1. Meeting Called to Order: A meeting of the Osceola County Housing Committee was convened at 9:40 a.m. on Thursday, February 25, 2016. The following individuals were in attendance:

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

2. Brief Public Comments: No members of the public were present.

3. Approval of Agenda

   (16-02) Motion by Ron Sikkema, supported by Joe McNally, to approve the agenda as presented.

4. Reports

   a. Financial Report: Dan presented the Housing Committee’s Financial Report. There was no change from the previous month.

   (16-03) Motion by Ron Sikkema, supported by Joe McNally, to accept the Financial Report as presented.

   b. Project Status Report: Dan presented a report showing the status of all projects previously presented to the Board and applications that have been received since the last meeting. He stated the report will normally become a part of each meeting to be used as a management tool. Discussion concerning each project followed.

   (1) The Board wanted to ensure it was clear that only the septic portion of the Vincent project was approved.
   (2) Both the Richardson and Bieri paperwork has been received since the report was completed.
   (3) The use of Program Income (PI) was discussed; specifically, if the Board can use PI outside the target area and what latitude it has in determining if it wants to utilize PI for a project.
   (4) The repair to the windows at 3548 100th Avenue, Evart was discussed. The house is outside the city and would require the use of PI. The Board determined there would be a better use of the PI at this time.
(16-04) Motion by Ron Sikkema, supported by Jack Nehmer, to accept the Project Status Report.

(16-05) Motion by Ron Sikkema, supported by Jack Nehmer, to **not approve** the request by Hutchins at 3548 100th Avenue, Evart. The request is to be placed on hold and be reconsidered at a later date if our PI balance changes and the homeowner is still interested.

6. Unfinished Business

   a. **Review Program Guidelines:** Dan led the Committee through a review of the Program Guidelines. The purpose was two-fold; educational purpose of the Committee and obtain the approval of the Committee. During the review the need for several updates were noted.

(16-06) Motion by Ron Sikkema, supported by Jack Nehmer, to approve the Program Guidelines, contingent upon the approval of the noted changes by MSHDA.

   b. **Mobile Home Policy:** The Mobile Home Policy was reviewed as part of the Program Guidelines.

   c. **Review Homeowner Survey:** Dan presented a Homeowner Survey that he developed primarily from a survey provided by Lindsay. The Board reviewed the survey. The plan is for Lindsay to provide the survey to each homeowner after their project is completed.

   d. **Review & Approve Emergency Project Policy:** Dan presented a handout with four options for approving Emergency Projects. The Committee liked a combination of the first and fourth option. Dan is to merge these two options into one policy and present for approval at the next meeting.

7. New Business

   a. **Review and Approve/Disapprove Homeowner Applications:** See paragraph 4b, Project Status report, in particular paragraph 4b(3) and Motion 16-05.

   b. **Approve Tentative 2016 Meeting Dates:** Dan presented a handout of proposed tentative meeting dates for the remainder of 2016.

(16-07) Motion by Ron Sikkema, supported by Jack Nehmer, to approve the tentative 2016 meeting schedule as presented.

   c. **Unscheduled Business:** None

8. Extended Public Comment: No members of the public were present.

The meeting was adjourned at approximately 10:55 a.m. The next scheduled meeting of the Osceola County Housing Committee is March 31, 2016 at 9:30 a.m. in the County Courthouse.