

Minutes for:

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

**DATE:** Thursday, February 27, 2025

**TIME:** 8:45 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

*\* 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 8:49 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) February 27, 2025 Board Meeting**

Motion by Vick, second by Flagel to approve the agenda for the EIRHC HTF February 27, 2025 board meeting. The motion passed unanimously.

## **Review and Approve the Minutes of the EIRHC Housing Trust Fund (HTF) November 21, 2024 Board Meeting**

Motion by Weinschnek, second by Gassman to approve the minutes from the EIRHC HTF November 21, 2024 board meeting. The motion passed unanimously.

## **Review and Approve EIRHC Housing Trust Fund (HTF) program expenditures for November 2024 – January 2025**

Reimer presented the EIRHC HTF expenditures for November 2024 – January 2025 for approval, explaining the expenditures are normal and routine. Reimer did note high payments to Asbury Meadows and explained those were for rehab projects.

Motion by Maurer, second by Vick to approve the program expenditures for November 2024 – January 2025. The motion passed unanimously.

## **Report on 2023 EIRHC Housing Trust Fund (HTF) Project Activities**

Reimer stated the 2023 projects must be completed with funds fully expended by December 31, 2024. All projects have been fully expended. Reimer noted these projects were review by IFA and there were no findings.

**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 all projects are in full swing and he is confident that all projects will be completed, and funds will be expended by December 31, 2025.

**Review and Approve projects for 2025 Application.**

Reimer stated the 2025 projects must be completed with funds fully expended by December 31, 2026. Some projects have started and will be starting slowly. Reimer noted there is down payment assistance and requested the board to spread the word to anyone looking for assistance.

**Other Business**

Reimer noted there are three vacant spots on the board and requested the board to send him names of people who they might think will be interested sitting on the HTF board.

**Next Board Meetings Scheduled:**

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

- May 15, 2025 – 9:00 am
- August 21, 2025 - 9:00 am
- November 20, 2025 – 9:00 am
- February 19, 2026 - 9:00 am

**Adjournment**

Motion by Weinschnek, second by Vick to adjourn the EIRHC HTF meeting at 9:00 a.m. The motion passed unanimously.

Respectfully submitted,

Michelle Schnier  
Director of Housing and Support Services