

Documentation submitted to the PRO Housing Committee by Five Tool Management on behalf of the Town of Meeker – considered original content for the sole purpose of compliance with the NOFO grant application.



**Exhibit C Need**

**Meeker Industrial Authority a public trust for the Town of Meeker**

**Meeker PRO Housing Grant Project**

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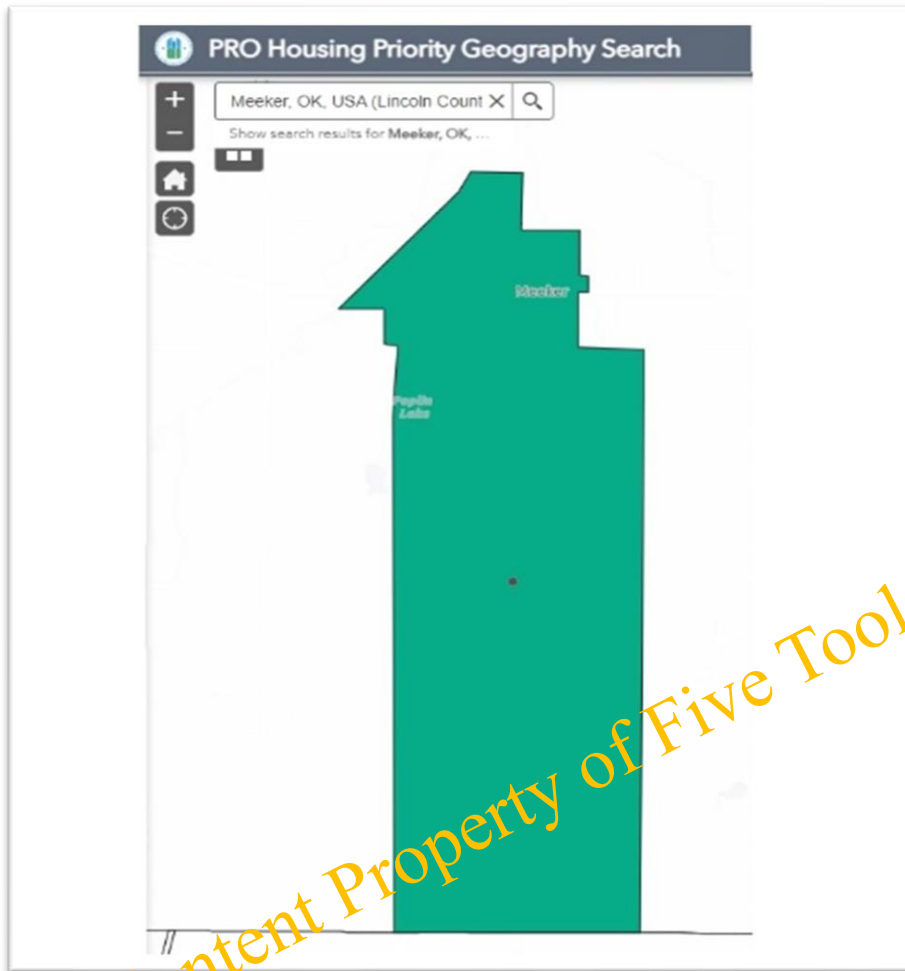
**Factor (a): Need**

Does Meeker, Oklahoma, have an acute need for affordable housing? **Absolutely!**  
Does Meeker have a short-term and long-term solution for homeownership? **Absolutely!**

**PRO Housing Priority Geography – Meeker, Oklahoma**

The Town of Meeker has an acute need for affordable households. Based on the Pathways to Removing Obstacles to Housing (PRO Housing) Geographic Map, Meeker, Oklahoma, qualifies as a ‘priority geography.’ Priority geography means that a geography with affordable housing needs to be more significant than a threshold calculation for one of three measures. The threshold calculation is determined by the need for the 90th-percentile jurisdiction (top 10%) for each factor as computed by comparing only jurisdictions with a population greater than 50,000. Meeker, Oklahoma’s qualification is based on the place level applied respectively to the Township of Meeker, Oklahoma. The following PRO Housing Priority Geography Place Search map demonstrates the priority geography qualification.

**Exhibit C – Map 1 – PRO Housing Priority Geographic Rating**



***Subfactor (a)(i): Demonstrate Progress and Commitment Progress***

On June 3, 2024, the Meeker Town Board approved the creation of the Meeker Industrial Authority. The Meeker Industrial Authority is a Trust Indenture established by the Town of Meeker Board members to buy, sell, and rent real estate property for the public purposes set forth under the provision of Title 60, Oklahoma Statutes, 2011, Section 176 to 180.4, inclusive, the Oklahoma Trust Act and other applicable statutes of the State of Oklahoma. The mayor of Meeker is the Trustor of the Meeker Industrial Authority. Four members of the community were appointed and sworn in as Trustees. The first meeting of the Meeker Industrial Authority was held at 4:00 p.m. on Tuesday, July 2, 2024, at the Meeker City Hall, 510 W. Carl Hubbell Blvd., Meeker, OK 74855. The first order of business was to file the new Trust Indenture with the Lincoln County Clerk's Office, register the public trust with the state of Oklahoma, file the Trust Indenture with the state of Oklahoma, receive a Federal EIN, complete the SAM Unique ID process, and register Meeker Industrial Authority to receive federal funding through SAM. These efforts by the Meeker Town Board and the Meeker Industrial Authority demonstrate the dedication to establishing a solid foundation to address the barriers currently existing to homeownership in Meeker, Oklahoma.

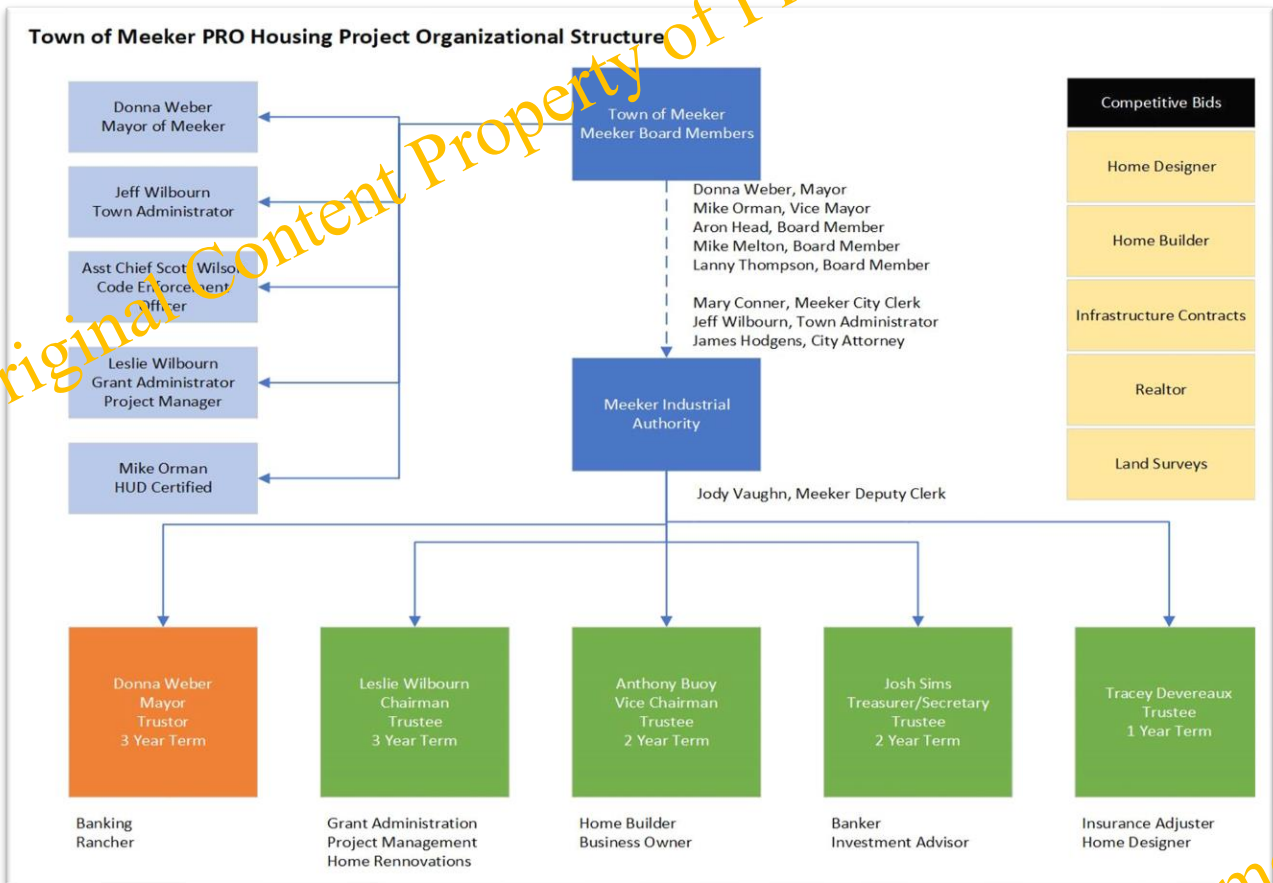
During the regularly scheduled meeting of the Meeker Industrial Authority held at 4:00 p.m. on Tuesday, August 13, 2024, at the Meeker City Hall, 510 W. Carl Hubbell Blvd., Meeker, OK 74855. The Trustees entered into Executive Session in association with Section 307 (B) (3) Title 25, Oklahoma Statutes, which permits the public body to meet in Executive Session for specific reasons under certain specified conditions. The Meeker Industrial Authority adopted a motion to meet in Executive Session to discuss the appraisal, sale, or trade of property under Title 25 Oklahoma Statutes Section 307 (B)(3). When the Trustees returned from Executive Session, a motion was made and seconded for the Meeker Industrial Authority to begin addressing the current barriers to homeownership in the Township of Meeker, Oklahoma. The Trustees unanimously agreed that the first priority of the Meeker Industrial Authority is to research and address the dilapidated and unoccupied homes in Meeker, Oklahoma, that is currently causing a barrier to homeownership.

***Commitment***

The Meeker Industrial Authority is committed to fulfilling the requirements of the PRO Housing Grant. The Trustees are residents of the Town of Meeker, living within a seven-mile radius of the town, and/or own and operate a business in the Town. Tracey Deveraux is serving a one-year term and has over 28 years of experience as an insurance adjuster. Anthony Buoy is serving a term of two-years and has owned and operated businesses in Meeker. Josh Sims is serving a term of two years and has over 15 years of banking experience. Donna Weber is serving a three-year term and is currently the Mayor and Trustor. Leslie Wilbourn is serving a term of three years, has over 25 years of project management experience, and is the Grant Administrator for the Town of Meeker. Each of the Trustees will be eligible to continue to serve with a succession for a term of three years, respectively. In the event of a vacancy in any trusteeship, the Trustees for the Meeker Industrial Authority will make recommendations to the

Meeker Town Board, which will officially approve the recommended Trustee. The following diagram is the organizational chart for the Meeker Industrial Authority established to support the PRO Housing Grant and the proposal to remove the barrier of dilapidated homes.

**Exhibit C – Diagram 1 – Organizational Chart**



The Meeker Town Board is the governing body that oversees the Meeker Industrial Authority. There are key individuals who report to the Meeker Town Board either through appointment, employment, or contracts through competitive bids that have occurred in preparation for the Meeker PRO Housing Project. This includes the Mayor, Donna Weber; the Town Administrator, Jeff Wilbourn; the Grant Administrator/Project Manager, Leslie Wilbourn; the Code Enforcement Officer, Assistant Chief of Police Scott Wilson; and Board Member and HUD Certified, Mike Orman.

While the Trustees of the Meeker Industrial Authority can be paid for services rendered, the competitive bid process will include a Home Designer, a Home Builder, Infrastructure Contracts that would include electrician and plumber, Realtor, Land Surveyor, and Closing Company.

### ***Identifying Barriers to Affordable Housing Production***

The Meeker Industrial Authority established a business plan to identify the current homeownership barriers in the Township of Meeker, Oklahoma.

1. **Inventory** – While it is easy to drive around Meeker, Oklahoma, and identify the vacant and abandoned homes, the Meeker Industrial Authority created an official list of properties. Property information came from OK Assessors, Meeker Public Work Authority (MPWA) accounts, Lincoln County Tax Records, and Lincoln County Property Records.
2. **Research Inventory** – A total of 418 properties were compiled. Each property was researched and classified into Residential, Business, Church, School, State, and/or Farmland (vacant). A total of 212 properties were identified as “residential” properties. The residential properties were then further researched to determine which are considered unoccupied with no utilities—outstanding or no Meeker PWA account, code enforcement violations, property ownership records, and property tax records. A total of 35 properties were identified as abandoned or unoccupied.
3. **Create Official Project Scope and Budget**—The 35 abandoned or unoccupied properties became the project scope for the PRO Housing Grant Application. The budget was established based on the Meeker Industrial Authority’s research inventory findings, which include the purchase, demolition, and ultimately building of a new home, bringing opportunity for homeownership in Meeker, Oklahoma.
4. **PRO Housing Grant** – The Meeker Industrial Authority unanimously approved the PRO Housing Grant as the best way to resolve and eliminate the current barrier preventing homeownership in Meeker, Oklahoma.

### ***Inventory***

In an effort to fully understand the current barrier to homeownership in Meeker, Oklahoma, the Trustees downloaded property records from OK Assessors, Lincoln County Tax Records, and the Lincoln County GIS EDGE database.

#### ***OK Assessors***

OK Assessors provides connection to public records and information from the Lincoln County Assessor’s office. OK Assessors provides property and tax information. Information downloaded from OK Assessors included Parcel ID, Parcel Number, Owner Information, Parcel Location, Parcel Address, Land Information, Sales Information, and Legal Description. Properties were filtered by Meeker Township. This information was utilized to create an initial list of properties located in the Township of Meeker.

#### ***Lincoln County Treasurer***

The Lincoln County Treasurer, Brenda Jackson, provides a public-facing web search feature. The data within the Lincoln County Treasurers Tax records, allowed to understand the Property Tax ID, Property ID, and current Property Tax.

### ***Lincoln County GIS Powered by EDGE Database***

The Lincoln County Assessor's office provides access to public records through the Lincoln County GIS web services. EFS Geo Technologies develop this web service application for the Lincoln County Assessor's office. EFS Geo Technologies specializes in digital aerial photography and GIS services. Through aerial photography and orthophotography, the Meeker Industrial Authority Trustees could utilize the data analyzed from the OK Assessor's office and the Lincoln County Treasurer's office to create the scope of barriers in Meeker, Oklahoma.

### ***Meeker Public Works Authority***

The Meeker Public Works Authority is responsible for the Town of Meeker residents' water, wastewater, and trash services. The Meeker Public Works Deputy Clerk provided the Trustees with a list of properties in the Township of Meeker without an active account. Since water service is a requirement for any household with occupants, no active account confirms that the property is vacant.

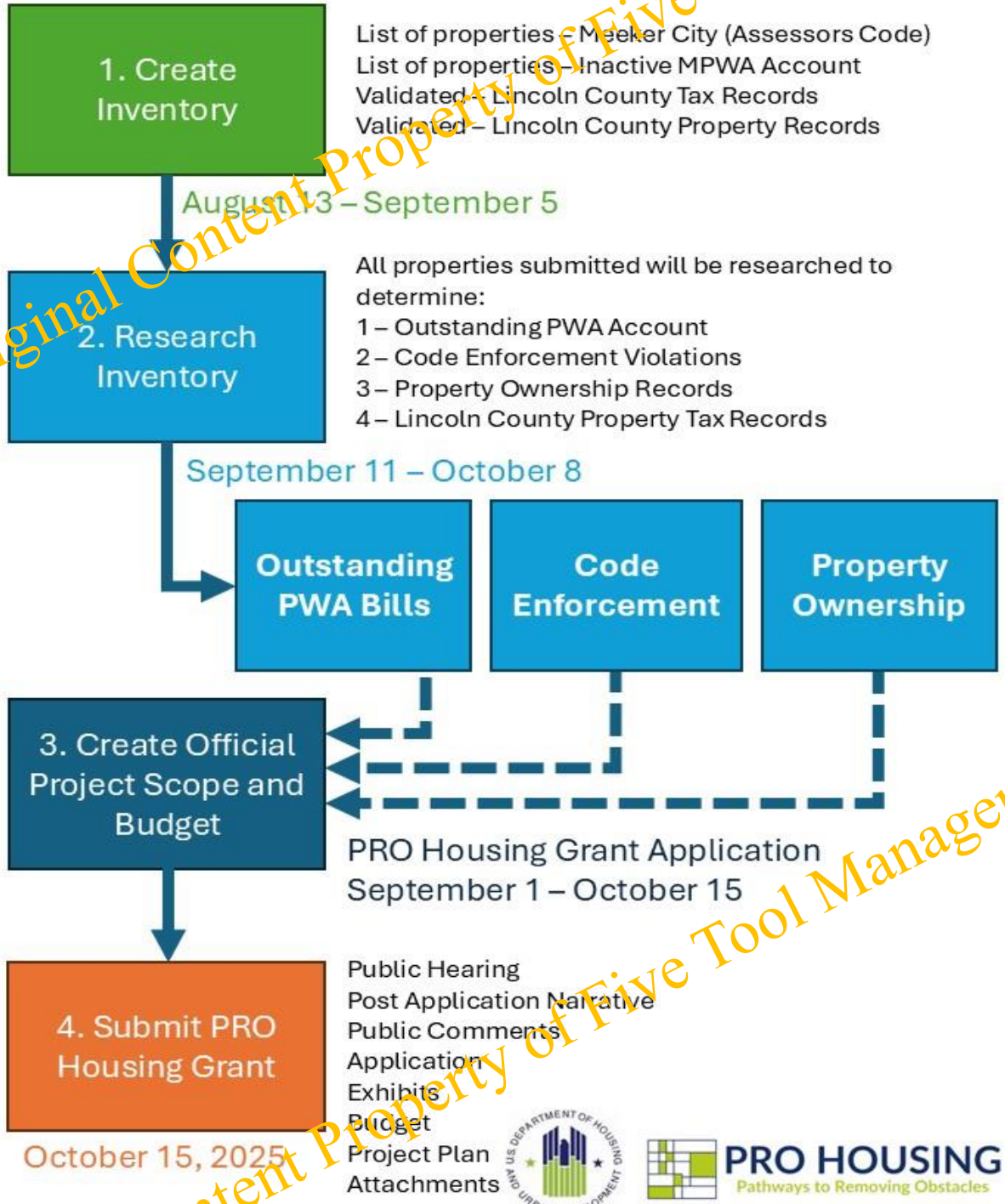
### ***Subfactor (a)(ii): Affordable Housing Needs Research Inventory***

Once the inventory spreadsheet was compiled, each Trustee was allowed to review and provide input. For two months, the inventory spreadsheet was updated and revised as new information was received. The Meeker Industrial Authority conducted a comprehensive review of the properties in the Meeker Township. During this extensive review, the Trustees determined a common variable. There are numerous unoccupied houses in Meeker. The Trustees began researching why houses in Meeker are sitting unoccupied. The following reasons were identified:

1. **Abandoned Unoccupied Houses** – Some houses are “abandoned” due to legal issues with probate. For example, there is one house referred to as the Jumanji home. The owner passed away and left the house to an heir. The heir sold the home. The new homeowner passed away with no will and no living descendants. This is an example of a property “stuck” in probate.
2. **Age and Condition** – The houses are too expensive to repair or replace due to their age. It is cheaper for the owners to pay the property taxes, which, due to their condition, can range from \$20.00 to \$200.00 a year. Therefore, there is no incentive for the property owners to sell or rebuild the home. There are 24 homes identified within the scope of the project where the property taxes are less than \$200.00 due to the dilapidated condition of the home. Most homes built in Meeker, Oklahoma, are over 60 years old. Some of the houses have been renovated or remodeled. However, the majority of the houses are deteriorating. When these homes are abandoned, they become dilapidated very quickly.
3. **Rental Properties**—The Town of Meeker has several rental properties. Unfortunately, there is no current incentive for the landlord to sell or renovate the property. Due to the lack of homes available, landlords can rent unmaintained properties. Rental properties are not currently a part of the scope, however, the goal is for these properties to be included in the long-term plans.

*Exhibit C – Diagram 2 – Meeker Industrial Authority Business Plan*

# Meeker Industrial Authority PRO Housing Plan



4. **Lack of Code Enforcement** – The Town of Meeker implemented the Code of Ordinances that the Oklahoma Municipal League originally compiled and codified on June 1, 1986. The Meeker Town code, originally published by the Oklahoma Municipal League in 1986, was updated by regular supplementation. In 2001, Sterling Codifies began providing supplement services for the Town Code. The Town Code of the Town of Meeker, as supplemented, contains ordinances and resolutions up to and including Ordinance 18-19-008, passed on May 28, 2019, and Resolution 2013-07, passed on March 18, 2013. The Town of Meeker adopted the 2021 International Property Maintenance Code (IPMC). The IPMC was first published on September 30, 2020. The new version is expected to be released in 2024.

The IPMC establishes minimum requirements for the maintenance of existing buildings through model code regulations that contain clear and specific property maintenance and property improvement provisions. The 2021 regulations adopted by the Town of Meeker are fully compatible with all of the International Codes (I-Codes), International Building Codes (IBC), International Energy Conservation Codes (IECC), International Existing Building Code (IEBC), International Fire Code (IFC), International Green Construction Code (IgCC), International Mechanical Code (IMC), International Plumbing Code (IPC), International Private Sewage Disposal Code (IPSDC), International Residential Code (IRC), International Zoning Code (IZC). With the implementation of the updated IPMC along with the newly created Meeker Industrial Authority. The Town of Meeker now has the resources to begin addressing abandoned homes that are currently violating the IPMC ordinances identified below:

***Section 301 – General***

301.3 – Vacant structures and land. When a property includes vacant structures and premises, it is expected to be clean, safe, secure, maintained, and sanitary to prevent blighting problems. Unfortunately, many houses include vacant or inhabitable structures that are not currently maintained at the level described in the ordinances

***Section 302 – Exterior Property Areas***

302.1 – Sanitation. The exterior property and premises should be maintained in a clean, safe, and sanitary condition. The occupants shall keep the exterior property clean and sanitary. Unfortunately, this would not describe all of the homes in Meeker, Oklahoma.

302.2—Grading and Drainage. Premises should be graded and maintained to prevent soil erosion and stagnant water.

302.4 – Weeds. Premises and exterior property shall be maintained free from weeds or plant growth in excess of 12 inches. Both properties have struggled with property weed maintenance.

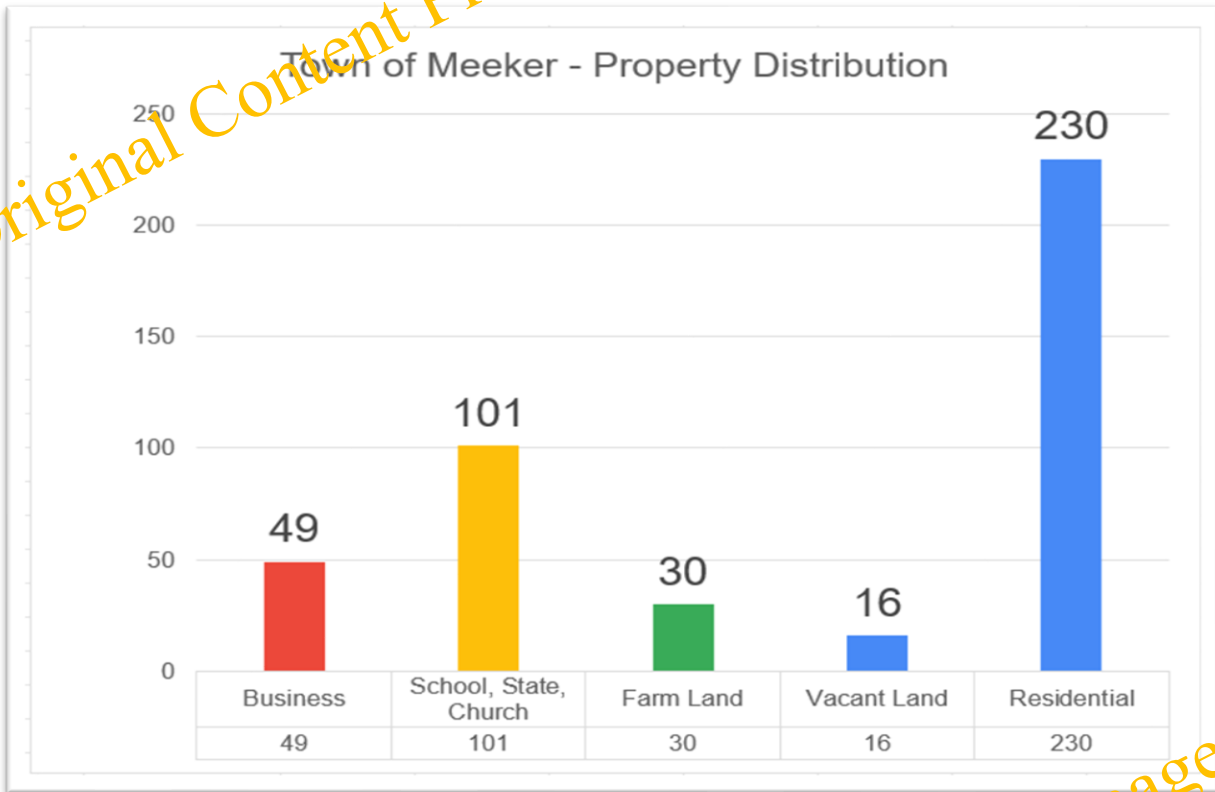


**Section 304 – Exterior Structure**

304.1 General. The exterior of a structure shall be maintained in good repair, structurally sound, and sanitary so as not to threaten public health, safety, or welfare.

The results of this research identified approximately 426 properties. Of these, 228 are within the scope of the PRO Housing Grant and are discussed in detail within the Meeker Industrial Authority’s PRO Housing application. Property not within the PRO Housing application scope includes state property, churches, businesses, and farmland.

**Exhibit C – Figure 1 – Town of Meeker Property Distribution**



**Progress and Commitment to Overcoming Local Barriers**

The Meeker Industrial Authority has approved the PRO Housing Implementation Plan to remove the current barrier to homeownership in Meeker, Oklahoma. The business process model allows for each property to be thoroughly researched, categorized, purchased, demolished, rebuilt, and sold to a new family for the community, removing the barrier and providing opportunities to low and moderate-income families. One of the benefits to the PRO Housing Implementation Plan is that the 35 properties identified are located throughout the Township of Meeker. The lot sizes vary, allowing each property to be rebuilt specifically for the lot. This will allow for the building of a wide variety of homes. Exhibit C – Diagram 3 outlines the business plan:

Exhibit C – Diagram 3 – PRO Housing Implementation Plan

# PRO Housing Implementation Plan



### Improved Regulations and Policies

The regularly scheduled meeting of the Meeker Industrial Authority was held at 4:00 p.m. on Tuesday, September 10, 2024. The Trustees went into Executive Session in association with Section 307 (B) (3) Title 25, Oklahoma Statutes, which permits the public body to meet in Executive Session for certain specified reasons under certain conditions. The Meeker Industrial Authority adopted a motion to meet in an Executive Session to discuss Oklahoma Statutes Section 307 (B)(1). Discussing the employment, hiring, appointment, promotion, demotion, disciplining, or resignation of any individual salaried public officer or employee. The Meeker Industrial Authority interviewed Sheri L. Mueller from Mueller, Wheeler & Associates, PLLC. With over 24 years of experience handling complex real estate issues, Sheri L. Mueller has the expertise and knowledge to assist the Trustees with the most complicated problems affecting abandoned and unoccupied homes in Meeker, Oklahoma. The Trustees unanimously agreed to hire Sheri L. Mueller to guide the Meeker Industrial Authority with common real estate issues, including Title Opinions, Oklahoma Tax Deeds, Actions to Quiet Title, Foreclosures, Lot Splits, etc. Sheri L. Mueller strongly believes that integrity, personal service, and fierce client advocacy are the keys to achieving a result-oriented outcome for every client.

#### Subfactor (a)(iii): Key Barriers

#### Exhibit C – Map 1 – Meeker, Oklahoma Project Area

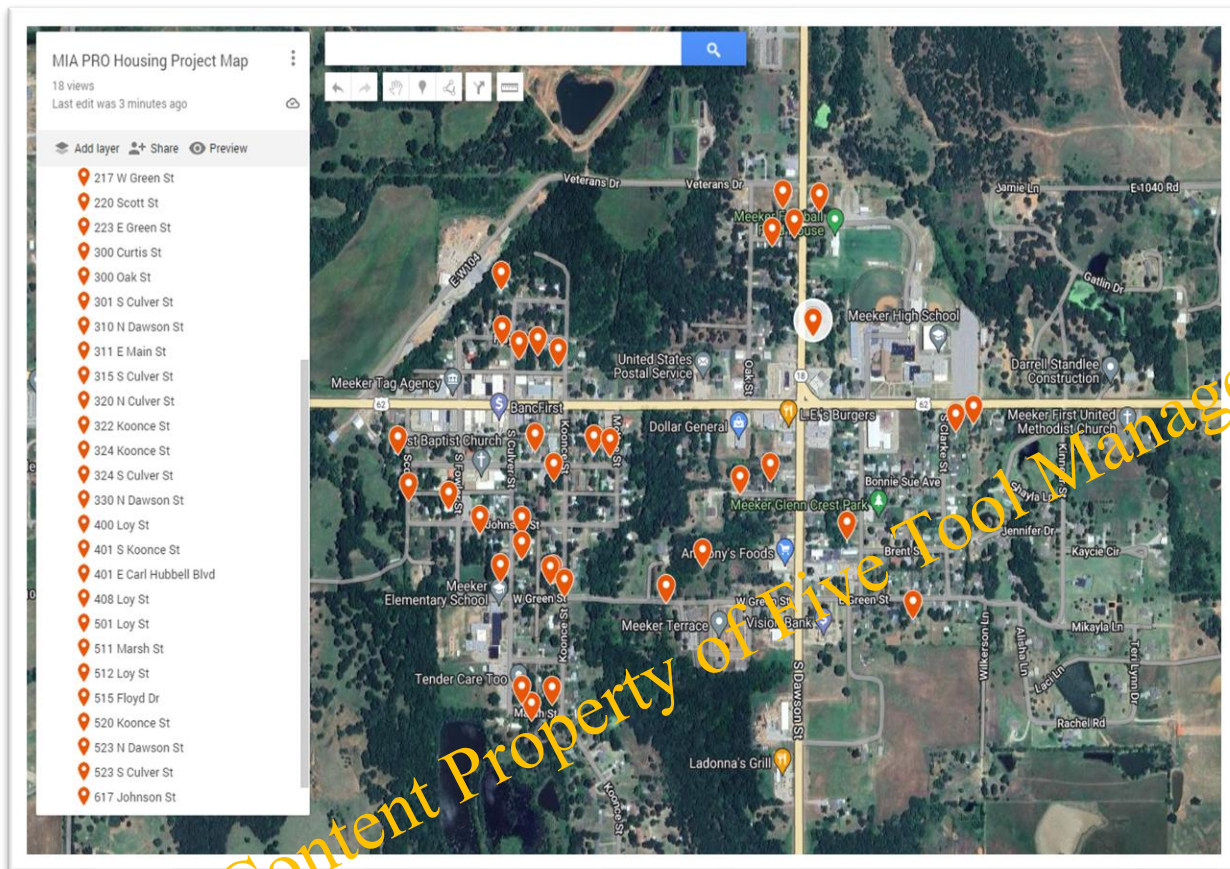
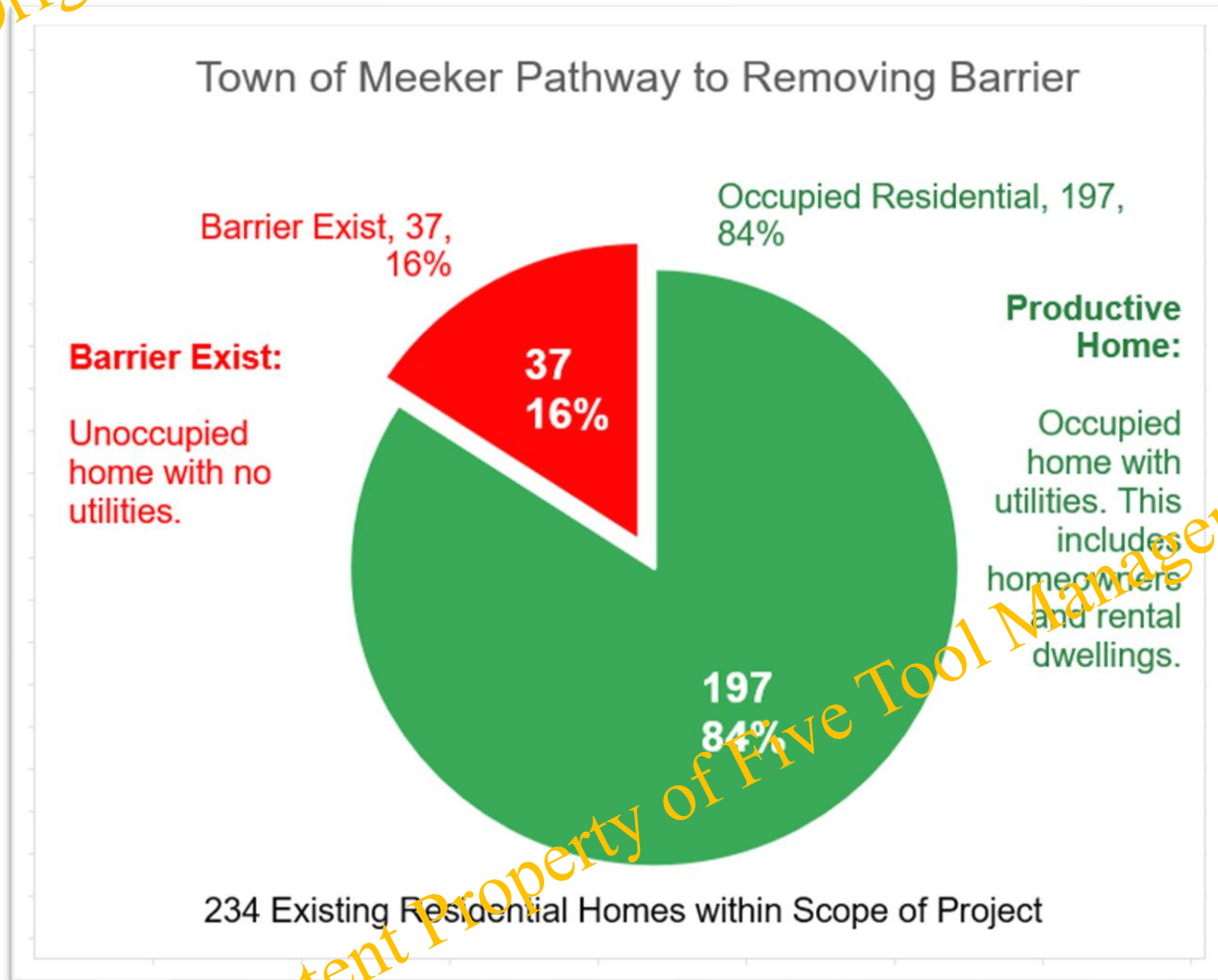


Exhibit C—Map 1 is a Google Map developed to identify each of the properties within the scope of the Meeker PRO Housing Project. This unique approach to overcoming a barrier to homeownership allows for revitalizing the town of Meeker. Each lot is unique in size. This provides the Grant Administrator/Project Manager, the Home Designer, and the Home Builder an opportunity to customize each house across the town. This also provides a wide variety of house styles and home prices for new homeowners.

**Create Official Project Scope and Budget**

A review of the 234 existing residential homes found that 197, or 84%, are occupied by either a homeowner or a renter. However, 37 houses, or 16% of the potential homes in Meeker, Oklahoma, are unoccupied with no active utilities. The Meeker Industrial Authority is applying for the PRO Housing Grant to address these 37 homes, which will result in an increase of 16% in homeownership by removing the existing barrier in Meeker, Oklahoma.

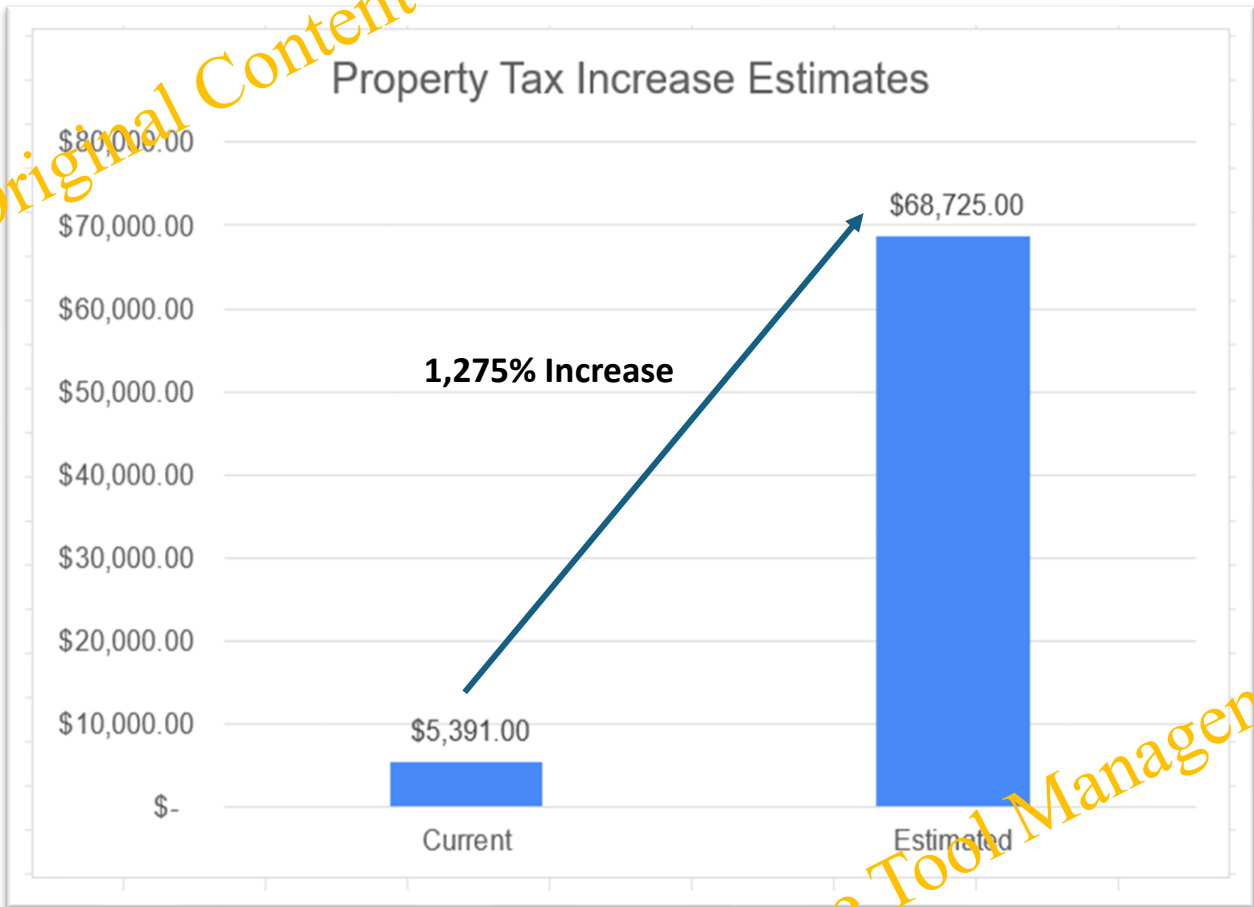
*Exhibit C – Figure 2 – Pathway to Removing Barrier in Meeker, Oklahoma*



***Increase in Property Tax Revenue***

A further review identified the potential increase in property tax revenue that will assist with funding the Meeker Public Schools. Based on the information provided by the Lincoln County Treasurer’s office in 2023, the property taxes collected on the 35 homes was \$5,342.00. However, if those 35 homes were new, the projected property taxes would be \$66,775.00. This would be an increase of 1,250% in property taxes for the Meeker Public School. This converts the existing barrier to homeownership to a productive community member identified in Exhibit C – Figure 3 demonstrates.

***Exhibit C – Figure 3 – Potential Property Tax Increase Calculations***



***Closing Statement***

The Meeker Industrial Authority has identified and is committed to overcoming the local barriers to homeownership in Meeker, Oklahoma. The Meeker Industrial Authority Trustees have developed a comprehensive plan to remove these existing barriers while enhancing local code enforcement to ensure the Town of Meeker successfully removes them and prevents their return.