS AND APPOINTMENTS:

Sarah mentioned some of the board terms are due to re-new if the board members would like to stay on the board. Those members would be Gus Johnson, Jeremy Jostand, Barb Prochaska, Adam Weigand and Mallory Hanson would be taking over the Fayette Economic Development seat with the term as it currently is. Gus and Barb stated they would stay on the board and it was presumed the members who were missing would stay on unless they notified the board they did not want to. Appointments to office were also discussed with the following as assigned: Spiff Slifka as Chair, Cynthia Johnson as Vice-Chair, Katie Nolte as Treasurer and Heidi Hackman as Secretary. Motion to approve the board terms and appointments was made by Dennis Koenig/Ray Peterson. Motion carried unanimously.

CONSIDER APPROVAL OF RLF POLICY: Sarah Snitker informed the board that there are no changes that have been made to the policy. The board held an open discussion to discuss any

additions or removals of the RLF policy. Motion to approve RLF Policy with no changes made by Cynthia Simpson/Laura Frana. Motion carried unanimously.

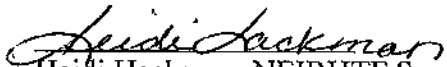
SCHEDULE NEXT MEETING: The next regular meeting is scheduled for Thursday November 21st at 1:30 p.m. These meetings will be held at the Postville UERPC office.

FLOOR ITEMS: Sarah mentioned RC&D recently received a grant which would allow residents within the City of Postville to get assistance with radon mitigation up to \$1,000 if mitigation is needed. Sarah mentioned this might be a good partnership as those mitigation units can be expensive and some homeowners might need additional funds to pay the full cost. The board would like these applications to be brought to their attention prior to approval.

Katie Nolte, UERPC Housing Department Head, has applied for a grant from Bank of the West in Decorah. The grant was approved and the NEIRHTF was awarded \$5,000. This money can be used in any of the 5 counties once available.

ADJOURNMENT: The meeting adjourned at 2:20 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

