

Minutes for:

**EASTERN IOWA REGIONAL HOUSING CORPORATION
HOUSING TRUST FUND (EIRHC HTF)
Board Meeting**

DATE: Thursday, August 21, 2025

TIME: 9:00 a.m.

PLACE Zoom/Phone Meeting

Present:

City/County

☒ Tim Vick (v-chair)
City of Manchester
Delaware County

☐ Nin Flagel
Board of Supervisors
Jackson County

☐ Brian Wagner
City of Tipton
Cedar County

☒ Sandra Gassman
City of Epworth
Dubuque County

☒ Steve Lindner (chair)
City of DeWitt
Clinton County

Private

☒ Sarah Maurer
Delaware County

☒ Matt Tranel
Maquoketa State Bank
Jackson County

☒ Lynn Pinegar
Community State Bank
Cedar County

☐ Vacant
Dubuque County

☐ Vacant
Clinton County

Economic Development

☒ Donna Boss
Del County Economics Dev.
Delaware County

☒ Teresa Weinschnek
City of Bellevue
Jackson County

☐ Angela Rheingans
Clinton County

☐ Brad Ludwig
Cascade Economic Development
Dubuque County

☐ Vacant
Cedar County

Others Present:

Staff Present: Carl Reimer, Michelle Schnier, Sarah Berning, Mae Hingtgen

**** A Quorum was present***

Call to Order

Chair Lindner called the Eastern Iowa Regional Housing Corporation Housing Trust Fund (EIRHC HTF) Board meeting to order at 9:01 a.m.

The members of the EIRHC HTF are holding this session by electronic means pursuant to the provisions of the Iowa Open Meetings Law, Section 21.8, Code of Iowa, and due to the limited agenda for this meeting, relatively short period of time that this meeting is expected to be held, the expense of transporting the board members in person is impractical. The meeting is being held by phone or internet means originating from the ECIA offices in Dubuque. It is open to the public and those in attendance can hear the proceedings. Public notice of the meeting has been issued in accordance with Iowa Code Section 21.4.

Review and Approve the Agenda for the EIRHC Housing Trust Fund (HTF) August 21, 2025 Board Meeting

Motion by Boss, second by Vick to approve the agenda for the EIRHC HTF August 21, 2025 board meeting. The motion passed unanimously.

Review and Approve the Minutes of the EIRHC Housing Trust Fund (HTF) May 15, 2025 Board Meeting

Motion by Vick, second by Boss to approve the minutes from the EIRHC HTF May 15, 2025 board meeting. The motion passed unanimously.

Review and Approve EIRHC Housing Trust Fund (HTF) program expenditures for May - July 2025

Reimer presented the EIRHC HTF expenditures for May – July 2025 for approval, explaining the expenditures are normal and routine. Reimer did note high payments to Asbury Meadows and Keystone, explaining those were for rehab projects.

Motion by Weinschnek, second by Vick to approve the program expenditures for May – July 2025. The motion passed unanimously.

Report on 2024 EIRHC Housing Trust Fund (HTF) Project Activities

Reimer stated the 2024 projects must be completed with funds fully expended by December 31, 2025. Reimer stated most projects have been fully expended, there is one that is wrapping things up. Reimer stated all funds will be expended by December 31, 2025.

Report on 2025 EIRHC Housing Trust Fund (HTF) Project Activities

Reimer stated the 2025 projects must be completed with funds fully expended by December 31, 2026. Reimer reviewed the projects and stated things are in full swing and he sees no issues with them being fully expended.

Review and Approve projects for 2026 Application

Reimer referred to the handout stating the current projects are for owner-occupied rehab, and rental rehabs. There are two projects that request more funds than what was available but were able to still get funds to help with their projects. Reimer stated the total amount for HTF funds is \$555,151.00.

Motion by Boss, second by Gassman to approve projects for 2026 Application. The motion passed unanimously.

Review and Approve Annual Report

Reimer presented the board with the annual report. Reimer noted a consistent increase in funding from 2023 to present and expressed desire to get some more projects going in Cedar County. Reimer noted this report will be submitted with the application for 2026 funding.

Motion by Boss, second by Weinschnek to approve the Annual Report. The motion passed unanimously.

Review and Approve 2026 Housing Assistance Plan

Reimer referred to the Housing Assistance Plan included in the agenda packet which the EIRHC HTF Board must approve every year. Reimer stated this plan has been updated to include the new Census data. No other changes have been made. Reimer explained staff will submit this plan to the Iowa Finance Authority (IFA) in October.

Motion by Vick, second by Pinegar to approve the 2026 Housing Assistance Plan. The motion passed unanimously.

Other Business

No other business at this time.

Next Board Meetings Scheduled:

The next EIRHC HTF Board meetings are listed on the agenda.

November 20, 2025 – 9:00 am

February 19, 2026 - 9:00 am

May 21, 2026 - 9:00 am

August 20, 2026 - 9:00 am

Adjournment

Motion by Boss, second by Vick to adjourn the EIRHC HTF meeting at 9:13 a.m. The motion passed unanimously.

Respectfully submitted,



Michelle Schnier
Director of Housing and Support Services