

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

September 23, 2025, 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.**

Commissioners: Bruce Helgeson, Gary Gelner, Beth Johnson, Yvonne Krukow,
Enos Loberg, Jessy Willadsen, Dona Nielsen, and Ashley Rosendahl.

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. Resolution No. 2025-07 Accounts Written Off as Uncollectible	9-10
B. Repositioning Update	11
C. Election of Secretary	12
D. Election of Treasurer	13
E. Election of Vice Chairperson	14
F. Election of Chairperson	15
G. Executive Director Annual Review	16
6. Adjourn.	

Next Scheduled Regular Meeting October 28, 2025.

Consent Agenda – Executive Director’s Report

a. Public Housing Unit Status

Unit Turnover					
	Month of September 2025	Total Units at Site	Leased as of August 31, 2025	HUD Removed	Vacant Units
«	Algona	14	14	0	0
	Britt	6	5	0	1
	Clear Lake	10	9	0	1
	Forest City	16	15	0	1
	Hampton	27	24	0	3
	Manly	12	11	0	1
«	Northwood	8	8	0	0
«	Osage	10	10	0	0
	Rockford	10	9	0	1
«	Sheffield	8	8	0	0
	Total	121	113	0	8
«	<i>indicates that property is full</i>				

- b. I attended the 2025 Housing Iowa Conference in Cedar Rapids. Overall, it was a great conference where I connected with multiple organizations looking to improve and develop housing throughout our counties.
- c. A new chiller was installed as part of the HVAC system at Heritage Place in Hampton on September 16, 2025. This part had been on order all summer, and fortunately the HVAC system in Heritage Place continued functioning until this replacement arrived.
- d. At the board’s request, I spoke to attorney Joseph Moser regarding a question at the August board meeting regarding weather term limits can be changed in the bylaws. He stated “The limit is set out in your original 28E agreement from 1978. See Section III (D.). You can't have the bylaws be in conflict with the 28E agreement's requirements and authority. To change that, you'd likely need a new 28E agreement or amendment there to, executed by counties, then change the bylaws.”
- e. I reached out to newly appointed board members Kayla Zimmerman and alternate Dorian Goll to inform them of the requirement to complete Iowa Sunshine Law training in August. Ms. Zimmerman stated that all spots in the available trainings were full at that time. The trainings are posted monthly and she planned to check back.

North Iowa Regional Housing Authority
202 First Street SE, Ste. 203, Mason City, IA 50401
Tuesday August 26, 2025, 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, Gary Gelner, Beth Johnson, Yvonne Krukow, Enos Loberg, Jessy Willadsen, and Dona Nielsen. By Phone: Ashley Rosendahl.

Alternate: None. **Absent:** None. **Staff:** Justin Stotts **Guest:** John Olson by phone.

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

2. Open Forum.

None.

3. Consent Agenda.

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

4. Old Business.

- A. Minutes
Johnson moved to approve the minutes, financial statements, and bills. Nielsen 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. Selection of Nominating Committee.
Chairperson Helgeson appointed Enos Loberg to join Yvonne Krukow and Gary Gelner on the nominating committee. No motion necessary.
- B. Iowa Sunshine Law Training.
Director Stotts informed the board of new sunshine training requirements per state law. Per board request, NIRHA staff will coordinate with all board members required to complete the Iowa Sunshine Law Training and track the completion status for each commissioner. No motion necessary.

C. Resolution 2025-06 FY2026 Agency Operating Budget.
Willadsen moved to approve the budget as presented. Johnson seconded. Roll call vote unanimous.

E. Repositioning Plan and Update.
Director Stotts gave a repositioning update and asked for a board motion approving the preliminary plan as stated in the agenda. Willadsen made a motion to approve the repositioning plan presented with the addition of project-based vouchers for at least 50% of units will be included with any property sold.

6. Adjourn.

Loberg moved to adjourn. Johnson seconded the motion. All were in favor; none opposed; and none abstained. The motion carried. Meeting adjourned at 11:10 AM. Next Meeting September 23, 2025.

Bruce Helgeson, Chairperson

Date

Justin Stotts, Executive Director

Date

NORTH IOWA REGIONAL HOUSING AUTHORITY - PH
BOARD SUMMARY REPORT
DATE August 2025

	Current	Fiscal Year Begin Bal	+/-
Cash & Investments			
1111 Cash General Fund	\$ 807,989.96	\$ 688,929.88	\$ 119,060.08
1114 Sec Deposit Fund	\$ 32,929.99	\$ 28,721.17	\$ 4,208.82
1117 Petty Cash	\$ 100.00	\$ 100.00	\$ -
1162 CD	\$ 119,505.92	\$ 119,505.92	\$ -
1162.010 CD SD	\$ 25,825.94	\$ 25,825.94	\$ -
Total Cash & Investments	\$ 986,351.81	\$ 863,082.91	\$ 123,268.90

	YTD Balance	Annual Budget	Percent of Budget
Receipts			
Rental Income	\$ 170,125.60	\$ 174,458.04	98%
Other Operating Revenue	\$ 833,514.78	\$ 494,755.00	168%
Total	\$ 1,003,640.38	\$ 669,213.04	150%
Expenses			
Admin Expense	\$ 208,680.78	\$ 227,576.00	92%
Utilities Expense	\$ 53,268.05	\$ 56,500.00	94%
Maintenance Expense	\$ 360,507.75	\$ 420,501.00	86%
General Expense	\$ 144,600.46	\$ 163,129.00	89%
Leased Amort & Int	\$ 8,030.20	\$ -	0%
Nonroutine Expenses	\$ -	\$ -	0%
Fixed Assets	\$ 81,998.10	\$ 80,000.00	102%
Total Operating Expenses	\$ 857,085.34	\$ 947,706.00	90%
Net Income (Loss) from Operations	\$ 146,555.04	\$ (278,492.96)	-53%

Operating Reserve	
Beginning of Year	
2810.510 Admin Unrestricted	\$ 718,180.25
Net Income (Loss) from Operations	\$ 146,555.04
Equity Transfer Business Activity	\$ -
Current FY Pension Adjustment	\$ -
Operating Reserve, End of Current Period	\$ 864,735.29

NORTH IOWA REGIONAL HOUSING AUTHORITY - VOUCHER
BOARD SUMMARY REPORT
DATE August 2025

	Current	Fiscal Year Begin Bal	+/-
Cash & Investments			
1111 Cash General Fund	\$ 558,041.81	\$ 578,440.07	\$ (20,398.26)
Total Cash & Investments	\$ 558,041.81	\$ 578,440.07	\$ (20,398.26)

	YTD Balance	Annual Budget	Percent of Budget
Receipts			
HUD Admin Fees	\$ 260,085.00	\$ 240,000.00	108%
Other Operating Revenue	\$ 16,942.69	\$ 27,050.00	63%
Total	\$ 277,027.69	\$ 267,050.00	104%
Expenses			
Admin Expense	\$ 243,045.37	\$ 257,473.00	94%
Utilities Expense	\$ -	\$ -	
Maintenance Expense	\$ 505.12	\$ 15,787.00	3%
General Expense	\$ 9,578.93	\$ 11,250.00	85%
Leased Amort & Int	\$ 9,074.20	\$ -	
Total Operating Expenses	\$ 262,203.62	\$ 284,510.00	92%
Net Income (Loss) from Operations	\$ 14,824.07	\$ (17,460.00)	-85%

Operating Reserve	
Beginning of Year	
2810.002 Admin Reserve	\$ 506,057.65
Net Income (Loss) from Operations	\$ 14,824.07
Current FY Pension Adjustment	\$ -
Operating Reserve, End of Current Period	\$ 520,881.72

North Iowa Regional Housing Authority

Check Register

All Bank Accounts

August 1, 2025 - August 31, 2025

Check Number	Check Date	Payee	Amount
Payroll Direct Deposit			
9843	08/01/25	Gansen, Karri S	1,560.57
9844	08/01/25	Heiny, Daniel L	1,531.36
9845	08/01/25	McBride, Carrie L	1,287.47
9846	08/01/25	Seaton, Carmen N	1,554.92
9847	08/01/25	Stotts, Justin	2,736.80
9848	08/01/25	Urbatsch, Gregg A	1,565.65
9878	08/15/25	Gansen, Karri S	1,633.59
9879	08/15/25	Heiny, Daniel L	1,531.38
9880	08/15/25	McBride, Carrie L	1,287.50
9881	08/15/25	Seaton, Carmen N	1,550.94
9882	08/15/25	Stotts, Justin	2,640.37
9883	08/15/25	Urbatsch, Gregg A	1,557.83
Payroll Direct Deposit Total			<u>20,438.38</u>
Vendor Checks			
9849	08/06/25	Access Systems Leasing	6.00
9850	08/06/25	Algona Municipal Utilities 1	176.99
9851	08/06/25	Alliant Energy/IPL	495.12
9852	08/06/25	Black Hills Energy	32.60
9853	08/06/25	Bomgaars	11.99
9854	08/06/25	Brett A Austin	582.40
9855	08/06/25	Christopher Meirick	1,140.00
9856	08/06/25	City of Forest City	240.37
9857	08/06/25	City of Rockford	217.32
9858	08/06/25	Culligan Water	72.10
9859	08/06/25	D&L Sanitation	180.00
9860	08/06/25	Gary Sheppard	845.00
9861	08/06/25	Hawkins Ash CPAs	1,595.00
9862	08/06/25	HDSUPPLY	150.52
9863	08/06/25	Hjelmeland Flooring Inc	2,785.00
9864	08/06/25	Justin Stotts	398.30
9865	08/06/25	Karri Gansen	218.40
9866	08/06/25	Mid American Energy Company	38.38
9867	08/06/25	Mort's Plumbing & Heating	553.47
9868	08/06/25	Norma Anuay	60.00
9869	08/06/25	Northwood Sanitation, LLC	490.00
9870	08/06/25	Online Information Services Inc	264.50
9871	08/06/25	Osage Municipal Utilities	6.60
9872	08/06/25	Pollard Pest Control & Lawn Care Co.	930.00
9873	08/06/25	Reliable1	847.67
9874	08/06/25	River City Communications, Inc	24.00
9875	08/06/25	Sarah Walkner	290.00
9876	08/06/25	Skyblue Solutions	235.12
9877	08/06/25	Steven Giles	100.00
9884	08/19/25	Access Systems Leasing	356.83
9885	08/19/25	Alliant Energy/IPL	66.83
9886	08/19/25	Black Hills Energy	45.90
9887	08/19/25	Brett A Austin	871.90
9888	08/19/25	BRIC MC LLC	2,691.46
9889	08/19/25	Bushbaum Lawn Care & Snow Removal	633.75
9890	08/19/25	Chad Valvoda	1,560.00
9891	08/19/25	Christopher Meirick	509.00
9892	08/19/25	CITY OF SHEFFIELD	101.10
9893	08/19/25	D&L Sanitation	160.00
9894	08/19/25	Eileen Holm	300.00
9895	08/19/25	Finley Law Firm, P.C.	894.00
9896	08/19/25	Forge & Build UH LLC	8.99
9897	08/19/25	HDSUPPLY	59.64

North Iowa Regional Housing Authority

Check Register

All Bank Accounts

August 1, 2025 - August 31, 2025

Check Number	Check Date	Payee	Amount
9898	08/19/25	Melissa Satern	1,575.00
9899	08/19/25	Mid American Energy Company	29.35
9900	08/19/25	Norma Anuay	95.00
9901	08/19/25	Nuehring's Lawn & Tree Service Inc.	600.00
9902	08/19/25	Plumb Supply Company	957.18
9903	08/19/25	Scharper Services LLC	97.65
9904	08/19/25	Spahn & Rose Lumber Co	1,697.00
9905	08/19/25	Sunde Services, LLC	3,190.00
9906	08/19/25	MC Appliance	125.00
EFT	08/19/25	Clear Lake Sanitary District	29.10
EFT	08/19/25	Clear Lake Sanitary District	23.66
EFT	08/19/25	Clear Lake Sanitary District	24.94
EFT	08/19/25	Clear Lake Sanitary District	37.74
EFT	08/19/25	Clear Lake Sanitary District	21.10
EFT	08/19/25	Clear Lake Sanitary District	30.70
EFT	08/19/25	Clear Lake Sanitary District	28.78
EFT	08/19/25	Clear Lake Sanitary District	24.62
EFT	08/19/25	Clear Lake Sanitary District	30.70
EFT	08/19/25	Clear Lake Sanitary District	26.54
EFT	08/19/25	Mid American Energy Company	1,606.12
EFT	08/19/25	Wellmark	272.93
EFT	08/06/25	Aflac	106.86
EFT	08/06/25	Capital One	2,694.73
EFT	08/06/25	Century Link	199.62
EFT	08/06/25	City of Hampton	1,325.98
EFT	08/06/25	City of Manly Utility	441.80
EFT	08/06/25	Principal Life Insurance Company	648.41
EFT	08/06/25	Verizon	345.29
EFT	08/06/25	Wellmark	272.93
Handwritten	08/19/25	Gill Group	2,500.00
Vendor Check Total			<u>40,304.98</u>
Vendor Direct Deposit			
9842	08/01/25	HSA	7,500.00
Vendor Direct Deposit Total			<u>7,500.00</u>
Check List Total			<u><u>68,243.36</u></u>

Check count = 86

DATE: September 23, 2025

RE: Resolution No. 2025-07 Accounts Written Off as Uncollectible

REQUESTED ACTION: Consider approval of Resolution No. 2025-07 writing off outstanding debts that are not readily collectible.

COMMENTS: The accounts listed on the resolution totaling \$9,113.20 are presented for the purpose of writing-off the funds from accounts receivable. The allowance for bad debt account is reduced by these write-offs. Writing off accounts does not mean that NIRHA will stop pursuit of collection; it merely removes the account balance from the balance sheet. Staff will continue to make efforts to collect the amount due.

These monies generally represent damages at the time of move-out that were not covered by the tenants' security deposits. Tenants are given detail of damages, and if the amounts are large, tenants are offered the opportunity to arrange a repayment plan. When tenants have been on one of our programs and owe us money, they are ineligible for assistance with us again until the amount is paid in full.

NIRHA reports the tenant and the balance owed to the State of Iowa for potential collection via the state's tax refund offset program. Use of the tax offset program has been very successful, and NIRHA has recovered several amounts via this method.

North Iowa Regional Housing Authority

RESOLUTION NO. 2025-07

RESOLUTION APPROVING THE REMOVAL OF UNCOLLECTIBLE ACCOUNTS FOR THE NORTH IOWA REGIONAL HOUSING AUTHORITY AS REQUIRED BY HUD FOR FYE 09/30/2025

WHEREAS, the North Iowa Regional Housing Authority provides housing for low income families through various programs which are funded primarily through agreements with the Department of Housing and Urban Development; and

WHEREAS, the North Iowa Regional Housing Authority makes efforts to collect on accounts that are a result of damage claims, unreported income, and other actions that result in payment made on behalf of program participants, or other debts claimed due to the Housing Authority; and

WHEREAS, a listing of past due accounts has been prepared totaling \$9,113.20; and

NOW, THEREFORE, BE IT RESOLVED, by the North Iowa Regional Housing Authority Board of Commissioners that the following accounts be written off; however, all collection efforts will continue where possible:

Name	Location	Amount
C Anderson	Sheffield	\$ 125.00
G Foust	Rockford	80.17
M Friedel	Algona	250.00
A Ginapp	Britt	550.00
Q Harris	Northwood	319.57
K Herman	Rockford	306.51
C Kriens	Sheffield	7.00
L Livingston	Northwood	497.77
M Nunn	Forest City	3,078.21
J Rucker	Clear Lake	667.27
A Wendel	Northwood	930.53
T White	Hampton	<u>2,301.17</u>
	Total	<u>\$9,113.20</u>

Bruce Helgeson, Chairperson

Justin Stotts, Executive Director

DATE: September 23, 2025

RE: Repositioning Plan and update

REQUESTED ACTION: Update the board on repositioning status.

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

The tax credit application was submitted on September 24th to allow for funding for rehab of our properties. A decision from IFA is expected in December.

The Clear Lake property option to purchase fell through at the last minute as the owner was unwilling to enter into an agreement to purchase with a contingent sale. We are still eyeing this property for a future application.

Appraisals of our properties came in lower than expected, creating a \$1.6 million gap that in conjunction with the Clear Lake property issue made development of a property without additional funding not feasible this tax credit cycle. Our discussions now focus on development and tax credit application next year with a 9% tax credit application as we feel our application is very competitive.

DATE: September 23, 2025

RE: Nominations to Fill Position of
Secretary effective October 1, 2025

REQUESTED ACTION: Nomination and election to fill position of Secretary effective October 1, 2025.

COMMENTS: The term for the new Secretary will be October 1, 2025 - September 30, 2028. Ashley Rosendahl is currently finishing her first term as Secretary which expires September 30, 2025, and will be resigning from the board September 30, 2025.

The board may choose to combine this with the Treasurer position as they have in the past.

The nominating committee has informed me of their intention to nominate Beth Johnson for the three-year term beginning October 1, 2025.

Following are the actions needed to guide our process:

- a nomination to appoint
- followed by a motion to cease nominations
- followed by a second motion to cease nominations
- then a vote to approve ceasing nominations

- followed by a motion to approve the nomination
- followed by a second motion to approve the nomination
- then a vote for approval of the nomination – roll call

DATE: September 23, 2025

RE: Nominations to Fill Position of
Treasurer effective October 1, 2025

REQUESTED ACTION: Nomination and election to fill position of Treasurer and Secretary effective October 1, 2025.

COMMENTS: The term for the new Treasurer will be October 1, 2025 - September 30, 2028. Ashley Rosendahl is currently finishing her first term as Treasurer which expires September 30, 2025, and will be resigning from the board September 30, 2025.

The board may choose to combine this with the Secretary position as they have in the past.

The nominating committee has informed me of their intention to nominate Beth Johnson for the three-year term beginning October 1, 2025.

Following are the actions needed to guide our process:

- a nomination to appoint
- followed by a motion to cease nominations
- followed by a second motion to cease nominations
- then a vote to approve ceasing nominations

- followed by a motion to approve the nomination
- followed by a second motion to approve the nomination
- then a vote for approval of the nomination – roll call

DATE: September 23, 2025

RE: Nominations to Fill Position of
Vice-Chairperson October 1, 2025

REQUESTED ACTION: Nominations and election to fill the position of Vice-Chairperson effective October 1, 2025.

COMMENTS: The term for the new Vice-Chairperson will be October 1, 2025 - September 30, 2028. Beth Johnson is currently fulfilling her second full term as Vice-Chairperson which expires September 30, 2025. A board officer is eligible to serve up to two consecutive terms in the same position.

The nominating committee has informed me of their intention to nominate Gary Gelner for the three-year term beginning October 1, 2025.

Following are the actions needed to guide our process:

- a nomination to appoint
- followed by a motion to cease nominations
- followed by a second motion to cease nominations
- then a vote to approve ceasing nominations

- followed by a motion to approve the nomination
- followed by a second motion to approve the nomination
- then a vote for approval of the nomination – roll call

DATE: September 23, 2025

RE: Nominations to Fill Position of
Chairperson effective October 1, 2025

REQUESTED ACTION: Nomination and election to fill position of Chairperson effective October 1, 2025.

COMMENTS: The term for the new Chairperson will be October 1, 2025 - September 30, 2028. Bruce Helgeson is currently finishing his first term as Chairperson which expires September 30, 2025. A board officer is eligible to serve up to two consecutive terms in the same position.

The nominating committee has informed me of their intention to nominate Bruce Helgeson for the three-year term beginning October 1, 2025.

Following are the actions needed to guide our process:

- a nomination to appoint
- followed by a motion to cease nominations
- followed by a second motion to cease nominations
- then a vote to approve ceasing nominations

- followed by a motion to approve the nomination
- followed by a second motion to approve the nomination
- then a vote for approval of the nomination – roll call

DATE: September 23, 2025

RE: Executive Director Annual Review

REQUESTED ACTION: Conduct necessary action as result of evaluation of Executive Director.

COMMENTS: The annual review of the Executive Director is due. I provided a list of accomplishments to the Executive Committee as requested prior to the meeting via email.

From the NIRHA Bylaws:

There shall be a permanent committee called the Executive Committee. This body shall be responsible for the selection, hire, discipline, termination, and all other personnel matters with respect to the Executive Director, subject to ratification from The Board.

The members of this body shall include the Chairperson, Vice- Chairperson and Treasurer from The Board.

Current Executive Committee members:

Chairperson Bruce Helgeson

Vice-Chairperson Beth Johnson

Treasurer Ashley Rosendahl