Minutes for:

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

DATE: **Thursday, August 20, 2026**

TIME: **9:00 a.m.**

PLACE **Zoom/Phone Meeting**

Present:

City/County

☒ Brock Waters City of Manchester Delaware County	☐ Nin Flagel Board of Supervisors Jackson County	☐ Vacant 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 (v-chair) Maquoketa State Bank Jackson County	☐ Lynn Pinegar Community State Bank Cedar County
☐ Carla Hughes 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	☒ Holly McPherson 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 9:02 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 20, 2026 Board Meeting

Motion by Boss, second by Ludwig to approve the agenda for the EIRHC HTF August 20, 20256 board meeting. The motion passed unanimously.

Review and Approve the Minutes of the EIRHC Housing Trust Fund (HTF) May 21, 2026 Board Meeting

Motion by McPherson, second by Weinschnek to approve the minutes from the EIRHC HTF May 21, 2026 board meeting. The motion passed unanimously.

Review and Approve EIRHC Housing Trust Fund (HTF) program expenditures for May - July 2026

Reimer presented the EIRHC HTF expenditures for May – July 2026 for approval, explaining the expenditures are normal and routine. Reimer did note high payments to Asbury Meadows, Catholic Charities, and Keystone, explaining those were for rehab projects.

Motion by Boss, second by Gassman to approve the program expenditures for May – July 2026. The motion passed unanimously.

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 stated most projects have been fully expended, there is one that is wrapping things up.

Report on 2026 EIRHC Housing Trust Fund (HTF) Project Activities

Reimer stated the 2026 projects must be completed with funds fully expended by December 31, 2027. 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 2027 Application

Reimer referred to the handout stating the current projects are for down payment assistance, owner-occupied rehab, and rental rehabs. Reimer stated the total amount for HTF funds is $477,727.00.

Motion by Tranel, second by Ludwig to approve projects for 2027 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 on in Cedar and Delaware County. Reimer noted this report will be submitted with the application for 2027 funding.

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

Review and Approve 2027 Housing Assistance Plan

Reimer referred to the Housing Assistance Plan included in the agenda packet which the EIRHC HTF Board must approve every year. No changes have been updated in regard to the procedures and requirements for the program. Reimer explained staff will submit this plan to the Iowa Finance Authority (IFA) in October.

Motion by Boss, second by Weinschnek to approve the 2027 Housing Assistance Plan. The motion passed unanimously.

Other Business

Reimer welcomed Brock Waters the new City Administrator for the City of Manchester to the board.

Reimer also informed the board that there are still vacant spots in the Clinton County and City of Tipton.

Next Board Meetings Scheduled:

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

November 19, 2026 – 9:00 am
February 18, 2027 - 9:00 am
May 20, 2027 - 9:00 am
August 19, 2027 - 9:00 am

Adjournment

Motion by Ludwig, second by McPherson to adjourn the EIRHC HTF meeting at 9:15 a.m. The motion passed unanimously.

Respectfully submitted,

Michelle Schnier
Director of Housing and Support Services