

IOWA NORTHLAND REGIONAL HOUSING COUNCIL (INRHC)

INRCOG OFFICE
229 EAST PARK AVENUE
WATERLOO, IOWA 50703

Tentative Meeting Agenda for
Thursday, September 25th, 2025
9:00 a.m.

Agenda

1. Call to Order; Introductions; and Declaration of a Quorum of 4.
2. Approval of the Agenda. (Action Needed)
3. Consider June 26, 2025, Minutes. (Action Needed)
4. Revolving Loan Fund:
 - a. Review of Revolving Loan Finance Chart (Action Needed)
5. Housing Trust Fund Reports: Iowa Finance Authority (IFA) State Housing Trust Fund Grants:
 - a. SHTF Grant IFA 20 Accounting Chart (Action Needed)
 - b. SHTF Grant IFA 21 Accounting Chart (Action Needed)
6. INRHC 22 Grant Application Public Hearing and Application Component Approvals (Open)
 - a. Housing Assistance Plan Approval (Action Needed)
 - b. Budget and Proposed Program Approval (Action Needed)
 1. Activity 1 Rental Repair RFP process and results
 2. Activity 2 Habitat RFP process and results and Rural Repair Program
 3. Activity 3 Homebuyer Assistance
 - c. Grant Application Approval and Submittal (Close)
7. Non-Profit
 - a. Isaiah Corbin discussion about becoming a non-profit agency vs a 28E
8. General Discussion
 - a. Resignation of Board Chair and election of officers
9. 2025 Tentative Meeting Dates (all meetings will be held at 9:00 AM)
 - a. ~~March 27, 2025~~
 - b. ~~June 26, 2025~~
 - c. September 25, 2025
 - d. December 18, 2025
10. Adjorn

INRHC Meetings are open to all individuals. Any person requesting reasonable accommodation to participate in this meeting must contact the INRCOG office at (319) 235-0311 at least two (2) business days in advance of this meeting.

**IOWA NORTHLAND REGIONAL HOUSING COUNCIL
229 E. PARK AVE.
WATERLOO, IOWA**

**MINUTES
Council Meeting
Thursday, Sept 25, 2025**

The meeting of the Iowa Northland Regional Housing Council was held at the above-listed address. The meeting was called to order by Cindy Knox at 9:00 am. A quorum was present. Council members present were: Jeff Kolb, John Kurtz, Tammy Robinson, Chris Even, Jeff Kolb, Brenda Schmidtke, and John Schuller. Barb Grant, Scott Cerwinske, and Scott Kaisand attended virtually. Also present were the following INRCOG staff: Cindy Knox, and Isaiah Corbin.

Knox called the meeting to order at 9:02 am.

A motion was made by Robinson, seconded by Kurtz, to approve the agenda. The motion carried unanimously.

A motion was made by Kolb, seconded by Schuller, to approve the June 26, 2025 minutes. The motion carried unanimously.

Knox reviewed a spreadsheet of INRHC's Revolving Loan Fund (RLF) account, which has a current balance of \$289,554.96. Of this amount, \$19,884.67 is obligated, leaving a balance of \$269,670.29. Knox indicated this funding could be loaned out to someone looking for funding for a housing project.

A motion was made by Kurtz, seconded by Schuller, to accept the financial statement for the Revolving Loan Fund. The motion carried unanimously.

Knox reviewed the IFA 20 financial report. Knox indicated the Larabee Center was unable to use all the funding they were awarded due to their project coming in under budget. Therefore, \$5,484.30 was spent by Knox in the rural repair program as she had spent all the allotted funding.

A motion was made by Brunkhorst to approve the funding exchange, second by Grant. The motion carried unanimously.

A motion was made by Brunkhorst to approve the financial report for IFA 20, second by Kurtz. The motion carried unanimously.

Knox reviewed the IFA 21 financial report. She indicated that the City of Beaman had not signed the contract for the two Homes for Iowa homes that they were awarded. Kolb indicated a contract should be issued to the Butler Grundy Development Alliance for the Beaman home. He may find another home in either Grundy or Bulter home for the second contract.

A motion was made by Brunkhorst, seconded by Kurtz, to accept the financial statements for IFA 21 grant as presented. The motion carried unanimously.

Knox mentioned she had been contacted by Evelyn with Amani an agency in Waterloo who houses victims of domestic violence in area hotels and she would be interested in applying for funding. I had explained to her that the grant application was completed for the next round of funding but told her I would include her organization when RFP's go out of the IFA 23 grant application.

Knox reviewed the Housing Assistance Plan indicating it would need to be approved for the IFA 22 grant application. She showed where the HAP has transitional housing already indicated as a fundable item. No changes were recommended.

A motion was made by Kolb and seconded by Schmidtke to approve the Housing Assistance Plan. The motion carried unanimously.

A discussion was held about a shelter for the Friends of the Family that burned down in Waverly, Brunkhorst indicated it was expected to be a total loss. He asked INRCOG reach out to them to see if they might need any resources from the INRHC, Knox said she would.

Knox reviewed the budget for the IFA 22 grant application indicating she had sent out RFP's to the agencies that had been funded in the past. She got responses back from Community Based Services, the Larrabee Center, the Iowa Heartland Habitat for Humanity, and INRCOG would also act as the developer for one Homes for Iowa home within our region. She said the overall budget for the grant application was \$635,074.00.

A motion was made by Schuller and seconded by Grant to open to the public hearing for IFA 22 Grant Application. The motion carried unanimously.

A motion was made by Grant and seconded by Kurtz to approve the Budget and Proposed Activities, and Application Submission for the INRGC 22 Grant Application. The motion carried unanimously.

A motion was made by Robinson and seconded by Grant to close the public hearing. The motion carried unanimously.

A discussion was held by Isaiah Corbin with INRCOG involving the INRHC becoming a non-profit agency vs. a 28E. He explained the process indicating the Cedar Falls Housing Trust Fund had recently gone through the process and he used their Bylaws and Articles of Incorporation as drafts for the INRHC paperwork. He said he would send this information to our attorneys for their review. He would update the Council if there were any concerns, if none, those documents would be sent to IFA for review. He said the process could cost between \$600 to \$900 and take from 6 to 9 months to happen.

A motion was made by Kolb and seconded by Grant to move forward with the process for the INRHC to become a non-profit. The motion carried unanimously.

Knox indicated she had received a letter of resignation from Brenda Schmidtke for her position as Chairperson for the INRHC, she did agree to stay on the Council. Kolb asked Brunkhorst if he would consider making the shift from Vice-Chair to Chairperson, he said he would. Knox indicated they would have nominations and voting at the next meeting in December.

A motion was made by Schuller, seconded by Schmidtke, to adjourn the meeting. The motion carried unanimously. The meeting was adjourned at 9:35 am.

Respectfully submitted,

Cindy Knox, INRCOG