

Northeast Iowa Regional Housing Trust Fund

Serving Allamakee, Clayton, Fayette, Howard and Winneshiek Counties

NEIRHTF Meeting Minutes February 21, 2019

MEMBERS PRESENT: Dean Thompson (by phone), Darla Kelchen, Dan Ollendick, Spiff Slifka, Jeremy Jostand, Barb Prochaska, Joseph Pisney, Cyndi Simpson, Kristen Wiltgen, Dennis Koenig, Laura Frana, Sam Whitehead, and Gus Johnson

MEMBERS ABSENT: Adam Wiegand, Val Reinke, Marty Stanbrough, Ray Peterson, Sandie Graf and Mike Schuster

STAFF PRESENT: Sarah Snitker, Mary Huinker and Katie Nolte

CALL TO ORDER: The Northeast Iowa Regional Housing Trust Fund meeting was called to order at 1:32 pm by Chair Spiff Slifka at the UERPC office in Postville.

APPROVAL OF AGENDA: Spiff stated there would be an amendment to the agenda that we do not need to approve line item #6, it just needs to be discussed. A motion was made by Sam Whitehead/Darla Kelchen to approve the agenda and amended. Motion carried unanimously.

INTRODUCTIONS; APPROVAL OF BOARD APPOINTMENTS AND TERMS: The board members introduced themselves to the new members. New board members up for appointment were Dennis Koenig, Ray Peterson, Joseph Pisney and Marty Stanbrough. These members will keep the current terms of the members they replaced. It was suggested for Katie Nolte to be appointed the new Treasurer and Mary Huinker will be leaving UERPC so a new Secretary would need to be appointed when available. For now, there will be an acting secretary from UERPC. A motion was made by Barb Prochaska/Cyndi Simpson to approve the new board members with the current terms and the new NEIRHTF Treasurer to be Katie Nolte. Motion carried unanimously.

APPROVAL OF MINUTES: A motion was made by Dan Ollendick/Jeremy Jostand to approve the minutes from the November 15, 2018 meeting. Motion carried unanimously.

PROJECT STATUS UPDATES: Sarah Snitker went over the current progress reports for both 2017 and 2018 projects. There are two open projects from 2017 that need to be completed before 2019 funding can be utilized. Sarah stated a new contractor would be starting one of the projects due to the length of delay on the other contractor's part. There are 5 projects still open in 2018 that are anticipated to be completed when the weather is warmer. Applications were recently sent out to 82 homeowners from our waitlist. Sarah also discussed the current spreadsheets of funding used and communities with funding still available.

CONSIDER APPROVAL OF FINANCIAL REPORT: Sarah Snitker went over the current financial status and updates on loan payments; stating all applicants who were listed as delinquent were sent letters regarding payment. A motion was made by Gus Johnson/Dan Ollendick to approve the financial report. Motion carried unanimously.

DISCUSS LOBBYIST FEES PAID: Sarah mentioned the lobbyist fees of \$696 was paid from the RLF per the RLF policy.

CONSIDER APPROVAL OF MANAGEMENT AGREEMENT: Sarah stated a new management agreement would need to be signed for our administration. She noted nothing changed from the agreement from last year except to update the year of coverage to be from January 1, 2019 – December 31, 2019. Dan asked if the payment amount was adequate and Sarah stated that she felt it was. A motion was made by Cyndi Simpson/Kristie Wiltgen to approve Management Agreement. Motion carried unanimously.

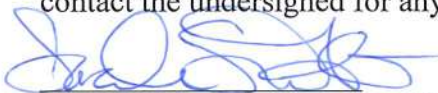
CONSIDER APPROVAL OF ADDITIONAL USES OF RLF: Spiff brought an application for a Residential Home Removal Program and presented the option of allowing Cities or Counties to apply for funding to demo a nuisance property. The board discussed the option of allowing Non-Profit entities to also be able to apply for the funding. These applications would go through the County Economic Development office and would be brought for discussion to the board prior to approval. There was much discussion of changes to occur to the current application. Spiff stated she would make changes to the application and email that out to the board members to view prior to any projects being approved. A motion was made by Sam Whitehead/Dan Ollendick to approve the program at this time with the understanding that the application would be updated, and all necessary changes approved upon at the next meeting. Motion carried unanimously.

SCHEDULE NEXT MEETING: The next regular meeting is scheduled for May 23, 2019 at 1:30 p.m. and will be held at the Postville UERPC office.

FLOOR ITEMS: Sarah mentioned she emailed out policies to the board members that she will need back. Those could be emailed to Sarah if they were not brought to the meeting. Sarah also mentioned she had a phone call regarding paying for someone to relocate their trailer. She stated she told the caller that it was not a type of project that fit within the guidelines due to the trailer not being a fixed foundation and the land not owned by the applicant but that she would discuss with the board. The board agreed that type of project would not fit within the guidelines and could not be assisted.

ADJOURNMENT: The meeting adjourned at 2:45 p.m.

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



Sarah Snitker, Acting NEIRHTF Secretary