

Northeast Iowa Regional Housing Trust Fund
Meeting Minutes /20 November 2014 / 1:30pm
Upper Explorerland / Postville

Gus Johnson called the meeting to order at 1:33pm.

Members Present: Adam Weigand, Barb Prochaska, Cindy Simpson (via phone), Dean Thompson, Gus Johnson (Chair), Gary Bowden., Jeremy Jostand, Mark Kubik, Mike Schuster, Spiff Slifka (Secretary).

Members Absent: Dan Ollendick, Darla Kelchen, Jill Halverson (Vice Chair), Larry Schellhammer, Laura Olson and Stacie Cooper.

Staff Present: Sarah Snitker, Mary Huinker, Lori Brockway, and Steve Benne.

- I. Barb Prochaska made a motion to amend (9b. Discuss and take action on NEICAC's application to replace flooring in low to moderate apartment and 14. Discuss and pay Lobbyist fees) and accept the amended November 2014 agenda with a second from Dean Thompson. The motion passed unanimously.
- II. Dean Thompson made a motion to amend the 2014 August minutes to read that Dean Thompson was in attendance, remove verbiage about annual meeting and to accept the amended August 2014 Minutes and the 2014 Annual Meeting Minutes with a second from Mike Schuster. The motion passed unanimously.
- III. HTF minutes
 - a. Auditors and IFA want all minutes signed and that the Annual meeting must formally document a public hearing was held, called to order, if comments were received and the closure of the public hearing. This was duly noted by staff and Board and will be reflected in future meetings and minutes.
- IV. Financial Status Report
 - a. Current Financial Status
 - i. Through October 31, 2014 Mary Huinker reported NEIRHTF liabilities of \$689,061.75 and equity of \$112,876.65 (\$133,060.74 income minus \$20,184.09 expenses) totaling \$801,938.40.
 - b. Loan Payment Updates
 - i. Huinker reviewed the loan payment activity through October 31, 2014. With 56 loans (FY'10 – FY'15), six are in arrears (past due letters were sent), four loans written off, and four have been paid off. There is a \$211,492.06 loan balance with \$161,206.92 available for relending.
 - c. 2015 match
 - i. Lori Brockway reviewed the 2015 match dollars committed/received (\$66,616.75) which will allow us to apply for full funding.
 - d. Mark Kubik made a motion to accept the financials with a second from Dean Thompson. The motion passed unanimously.

- V. Project Status Report
 - a. Funding Spreadsheet
 - i. 2013-2014 funding cycle through October 27, 2014 shows a total of \$0.00 I-Jobs/IFA funds available.
 - ii. 2014-2015 funding cycle through October 28, 2014 shows a total of \$218,356.74 available.
 - b. Progress Report
 - i. 2013-2014 status through August 19, 2014; 39 projects complete and 1 approved/pending project.
 - ii. 2014-2015 status through November 13, 2014; 14 complete projects, 13 approved/pending projects, 9 needing additional information and 11 projects on the waiting list.

- VI. 2013 SHTF dollar deadline
 - a. The Board was reminded that there are SHTF dollars to be spent by 12.30.14. The Calmar and NEICAC projects should take up the most of this funding.

- VII. Proposals and uses of Revolving Loan Fund account
 - a. With \$178,349.73 in the RLF the Board reviewed the recent proposals; signs to put in yards, funds will be funneled through the economic development offices of each county for housing studies, additional HTF projects could be funded at the discretion of the Board for homeowners right on the bubble of income eligibility and staff asked for more ideas from the Board. Discussion will continue.
 - b. Brockway confirmed (via emails with Terri Rosonke) that IFA denies the use of RLF monies as match dollars, but that interest earned could be used if the LHTF wishes and is willing to track the interest separately.

- VIII. Licensing for HVAC and electricians to be eligible as contractors through NEIRHTF
 - a. Information was presented that plumbers along with electricians need to be licensed/certified through state. Not all are (often due to lack of inspectors available through state). Dean Thompson made a motion that NEIRHTF use licensed plumbers and electricians and keep a copy of their licenses at office with a second from Mike Schuster. The motion passed unanimously.

- IX. Window replacement and flooring replacement for low to moderate apartments
 - a. Mark Kubik made a motion to fund the UERPC Calmar window project (replace windows in five apartment units) going with the more expensive estimate; Heying Lumber materials/Roger Bockenstedt labor totaling \$10,533.35 vs. ProBuild materials/Kruse N Bries labor totaling \$8,892.75 using the expiring SHTF monies with a second from Dean Thompson. The motion passed unanimously.
 - b. Mike Schuster made a motion to fund the NEICAC project (replace flooring in apartment) with commercial grade vinyl flooring from Mr. Carpet (\$1,912 vs. \$2,980 from Fashion Floor) with a second from Mark Kubik. The motion passed unanimously.

- X. NEIRHTF signs
 - a. Board reviewed the sign options presented and chose the steel-framed signs (\$90 each) over the coroplast version (\$35). The Board also would like sign message to be changed from 'funding provided by' to 'funds provided by' and a different house graphic. Mike Schuster made a motion to purchase 12 steel-frame signs to advertise the NEIRHTF program (only to be put in yards where homeowners and nonprofits are willing) with a second from Dean Thompson. The motion passed unanimously.

- XI. Board Terms
 - a. Barb Prochaska and Mike Schuster agreed to extend their Board positions for another 3 years. Randy Uhl has vacated his position as Winneshiek County Economic Development Director and when his replacement is announced will invite to the Board. We wish Randy all the best and thank him for his years of service on this Board and in our region.

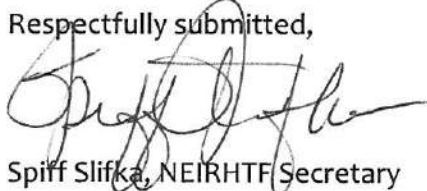
- XII. Next Meeting
 - a. Next meeting is scheduled for **Thursday, February 26, 2015 at 1:30pm** in Postville.

- XIII. Floor Items
 - a. No floor items

- XIV. Lobbyist fee
 - a. Dean Thompson made a motion to pay the upcoming lobbyist fees with a second from Mark Kubik. The motion passed unanimously.

- XV. Adjournment
 - a. Dean Thompson made a motion to adjourn the meeting with a second from Mike Schuster. Motion passed unanimously and Gus Johnson adjourned the meeting at 3:19pm.

Respectfully submitted,



Spiff Slifka, NEIRHTF Secretary