

Southwest Iowa Housing Trust Fund, Inc.
Meeting Minutes
August 21, 2017, SWIPCO Conference Room, Atlantic, IA

Call to Order. Wright called the meeting to order at 10:00 A.M.

Roll Call. The following members were present: Chris Hartwig (teleconference), Lori Holste, Pat McCurdy, Wendy Mueller, and Brad Wright. A quorum was present. Staff present: Amber Carcel, Tammy DeBord, Sandy Hansen, and Daniel Lee.

Approve Agenda. McCurdy moved to approve the agenda, and Mueller seconded. Motion passed with all ayes.

Approve Minutes of May 23, 2017. Hartwig moved to approve the minutes and Holste seconded. Motion passed with all ayes.

Public Hearing for Iowa Finance Authority Local Housing Trust Fund Application. Chair Wright opened the public hearing at 10:01 a.m. Carcel presented the application. No public comments were received. Public Hearing was closed at 10:02 a.m.

Discuss and Approve Housing Assistance Plan. Carcel explained the plan is similar year to year, and gave a brief overview, noting there was no significant change to last year's plan. McCurdy moved to approve the plan as presented and Mueller seconded. Motion passed with all ayes.

Discuss and Approve Iowa Finance Authority Local Housing Trust Fund Application. Carcel presented the application for review. She noted that the requested amount was higher than in the past, due to a loan paid off at the state level. Holste moved to approve the application and McCurdy seconded. The motion passed with all ayes.

Discuss and Approve SWIHTF Demolition Program Application and Application Process. Staff presented the proposed application and point allocation for the demolition program. Discussion topics included:

- Currently no record is kept of how many communities inquire about the program and told no funds are available. In addition, not all communities, due to staff turnover and elections, may be aware the program exists.
- An application period would allow staff to contact all communities within our region to make them aware and allow them to apply as well as allow the communities to budget for their 50% match.
- The single family unit criteria recommended by staff was to allow money for more projects in more communities as a single family unit is less expensive to demolish than a multi-family unit.
- The asbestos inspection finished before the application process allows for a more detailed RFP when sending bid documents out and is the same process the DNR currently uses.
- The basement and building material information is also to gather more information for the RFP for the contractors for bids. In addition, certain materials are known to more likely have asbestos than others.
- Mueller and McCurdy stated they liked the point allocation, Wright did not. If the point allocation system is not used the board will need to decide how applications will be chosen, such as first come, first serve or board voting.
- Staff also suggested a dollar cap per project.

McCurdy moved to table further discussion and a vote on the point allocation and application until the November 2017 meeting. Holste seconded the motion. Motion passed with all ayes.

Approve Daniel Lee as Iowa Finance Authority Administrator and Signatory. Mueller moved to approve Daniel Lee as the administrator and signatory for Iowa Finance Authority grant funded programs. Holste seconded the motion. Motion passed with all ayes.

Discuss Current Programs. Lee presented:

- CDBG
 - Elk Horn was awarded 8 homes for total cost of \$320,000 in 2015. 2 are completed, 1 is in process, and 2 homes have a walk through scheduled for 8/30/2017. Project needs finished by July 31, 2018.
 - Red Oak was awarded 10 homes for \$400,000 total cost in 2015. 3 are completed, 1 is in process, and two are ready for the pre-construction meeting. The project completion date is July 31, 2018.
 - Anita was awarded 6 homes for total cost of \$243,000 in 2016. 2 are in process and 1 is ready for the housing committee. Completion date for this is July 31, 2019.
 - Woodbine was awarded 6 homes for \$243,000 total cost in 2016. 3 homes are in process, and 1 is waiting for SHPO approval. The target area for this project was expanded to the entire city limits. Completion date for Woodbine is July 31, 2019.
 - The city of Lewis was awarded a CDBG Housing grant for 6 homes and \$238,242.00 in July. Staff is waiting for final approval before proceeding with the town hall meeting.
- IFA 2016
 - Homeownership assistance
 - 27 homeowners assisted for \$100,000
 - Repair
 - 19 projects completed
 - 5 awarded
 - 16 income verified and waiting on bids to be returned or inspection. Some of these will probably be moved to 2017 IFA depending on funds.
 - Approximately \$20,000 left
 - Project to be closed out by December 31, 2017
- IFA 2017
 - Homeownership Assistance
 - 25 homeowners assisted for \$100,000
 - Demolition
 - A new RFP is being prepared for the Red Oak project due to lack of bids

Other Business. None presented.

Adjourn. Holste moved to adjourn the meeting and at 10:40 AM and Mueller seconded. Motion passed with all ayes.

Marty Barnett
Secretary/Treasurer