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## HOUSING COMMITTEE

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**1. Meeting Called to Order:** A meeting of the Osceola County Housing Committee (Committee) was convened at 12:00 p.m. on Wednesday, March 6, 2019. The following individuals were in attendance:

- a. Jack Nehmer, Osceola County Commissioner / Housing Committee Member
- b. Ron Sikkema, Housing Committee Member
- c. Dan Massy, Community Development Coordinator
- d. Lindsay Hager, Third Party Grant Administrator

**2. Approval of Agenda:** Dan asked that "Project Approval Process" be added as Other Business (6c). Ron asked that moving additional program responsibilities over to the Third Party Administrator also be added.

(19-01) *Motion by Ron Sikkema, supported by Jack Nehmer, to approve the agenda with the two additions. Motion passed.*

**3. Approval of October 16, 2018 Minutes:**

(19-02) *Motion by Ron Sikkema, supported by Jack Nehmer, to approve the October 16, 2018 minutes as presented. Motion passed.*

**4. Financial Report:** Dan provided a written Financial Report. There is a Pre-Program Year 2018-2019 balance of \$17,977.12, a Program Year 2018-2019 balance of \$47,355.50 for a total of \$65,231.82. The Financial Report was placed on file.

(19-03) *Motion by Jack Nehmer, supported by Ron Sikkema, to approve the Financial Report and place on file. Motion passed.*

**5. Old Business**

**a. Request to Spend PY 2017-2018 Program Income:** We have still not received permission to spend PY 2017-2018 Program Income (PI). Dan reviewed the actions he has taken thus far;

- Submitted the County's Form 8-H to the MEDC,
- Followed up by email,
- Resubmitted the Form 8-H, as requested.

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Lindsay stated none of the communities he is working with have received permission; however, if you submit a project you will likely get permission to proceed. The Committee decided to continue working and obtain approval on a per project basis.

*Action Required: Lindsay will follow up with the MEDC to try to obtain permission to spend PY 2017-2018 Program Income.*

**b. Request to Spend Program Income in Excess of \$35,000:** Dan reminded the Committee he contacted the MEDC about spending Program Income, if needed, in the PY it is received instead of having to wait until the next July. He is waiting to hear back.

*Action Required: Lindsay will follow up with the MEDC to try to obtain permission to spend PI in excess of \$35,000.*

**c. Review of Existing Mortgages:** Lindsay briefed the Committee on the results of the review he conducted of all the mortgages in the County's portfolio. Committee members had questions on several files; specifically 20532 Tallpine Road, 402 N. Carland, and 19175 200<sup>th</sup> Avenue.

**6. New Business**

**a. Potential Project:** Dan passed out information on a potential project. The Committee approved obtaining additional information.

*Action Required: Dan will call the homeowner to inform him that Lindsay will be following up. Lindsay will follow up with the homeowner.*

**b. Home Repair Program Flyer:** Lindsay created a program flyer that can be used to promote the program. It was reviewed, looked good, and will be used by Committee members.

**c. Project Approval Process:** Dan asked the Committee to discuss its process for approving projects. Due to the fact that the program only deals with emergency projects he felt it too time consuming to hold a meeting in order to initiate a project.

*Action Taken: The Committee agreed to give phone approval to the Third Party Administrator in order to initiate a project. Once all information is gathered the project must still be presented at a Committee meeting for final approval.*

**d. Transfer of Program Responsibilities:** The Committee made the decision to move all Program responsibilities, with the exception of anything financial, to the Third Party Administrator.

**7. Public Comments:** None; no members of the public were present.

**8. Adjournment:** The meeting was adjourned at approximately 1:25 p.m. A date for the next meeting was not set.

*(19-04) Motion by Ron Sikkema, supported by Jack Nehmer, to adjourn. Motion passed.*

Respectfully Submitted,

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Dan Massy  
Community Development Coordinator

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