

**NORTH IOWA REGIONAL HOUSING AUTHORITY
202 First Street SE, Ste. 203, Mason City, IA 50401**

April 30, 2024, 9:00 AM

**In person in the conference room or access the conference by calling in to
617-793-8470 or toll free at 844-855-4444. Access code is 5204446.**

AGENDA

	Pages
1. Opening of Meeting	
A. Call to Order	
B. Determination of Quorum	
C. Recognition of Visitor	
D. Approval of Agenda and Request for Changes	
2. Open Forum	
Audience Note: If you desire to speak to the board, please read and complete the Open Forum Request form provided at the sign-in table and give it to the Board Secretary.	
3. Consent Agenda	
All items under this section are routine and may be enacted by one motion. Any item may be removed from the Consent Agenda at the request of a commissioner and considered separately.	
A. Executive Director's Report	2
B. Approval of Consent Items or Request for Removal and Discussion	
4. Old Business	
A. Minutes	3-4
B. Financial Statements	5-6
C. Bills	7-8
D. Miscellaneous Communications	
5. New Business	
A. Letter regarding 28E agreement – Kossuth County	9-10
B. Repositioning Update	11
6. Adjourn.	
Next Scheduled Regular Meeting May 28, 2024.	

Consent Agenda – Executive Director’s Report

a. Public Housing Unit Status

Unit Turnover					
	Month of April 2024	Total Units at Site	Leased as of March 2024	HUD Removed	Vacant Units
	Algona	14	11	2	1
	Britt	6	5	0	1
«	Clear Lake	10	10	0	0
	Forest City	16	15	0	1
	Hampton	27	25	0	2
«	Manly	12	12	0	0
	Northwood	8	1	0	1
	Osage	10	9	0	1
	Rockford	10	8	1	1
	Sheffield	8	7	1	0
	Total	121	113	4	4
«	<i>indicates that property is full</i>				

- b. Justin, Karri, and Carrie attended Iowa NAHRO conference April 23-24. Sessions were very good overall, and important information was learned regarding policy changes that will be implemented over the coming months.
- c. HUD Engineer Cameron Loos coming the week of May 6 to review our properties. An update will be provided to the board at the next meeting.
- d. Window replacement RFPs will be going out for our properties in Clear Lake and Osage.

North Iowa Regional Housing Authority
202 First Street SE, Ste. 203, Mason City, IA 50401

Tuesday March 26, 2024, 9:00 A.M.
Minutes

1. Opening of Meeting.

- A. Chairperson Helgeson called the North Iowa Regional Housing Authority regular board meeting to order at 9:00 a.m. via conference call and in office. Public access to the meeting was available via phone and in office.

Board Members: Present: Delegates: Bruce Helgeson, Jim Jorgenson, and Ashley Rosendahl. By phone: Julie Hagen-Robb. Alternates: None. **Absent:** Yvonne Krukow and Beth Johnson. **Staff:** Justin Stotts and Carrie McBride. **Guest:** None

- B. Determination of Quorum.
A quorum was determined.
- C. Recognition of Visitor.
None
- D. Approval of Agenda and Request for Changes/Recording of Agenda.
Jorgenson moved to approve the agenda as presented. Rosendahl seconded the motion. All were in favor; none opposed; and none abstained. The motion carried.

2. Open Forum.

None.

3. Consent Agenda.

Rosendahl moved to approve the consent agenda as presented. Jorgenson seconded the motion. All were in favor; none opposed; and none abstained. The motion carried.

4. Old Business.

- A. Minutes

Jorgenson moved to approve the minutes, financial statements, and bills with no changes. Hagen-Robb seconded the motion. All were in favor; none opposed; and none abstained. The motion Carried.

- B. Financial Statements

- C. Bills

- D. Miscellaneous Communication
None

5. New Business.

- A. Repositioning Update

Director Stotts provided an update and discussed framework for a path forward with repositioning.

Priority of repositioning properties is as follows: anywhere we have a small property with no plan to build more, where occupancy of the property is an issue, where there is a lack of employment or amenities in the area, and if there is excessive distance for a property from the office or other properties. There was general support from the board to have the director move forward with this framework and the prioritization of our current properties:

- Keep: Manly, Clear Lake
- Prefer to keep if we can build in the area: Forest City, Osage, Sheffield, Hampton
- Likely disposition: Algona, Britt, Rockford, Northwood

6. Adjourn.

Rosendahl moved to adjourn. Jorgenson seconded the motion. All were in favor; none opposed; and none abstained. The motion carried. Meeting adjourned at 11:20 A.M. Next meeting April 30, 2024.

Bruce Helgeson, Chairperson

Date

Justin Stotts, Executive Director

Date

NORTH IOWA REGIONAL HOUSING AUTHORITY - PH

BOARD SUMMARY REPORT

DATE **Mar 2024**

	Current	Fiscal Year Begin Bal	+/-
Cash & Investments			
1111 Cash General Fund	\$ 639,359.08	\$ 864,624.98	\$ (225,265.90)
1114 Sec Deposit Fund	\$ 27,137.41	\$ 25,452.28	\$ 1,685.13
1117 Petty Cash	\$ 100.00	\$ 100.00	\$ -
1162 CD	\$ 112,356.22	\$ 112,356.22	\$ -
1162.010 CD SD	\$ 24,318.07	\$ 24,318.07	\$ -
Total Cash & Investments	\$ 803,270.78	\$ 1,026,851.55	\$ (223,580.77)

	YTD Balance	Annual Budget	Percent of Budget
Receipts			
Rental Income	\$ 83,289.00	\$ 202,887.96	41%
Other Operating Revenue	\$ 239,947.62	\$ 848,016.96	28%
Total	\$ 323,236.62	\$ 1,050,904.92	31%
Expenses			
Admin Expense	\$ 137,429.69	\$ 281,775.84	49%
Utilities Expense	\$ 24,634.35	\$ 41,000.04	60%
Maintenance Expense	\$ 194,156.08	\$ 590,589.84	33%
General Expense	\$ 28,096.88	\$ 59,523.12	47%
Leased Amort & Int	\$ -	\$ -	
Nonroutine Expenses	\$ 24,802.80	\$ 254,000.00	10%
Total Operating Expenses	\$ 409,119.80	\$ 1,226,888.84	33%
Net Income (Loss) from Operations	\$ (85,883.18)	\$ (175,983.92)	49%

Operating Reserve	
Beginning of Year	
2810.510 Admin Unrestricted	\$ 808,037.56
Net Income (Loss) from Operations	\$ (85,883.18)
Equity Transfer Business Activity	\$ -
Current FY Pension Adjustment	\$ -
Operating Reserve, End of Current Period	\$ 722,154.38

NORTH IOWA REGIONAL HOUSING AUTHORITY - VOUCHER

BOARD SUMMARY REPORT

DATE **Mar 2024**

	<u>Current</u>	<u>Fiscal Year Begin Bal</u>	<u>+/-</u>
Cash & Investments			
1111 Cash General Fund	\$ 697,467.65	\$ 540,993.31	\$ 156,474.34
Total Cash & Investments	\$ 697,467.65	\$ 540,993.31	\$ 156,474.34

	<u>YTD Balance</u>	<u>Annual Budget</u>	<u>Percent of Budget</u>
Receipts			
HUD Admin Fees	\$ 121,634.00	\$ 263,000.04	46%
Other Operating Revenue	\$ 14,459.82	\$ 3,911.04	370%
Total	\$ 136,093.82	\$ 266,911.08	51%
Expenses			
Admin Expense	\$ 87,799.98	\$ 182,863.08	48%
Utilities Expense	\$ -	\$ -	
Maintenance Expense	\$ 572.15	\$ 8,593.08	7%
General Expense	\$ 7,300.77	\$ 10,419.96	70%
Leased Amort & Int	\$ -	\$ -	
Total Operating Expenses	\$ 95,672.90	\$ 201,876.12	47%
Net Income (Loss) from Operations	\$ 40,420.92	\$ 65,034.96	62%

Operating Reserve	
Beginning of Year	
2810.002 Admin Reserve	\$ 446,592.79
Net Income (Loss) from Operations	\$ 40,420.92
Current FY Pension Adjustment	\$ -
Operating Reserve, End of Current Period	\$ 487,013.71

North Iowa Regional Housing Authority

Check Register

All Bank Accounts

March 1, 2024 - March 31, 2024

Check Number	Check Date	Payee	Amount
Payroll Direct Deposit			
8701	03/01/24	Gansen, Karri S	1,557.69
8702	03/01/24	Heiny, Daniel L	1,470.36
8703	03/01/24	McBride, Carrie L	1,221.20
8704	03/01/24	Seaton, Carmen N	1,470.75
8705	03/01/24	Stotts, Justin	2,578.36
8706	03/01/24	Urbatsch, Gregg A	1,445.98
8737	03/15/24	Gansen, Karri S	1,690.77
8738	03/15/24	Heiny, Daniel L	1,566.29
8739	03/15/24	McBride, Carrie L	1,330.26
8740	03/15/24	Seaton, Carmen N	1,615.23
8741	03/15/24	Stotts, Justin	2,483.92
8742	03/15/24	Urbatsch, Gregg A	1,584.41
Payroll Direct Deposit Total			20,015.22
Vendor Checks			
8707	03/07/24	Access Systems Leasing	53.61
8708	03/07/24	Algona Municipal Utilities 1	373.40
8709	03/07/24	Alliant Energy/IPL	327.33
8710	03/07/24	Brett A Austin	271.82
8711	03/07/24	Christopher Meirick	801.20
8712	03/07/24	City of Clear Lake	9.52
8713	03/07/24	City of Forest City	447.50
8714	03/07/24	City of Northwood	29.68
8715	03/07/24	City of Rockford	163.00
8716	03/07/24	CITY OF SHEFFIELD	54.02
8717	03/07/24	Cleveland Lawn Care & Services	125.00
8718	03/07/24	Department of Inspections, Appeals, & Licensing	120.00
8719	03/07/24	Gary Gelner	41.54
8720	03/07/24	Gary Sheppard	720.00
8721	03/07/24	Gustavo Garcia	3,000.00
8722	03/07/24	Hawkins Ash CPAs	1,300.00
8723	03/07/24	Hjelmeland Flooring Inc	3,892.34
8724	03/07/24	Justin Stotts	176.88
8725	03/07/24	Karri Gansen	1,214.09
8726	03/07/24	Menards - Mason City	1,051.80
8727	03/07/24	Mid American Energy Company	109.56
8728	03/07/24	Mort's Water Company	154.00
8729	03/07/24	Nan McKay and Associates Inc.	478.00
8730	03/07/24	North Central Building Supply Inc.	638.82
8731	03/07/24	Northwood Sanitation, LLC	470.00
8732	03/07/24	Osage Municipal Utilities	6.50
8733	03/07/24	Pollard Pest Control & Lawn Care Co.	425.00
8734	03/07/24	River City Communications, Inc	24.00
8735	03/07/24	Ron Bentten	20.00
8736	03/07/24	State of Iowa Department of Inspections & Appeals	494.81
8743	03/21/24	A&M Electric Inc	177.54
8744	03/21/24	Access Systems Leasing	772.26
8745	03/21/24	AHRMA	52.00
8746	03/21/24	Algona Plumbing & Heating, LLC	368.95
8747	03/21/24	Alliant Energy/IPL	67.43
8748	03/21/24	BRIC MC LLC	2,632.93
8749	03/21/24	City of Forest City	465.00
8750	03/21/24	D&L Sanitation	157.00
8751	03/21/24	Diamond Vogel Paints	372.90
8752	03/21/24	Eileen Holm	200.00
8753	03/21/24	Finley Law Firm, P.C.	23.50
8754	03/21/24	HDSUPPLY	351.40
8755	03/21/24	JOE HORNYAK	86.61

North Iowa Regional Housing Authority

Check Register

All Bank Accounts

March 1, 2024 - March 31, 2024

Check Number	Check Date	Payee	Amount
8756	03/21/24	Mid American Energy Company	64.39
8757	03/21/24	Mort's Water Company	159.00
8758	03/21/24	MRI Software LLC	144.00
8759	03/21/24	Reese Construction LLC	30.00
8760	03/21/24	Router12 Networks LLC	320.00
8761	03/21/24	Schumacher Elevator Company	3,273.17
8762	03/21/24	Spahn & Rose Lumber Co	906.00
EFT	03/20/24	Black Hills Energy	42.51
EFT	03/20/24	Clear Lake Sanitary District	23.23
EFT	03/20/24	Clear Lake Sanitary District	40.59
EFT	03/20/24	Clear Lake Sanitary District	23.23
EFT	03/20/24	Clear Lake Sanitary District	45.28
EFT	03/20/24	Clear Lake Sanitary District	26.16
EFT	03/20/24	Clear Lake Sanitary District	23.52
EFT	03/20/24	Clear Lake Sanitary District	27.33
EFT	03/20/24	Clear Lake Sanitary District	26.16
EFT	03/20/24	Clear Lake Sanitary District	33.77
EFT	03/20/24	Clear Lake Sanitary District	22.64
EFT	03/20/24	Mid American Energy Company	1,342.66
EFT	03/20/24	Wellmark	272.93
EFT	03/07/24	Aflac	161.46
EFT	03/07/24	Black Hills Energy	107.35
EFT	03/07/24	Capital One	2,422.92
EFT	03/07/24	City of Hampton	1,190.91
EFT	03/07/24	City of Manly Utility	454.09
EFT	03/07/24	Principal Life Insurance Company	650.12
EFT	03/07/24	Verizon	215.48
EFT	03/07/24	Health Partners	4,340.92
Vendor Check Total			39,110.76
Check List Total			59,125.98

Check count = 83

DATE: April 30, 2024

RE: Letter to Kossuth County

REQUESTED ACTION: Discuss, revise, and approve sending a letter to Kossuth County.

COMMENTS: This item was added at the request of the NIRHA Board. The Board directed the Executive Director to draft a letter to Kossuth County regarding their vacant position on the NIRHA Board. Following is a draft based on the discussion at the last board meeting for the board to review, revise, and approve if desired.

Dear Kossuth County Supervisors and representatives from the Kossuth County cities of Algona, Ledyard, Whittemore, Swea City, LuVerne, and Titonka who have signed onto the 28E agreement forming North Iowa Regional Housing Authority:

The purpose of this letter is to address the vacant board position on the North Iowa Regional Housing Authority (NIRHA) board for Kossuth County. This position was previously held by the late Roger Batt, who passed away in February 2023, and has been vacant since. The NIRHA board is looking to determine whether Kossuth County wishes to continue participating in the 28E agreement and have representation on NIRHA's board.

Established in 1978 through a 28E agreement with eight counties, including Kossuth County, NIRHA's purpose is to receive and manage housing grants from HUD in our designated service area. This area includes Cerro Gordo, Floyd, Franklin, Hancock, Kossuth, Mitchell, Winnebago, and Worth counties. However, Mason City and Charles City have their own housing authorities and are not participants in this agreement.

NIRHA is responsible for administering two federally funded housing assistance programs: the Section 8 Housing Choice Voucher (HCV) program and the Low Income Public Housing (LIPH) program. In Kossuth County, we currently have 14 LIPH units located between 1713-1727 E Maple and 1712-1808 E Mound in Algona. In addition, there are 56 HCV units scattered throughout Kossuth County in rental units operated by private property owners.

As per the 28E agreement, each county may appoint one delegate to represent them and vote at our board meetings. An alternate delegate can also be named if the main delegate is unable to attend. Our meetings typically take place on the fourth Tuesday of each month at 9am in our office in Mason City. Delegates may attend our board meetings by phone if it is impossible or impractical to attend in person.

This letter serves as a 45-day notice that NIRHA intends to terminate the 28E agreement with Kossuth County unless a replacement delegate is appointed. Upon the end of the 28E agreement, NIRHA will work with voucher clients in Kossuth County to relocate them within our assisted area and proceed towards liquidation of our property in Kossuth County. We would prefer to avoid this outcome, as it would disrupt the housing of families in your county, as well as remove rent payments to landlords and property owners in your communities on behalf of the 56 vouchers we administer in your community. If you wish

to go another direction and end participation in this 28E agreement, you may do so and take control of managing housing assistance in your county.

Please do not hesitate to reach out if you have any questions.

Sincerely,

Bruce Helgeson
NIRHA Board Chair on behalf of the NIRHA Board

DATE: April 30, 2024

RE: Repositioning Update

REQUESTED ACTION: Discuss and update the board on repositioning status.

COMMENTS: This item was added to keep the board updated on developments regarding repositioning.

Knight Development is working with realtor Dodie Wilkins office to locate any potential properties that could fit the unit counts previously discussed in the Clear Lake, Forest City, and Manly regions.

We are trying to connect with the contact for Lantern Park Apartments in Hampton. This is a 24 unit property in Hampton that could have redevelopment potential. Property is located at 202 12th Ave NE in Hampton.