

**MINUTES**  
**COMMUNITY DEVELOPMENT BOARD MEETING**  
**NOVEMBER 18, 2014**

The regular meeting of the Community Development Board was held in the City Council Chambers, 715 Mulberry Street, Waterloo, Iowa and called to order by Chairperson Jeri Thornsberry at 4:00 p.m. on Tuesday, November 18, 2014.

**Members present:** Maxine Tisdale, Brooke Trent, Robert Tyson, Jason Verbraken, Sajra Vunic and Chairperson Jeri Thornsberry.

**Members absent:** Doreen Mingo.

**Also present:** Rudy Jones, Community Development Director, Nancy Gulick, Community Development Coordinator; Ann Northey, Administrative Secretary; Ali Parrish, Iowa Heartland Habitat for Humanity; and Tim Jamison, Waterloo/Cedar Falls Courier.

Chairperson Thornsberry welcomed and introduced Ali Parrish, Executive Director of Iowa Heartland Habitat for Humanity. Rudy Jones explained that Ms. Parrish was invited to give a brief overview of our partnership to help new Board members understand the relationships we have with some of our subrecipients.

Ms. Parrish reviewed the history of Habitat for Humanity in Northeast Iowa and around the country. She provided a brief video and some detailed information on their current projects and the families they sponsor. Board members were given an opportunity to ask questions.

**A. APPROVAL OF THE AGENDA.**

Chairperson Thornsberry stated Board packets were mailed prior to the meeting.

**It was moved by Brooke Trent and seconded by Maxine Tisdale to approve the Agenda as mailed. Motion carried.**

**B. APPROVAL OF THE MINUTES FOR THE REGULAR MEETING ON OCTOBER 21, 2014.**

Chairperson Thornsberry asked for changes or corrections to the minutes of the last regular meeting on October 21, 2014.

**It was moved by Maxine Tisdale and seconded by Sajra Vunic to approve the minutes of the regular meeting on October 21, 2014 as presented. Motion carried.**

**C. OLD BUSINESS:**

**1. Single Family Unit Production – Round 3 Update (Dec. 31, 2012 extended Dec. 31, 2014).**

Rudy Jones reported the Iowa Economic Development Authority is definitely closing out their single family new construction activities. On Round 3 the units in question are primarily at the Van Eaton site – five units. One unit will probably be completed and the other four units will not be funded. We did

manage to complete 95% of our commitments. The State requires the units to be complete and a purchase agreement in place. Rudy noted the State will allow us to finish the one unit at Van Eaton since we have an agreement in place. It is now up to the contractor to make this happen and this will conclude Round 3.

## **2. Single Family Unit Production – Round 4 Update (March 15, 2013 Extended Dec. 31, 2014).**

Rudy Jones explained that Roof Development completed their four (4) units and we are finalizing the administrative paperwork. He noted that Skogman Homes built and completed their eight (8) units located at the Hummingbird Circle site and we are completing their paperwork. ICS had eight (8) units to complete at the Summerland site, and to date four (4) units will probably be completed. We will lose four (4) units at that site as well. There are purchase agreements in place for the four units in progress.

Rudy Jones noted we will lose a total of eight units out of all the rounds of Single Family New Construction, and successfully completed about 85 units.

## **3. Neighborhood Stabilization Program – Round 3 Update (March 31, 2015).**

Rudy Jones stated we are ready to close on 923 Lafayette to a Habitat for Humanity client, who meets the income guidelines. We have finished the fence work on all the Lafayette Street properties in the 900 and 1000 block and all the units have been sold.

Rudy Jones also noted we are compiling a list of demolition units. We must spend demolition dollars in an equal percentage with new construction dollars so may need to wait until Spring to initiate a demo bid.

Rudy Jones stated the acquisition of 1027 Lafayette was completed and bids have been negotiated for rehabilitation of this structure. Once completed, this will be offered on the market as a four-bedroom home with a garage. Once the rehabilitation is complete we will begin pre-marketing the unit. The selling price will be determined after an appraisal is completed. The rehabilitation of this unit allows us to keep a footprint in the neighborhood and provide a structurally sound unit upon completion.

## **4. Update on Round 6 – Multi-Family Rental Housing Application process.**

Rudy Jones indicated we still have no word from the State on this application. He indicated it may be possible that some of the new construction dollars being returned could be utilized for the Multi-Family Rental Housing projects.

## **5. Program Income Loan Process Subcommittee.**

Rudy Jones indicated we are ready to meet and discuss details of the loan process in order to generate program income. We will call upon subcommittee members Robert Tyson and Jason Verbraken to begin this process. We are hopeful to get this process underway by Spring before the new fiscal year begins. It was determined the subcommittee would meet the first week in December, any day at 8:30 a.m. Rudy will email the exact day.

## **6. Down Payment Assistance Review – Participating Lenders.**

Rudy Jones indicated partnerships were established a number of years ago with many of the local lending institutions who became participating lenders with our Down Payment Assistance Program. Since the banking industry has changed dramatically, we need to bring our program up to speed with these changes. The subcommittee consists of Brooke Trent, Maxine Tisdale and Sajra Vunic. It was determined the subcommittee would meet on Thursday, December 4, 2014 at 10:30 a.m. in the Community Development office.

**D. NEW BUSINESS:**

**1. Endorse Rehabilitation Contracts for October 2014. (Copy attached)**

Chairperson Thornsberry indicated the monthly rehabilitation contract report was in the Board packet and inquired about the lead activities.

**It was moved by Brooke Trent and seconded by Sajra Vunic to endorse the Rehabilitation Contracts for October 2014. Motion carried.**

**2. Award contract for rehabilitation of 1027 Lafayette Street.**

Chairperson Thornsberry called attention to the Comparison of Estimate and Bid Totals worksheet for the bids received to rehabilitate 1027 Lafayette Street. Three contractors bid as follows: Connerley Construction - \$156,731.00, S. J. Construction, Inc. - \$167,123.00 and ToJo Construction - \$150,525.00. The specialist's estimate was \$147,125.00 and staff is recommending award to the low bidder, ToJo Construction in the amount of \$150,525.00.

Rudy Jones indicated the initial bid process came in over 10% of the Rehabilitation Specialist's estimate. Therefore, the project was reviewed, line items revised and the project was rebid. New bids came in within the scope of our estimate and ToJo Construction submitted the lowest, responsible bid.

Jason Verbraken inquired about the time frame to complete the project, with the onset of winter conditions. He noted this is a very extensive project and hopefully we can avoid a lot of delays and extensions.

Rudy Jones indicated we hope to put the house on the market early Spring. Nancy Gulick indicated the contractor will begin working on the exterior as soon as the contract award is approved. Rudy Jones affirmed the timeliness of completing rehabilitation projects in the scope of their contract.

The Chair asked about a nonperformance clause added to this project and suggested a firm commitment should be discussed with the contractor.

Rudy Jones indicated there is no clause for nonperformance, and noted we won't have such strict deadlines or time constraints as we did while working with lead grant funds. We did complete all of our projects within the timeframe of the lead grant, meeting our benchmarks with the lead components. This will be a good winter project for the contractor.

**It was moved by Jason Verbraken and seconded by Robert Tyson to award the contract for rehabilitation of 1027 Lafayette Street to ToJo Construction in the amount of \$150,525.00.**

**On roll call: Robert Tyson, Jason Verbraken, Maxine Tisdale, Brooke Trent, Sajra Vunic and Jeri Thornsberry voted Aye. Nays: None. The Chair declared the motion carried.**

**3. Set Board meeting dates for 2015.**

Chairperson Thornsberry indicated all Board meeting dates are proposed for the 3<sup>rd</sup> Tuesday of each month in 2015, with the exception of the January meeting being moved to the 2<sup>nd</sup> Tuesday, due to the Martin Luther King holiday and the City Council meeting in the Chambers on the 3<sup>rd</sup> Tuesday.

**It was moved by Brooke Trent and seconded by Sajra Vunic to adopt the Board dates as presented for 2015. Motion carried.**

#### **4. Select Board Subcommittee for FY2016 CDBG and HOME Funding Cycle.**

Rudy Jones stated the informational forum was held November 13, 2014 at the Waterloo Center for the Arts to explain the CDBG and HOME process to those attending. Rudy Jones stated funding for this cycle is still unknown; however, we still fall under the continuing resolution and there may be a 5% reduction in funds. The planning process needs to go forward with several Board members on the review committee along with two City Council members appointed by the Mayor.

Chairperson Thornsberry indicated each year one Board member remains on the subcommittee to keep some institutional knowledge of what has been done in the past. The Chair noted Sajra Vunic participated in the review process last year and is willing to serve again for FY2016. Chairperson Thornsberry stated she would like to be involved in the process and Robert Tyson also volunteered. The first meeting was scheduled for January 8, 2015 at 8:30 a.m. in the Community Development Office.

#### **G. DISCUSSION ITEMS:**

##### **1. Lead Grant Debriefing.**

Rudy Jones reported we did not receive the lead grant award this time. He noted Nancy Gulick and Mark Boesen had a debriefing with HUD representatives, who gave us an overview of our strengths and weaknesses of our application. We were only 4 points away from receiving the award.

Nancy Gulick shared that \$47 million dollars were awarded. There were 61 applications 20 were awarded. 83 was the cutoff for the number of points you had to score and we scored 78.875. Our weaknesses were the number of units we were planning to complete and they wanted more explanation on some of the items presented. This is a very subjective and competitive application process and Nancy Gulick noted we will apply again next year and work on these areas.

Rudy Jones indicated this is only the 2<sup>nd</sup> time we did not receive an award through five funding cycles.

##### **2. FY2014 C.A.P.E.R. – HUD review.**

Rudy Jones indicated correspondence from HUD was included in your packet with their comments on our FY2014 Consolidated Annual Performance and Evaluation report. HUD also provided their concerns and recommendations on the Analysis of Impediments.

Discussion continued on what type of impediments are of concern. Rudy Jones explained there could be a number of obstacles that could minimize folks getting into housing, like distributing land to potential developers and limiting the type of housing being planned, could be an impediment. Limiting the number of bedrooms in a property is another. Rudy Jones noted he is working on a committee to address these types of impediments.

#### **H. ADJOURN MEETING.**

With no further business to come before the Board, Chairperson Thornsberry adjourned the meeting.

Respectfully submitted,

Sajra Vunic, Board Secretary

October 2014 Contracts signed								
j:\nancy-g\rehab files\2015 rehab report-contracts signed by month								
<b>CDBG Rehab Program</b>						CONTRACT		
NAME	SPECIALIST	NUMBER	ADDRESS	REPAIR	CONTRACTOR	DATE	AMOUNT	
George Oliver and Laretha Fay Tyler	Jon	1684	437 Argyle	roof, vinyl siding, windows	ToJo	10/1/2014	16,383.00	
Holley Miller	Matt	1687	1104 Ackermant	Roof, siding, wall & ceiling repair, concrete stoop & steps, water heater	SJ Construction	10/8/2014	24,375.00	
Ronald & Maria Mannion	Matt	1689	1122 Baltimore	Windows, doors, wall repairs, siding, basement wall repair, electrical update, stoop and steps	Niedert	10/21/2014	15,970.00	
<b>Total</b>							<b>56,728.00</b>	
<b>Down Payment Assistance</b>						CONTRACT		
NAME	SPECIALIST	NUMBER	ADDRESS	REPAIR	Lending Institution	DATE		
<b>Total</b>							-	
<b>Emergency Repairs Program</b>						CONTRACT		
NAME	SPECIALIST	NUMBER	ADDRESS	REPAIR	CONTRACTOR	DATE	AMOUNT	
Latasha Claybon	Mark	1177	35 Dawson	roof	D & D Construction	10/13/2014	3,439.00	
Ibrahim & Senija Catic	Mark	1176	1208 Garden	roof	D & D Construction	10/13/2014	4,000.00	\$401 owner funds
Lennis & Loretha Willhite	Mark	1175	1016 W. 7th Street	roof	D & D Construction	10/16/2014	4,000.00	\$1137 owner funds
Teresa Jorgensen	Jon	1179	715 Starlite Blvd	furnace and water heater	Bergen Plumbing	10/29/2014	3,335.00	
Salvador Cervantes	Mark	1180	1312 Grant Ave	water service	Al Gordon Plumbing	10/28/2014	1,240.00	
<b>Total</b>							16,014.00	
<b>EDI Energy Efficiency Program</b>						CONTRACT		
NAME	SPECIALIST	NUMBER	ADDRESS	REPAIR	CONTRACTOR	DATE	AMOUNT	
<b>Total</b>							\$ -	
<b>HOME Rehabilitation Program</b>						CONTRACT		
NAME	SPECIALIST	NUMBER	ADDRESS	REPAIR	CONTRACTOR	DATE	AMOUNT	
Justin & Stephanie Thompson	Jon	1686	1212 W. 5th Street	roof, windows , tub/shower unit, water heater,electric	ToJo	10/10/2014	25,732.00	
Ronald & Maria Mannion	Matt	1689	1122 Baltimore		Niedert	10/21/2014	18,858.00	
<b>Total</b>							44,590.00	
<b>Lead Grant Program</b>						CONTRACT		
NAME	SPECIALIST	NUMBER	ADDRESS	REPAIR	CONTRACTOR	DATE	AMOUNT	
George Oliver & Laretha Fay Tyler	Jon	1684	437 Argyle		ToJO	10/1/2014	17,650.00	
Holley Miller	Matt	1687	1104 Ackermant		S.J. Construction	10/8/2014	8,900.00	
Justin & Stephanie Thompson	Jon	1686	1212 W. 5th St		ToJO	10/10/2014	3,550.00	
<b>Total</b>							<b>\$ 30,100.00</b>	