

**Western Iowa Community Improvement Regional Housing Trust Fund
Board of Directors**

Minutes

July 29, 2016

12:00 (Noon)

1122 Pierce Street, Sioux City, Iowa

MEMBERS PRESENT:

Mark Monson, President	Woodbury County Board of Supervisors
Don Kass, Vice President	Plymouth County Board of Supervisors
Julie Colling	Mid-Sioux Opportunity, Inc.
Teresa Miller	Monona County Economic Development
Mark Buschkamp	Cherokee Area Economic Development Corp

MEMBERS ABSENT:

Rita Frahm	Ida County Economic Development
Scott Brekke	Great Southern Bank
Bob Paulsrud	Ida County Board of Supervisors
Jeff Simonsen	Cherokee County Board of Supervisors
Robert Meyer	Iowa Nebraska State Bank

OTHERS PRESENT:

Codi Main	SIMPCO
Sharon Burton	SIMPCO
Emily Coppock	SIMPCO

The Board of Directors met on Friday, July 29, 2016, at 12:00 (Noon), SIMPCO, 1122 Pierce Street, Sioux City, Iowa. *A quorum was present.* President Mark Monson called the meeting to order at 12:00 pm.

- I. **Introductions:** President Mark Monson led the introductions.
- II. **Approval of the Agenda:** President Mark Monson asked if there were any additions or changes to be made to the July 29, 2016 agenda as presented. No changes to be made.

Teresa Miller moved to approve the agenda as presented seconded by Don Kass. Motion carried all ayes.

- III. **Approval of the April 1, 2016 minutes:** President Monson asked if there were any changes to be made to the April 1, 2016 minutes as presented.

Don Kass moved to approve the April 1, 2016 minutes as presented, seconded by Julie Colling. Motion carried all ayes.

- IV. **Review of the June 3rd, 2016 notes:** President Monson asked if there were any changes or discussion to be had regarding the June 3, 2016 notes.

No changes to be made, no discussion. Julie Colling moved to acknowledge the notes, seconded by Teresa.

- V. **Financials:** Housing Director, Codi Main, reported that the #15-28 Housing Trust Fund funding will be made up of Admin HTF, Admin Local Match, Homeowner - Owner-Occupied Rehabs, and Capacity Building Award (Ida Grove Housing Authority). The balance remaining for #15-28 is \$281,539.74. Codi also noted the breakdown of Owner-Occupied Rehab by county including budgeted amount, amount spent, and remaining balance as well as sources of funding, use of funding, funding drawn and remaining balances. Codi also noted that construction management will not be requested until projects are completed.

- VI. **15-28 HTF Budget Amendment:** Codi Main presented the 15-28 amendment requesting the budgeted amounts of the Homeowner-Acquisition & Rehabilitation Assistance for Resale, \$107,500, and the Homeowner-Down Payment Assistance program, \$5,000, funding be transferred to the Homeowner-Owner-Occupied Rehabilitation program adding to the already \$121,040 budgeted amount for HTF 15-28.

Don Kass moved to approve the 15-28 HTF budget amendment, seconded by Mark Buschkamp. Motion carried all ayes.

- VII. **Director's Report:** Codi Main reported on the FHLB grant noting the final draw was submitted and that FHLB requested more documents for the close out, also noting the final close out should be completed by August. Codi also reported on HTF 14-20, noting that the final projects have been completed or will be completed within the next 30 days and the final draw down has been submitted and approved and should have the funds by the following Monday. Codi noted that the HTF 15-28 properties are continuing to be inspected and prepared for bidding and the HTF 16-29 funds were requested for admin at this point. Codi also reported the HTF FY 17-18 grant application is now open for completion and must be submitted by October, 2016. Mark Monson requested a breakdown of projects and how many of each community we have served to be presented next meeting.

- VIII. **FY 2017-2018 Housing Trust Fund Application:** Codi reported that the application was now open for completion and must be submitted by October, 2016 with decisions being made in December, 2016. Discussion was had regarding criteria of the application and whether to stick with home owners like the past or to include rentals.

Julie Colling moved to approve the completion and submission of the FY 2017-2018 Housing Trust Fund Application, seconded by Teresa Miller. Motion carried all ayes.

- IX. **Monona County Private Representative:** Robert C. Meyer, Assistant Vice-President, Iowa Nebraska State Bank, Onawa.

Teresa Miller moved to appoint Robert C. Meyer as the Monona County Private Representative of the Western Iowa Community Improvement Regional Housing Trust Fund (WICIRHTF) Board of Directors, seconded by Don Kass. Motion carried all ayes.

- X. **Election of Officers:**

- a. President – Mark Monson
- b. Vice President – Don Kass
- c. Treasurer – Sharon Burton
- d. Secretary – Sharon Burton

Julie Colling motioned to approve the election of officers, seconded by Mark Buschkamp. Motion carried all ayes.

- XI. **Next Meeting/ Set Public Hearing:** Codi reported the next Housing Trust Fund meeting will be September 23, 2016 at 12:00 p.m. (noon). Codi noted this will also be the date and time for the public hearing.
- XII. **Adjournment:** Mark Monson moved to adjourn the meeting, seconded by Don Kass. Meeting adjourned at 12:50 p.m.