



Story County Housing Trust

**Story County Housing Trust  
BOARD OF DIRECTORS**

**Tuesday, June 17, 2025  
2:00 p.m.**

**Hybrid Meeting**

**In Person Location:**

Ames Regional Economic Alliance  
304 Main Street  
Ames, Iowa 50010

**Online Meeting Access:**

<https://meet.goto.com/503736957>

**You can also dial in using your  
phone.**

United States: +1 (224) 501-3412  
Access Code: 503-736-957

Board Meeting Agenda

**\* Denotes Action Item**

**1. Call to Order**

- 1.1 Approve Agenda\* .....Page 1
- 1.2 April 15, 2025 Board Meeting Minutes\* .....Page 2
- 1.3 Accept Elizabeth Gindt Resignation from the SCHT Board\* .....Page 3
- 1.4 Consider Appointment of Phyllis Fevold to the SCHT Board\* .....Page 4

**2. Financial Report**

- 2.1 April & May Bank Reconciliation .....Page 5
- 2.2 Project Funding Status Report .....Page 7

**3. Administrative Items**

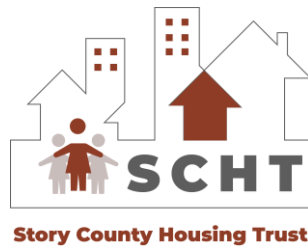
- 3.1 Nevada Extension Request\* .....Page 8
- 3.2 FY24 990 Invoice\* .....Page 9
- 3.3 CY25 MIPA Admin Invoice\* .....Page 10
- 3.4 Memorandum of Understanding with Story County\* .....Page 11
- 3.5 Finish Grade at the Homes for Iowa Houses\* .....Page 12
- 3.6 Marketing of the Homes for Iowa Houses\* .....Page 13

**4. Other Business**

- 4.1 Staff Updates
- 4.2 Board Member Updates or Questions

**5. Adjournment**

Next meeting: July 15, 2025 at 2:00 p.m.



June 2025  
Item No. 1.2

**ISSUE: April 15, 2025 Board Meeting Minutes**

VOTE: Consider approval of the minutes of the April 15, 2025 SCHT Board Meeting.

**BACKGROUND:**

[Click here for a copy of the April 15, 2025 SCHT Board Meeting Minutes.](#)

**STAFF RECOMMENDATION:**

Approve the minutes of the April 15, 2025 SCHT Board Meeting.

**STAFF CONTACT:**

Lucas Young  
[lyoung@mid-iowaplanning.org](mailto:lyoung@mid-iowaplanning.org)  
515-304-3524



June 2025  
Item No. 1.3

**ISSUE: Accept Elizabeth Gindt Resignation from the SCHT Board.**

REPORT & VOTE: Consider acceptance of the Elizabeth Gindt resignation.

**BACKGROUND:**

About a year ago Elizabeth approached staff with a desire to step away from the SCHT. The desire to do so stemmed from a change in her work schedule.

Thanks to Elizabeth for continuing to attend meetings and be engaged.

[Click here for a copy of the Elizabeth Gindt resignation email.](#)

**STAFF RECOMMENDATION:**

Accept the Elizabeth Gindt resignation.

**STAFF CONTACT:**

Lucas Young  
[lyoung@mid-iowaplanning.org](mailto:lyoung@mid-iowaplanning.org)  
515-304-3524



June 2025  
Item No. 1.4

**ISSUE: Consider appointment of Phyllis Fevold to the SCHT Board.**

REPORT & VOTE: Consider appointment of Phyllis Fevold to the fill board seat vacated by Elizabeth Gindt.

**BACKGROUND:**

Phyllis expressed interest in serving to staff. Staff along with Chair Faisal met with Phyllis to discuss her interest and the board requirements.

Phyllis plans to attend the meeting and can introduce herself.

**STAFF RECOMMENDATION:**

Approve the appointment of Phyllis Fevold to fill out the remainder of Elizabeth's term.

**STAFF CONTACT:**

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June 2025  
Item No. 2.1

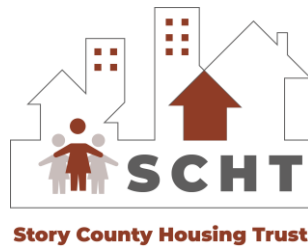
## ISSUE: April & May Bank Reconciliation

REPORT: Review the Bank Reconciliation.

### BACKGROUND:

Below is an overview of the activity in the SCHT Bank Account:

<u>Balance on 4/1/2025</u>	\$66,302.29	
<u>Deposits</u>		
\$2,500		First National Bank - Donation
\$88,625.23		IFA Reimbursement
\$3,500.00		IFA Admin for Story City Project
\$35.86		Interest
\$47,550.04		IFA Reimbursement
\$494.98		Individual Donations via United Way
\$45,500.00		Ames FY25 Commitment
\$13,529.35		IFA Reimbursement
\$1,000.00		Individual Donation
\$16,936.00		Story County FY Commitment
\$250.00		Individual Donation
\$72.32		Interest
<u>Withdrawals</u>		
\$130.74		Alliant
\$212.16		MIPA for lights at HFI
\$83.00		Insurance for HFI
\$15,297.29		The Salvation Army
\$4,058.00		TUM
\$3,883.31		Electric work at HFI
\$4,000.00		Trustpoint
\$6,451.00		Good Neighbor
\$59,816.00		Construction at HFI
\$6,409.69		TUM
\$24,444.00		TUM
\$130.81		Alliant
\$52.13		City of Nevada for HFI water bill
\$5,776.91		Concrete for Nevada HFI
\$8,208.13		City of Nevada
\$5,000.00		First time homebuyer #1
\$23,615.81		The Salvation Army
\$7,687.72		Good Neighbor
\$5,000.00		First time homebuyer #2
\$82.16		Alliant



Balance on 5/31/2025                      \$105,957.21

[Click here for a copy of the reconciliation.](#)

**STAFF RECOMMENDATION:**

None. Report and discussion only.

**STAFF CONTACT:**

Lucas Young  
[lyoung@mid-iowaplanning.org](mailto:lyoung@mid-iowaplanning.org)  
515-304-3524



June 2025  
Item No. 2.2

## **ISSUE: Project Funding Status Report**

REPORT: Review the status of project funding.

### **BACKGROUND:**

*Grantee Funding Status Report:* Staff tracks pay requests from grantees and payments made by the SCHT. Cells highlighted in green are paid amounts, cells in yellow are pending.

[Click here for a copy of the Grantee Funding Status Report.](#)

*ARPA Project Funding Status Report:* Staff tracks invoices and reimbursements for the Homes for Iowa (HFI) projects.

[Click here for a copy of the HFI Status Report.](#)

### **STAFF RECOMMENDATION:**

None. Report and discussion only.

### **STAFF CONTACT:**

Lucas Young  
[lyoung@mid-iowaplanning.org](mailto:lyoung@mid-iowaplanning.org)  
515-304-3524



June 2025  
Item No. 3.1

**ISSUE: Nevada Extension Request**

REPORT & VOTE: Consider approval of an extension for the City of Nevada.

**BACKGROUND:**

The City of Nevada was awarded funds to implement an owner-occupied repair program in 2024. The agreement was set to expire December 31, 2024 but an extension was granted until June 30, 2025. Since the extension one claim has been made.

The SCHT has traditionally granted extensions for those requesting them, especially when claims are being made.

Because the SCHT does not draw funds in conjunction with the award year, granting an extension will have little to no impact on the SCHT's ability to spend draw funds from IFA.

[Click here for a copy of the request from the City of Nevada.](#)

**STAFF RECOMMENDATION:**

Approve an extension until December 31, 2025.

**STAFF CONTACT:**

Lucas Young  
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515-304-3524





June 2025  
Item No. 3.2

**ISSUE: FY24 990 Invoice**

REPORT & VOTE: Consider approval of the invoice from Trustpoint CPAs for preparation of the Fiscal Year 2024 999.

**BACKGROUND:**

Trustpoint CPAs has annually prepared audit and 990 for the SCHT. These often happen at the same time. This year the two got split up. In April the audit and audit invoice were approved. After the April meeting the 990 was prepared and submitted to the IRS for the SCHT. Trustpoint CPAs has now submitted an invoice for the 990 preparation and submission.

[Click here for a copy of the invoice from Trustpoint CPAs.](#)

**STAFF RECOMMENDATION:**

Approve payment of \$650.00 to Trustpoint for the FY24 990.

**STAFF CONTACT:**

Lucas Young  
[lyoung@midiowaplaning.org](mailto:lyoung@midiowaplaning.org)  
515-304-3524



June 2025  
Item No. 3.3

**ISSUE: CY25 MIPA Admin Invoice**

REPORT & VOTE: Consider approval of the invoice from MIPA for administration between January 2025 and June 2025.

**BACKGROUND:**

MIPA periodically submits claims for administration. The administration is paid to MIPA from the IFA awards. The 2025 calendar year total is \$38,207. The invoice is for January through June or \$19,103.50

[Click here for a copy of the invoice from MIPA.](#)

**STAFF RECOMMENDATION:**

Approve payment of \$19,103.50 to MIPA for administration from January to June.

**STAFF CONTACT:**

Lucas Young  
[lyoung@mid-iowaplanning.org](mailto:lyoung@mid-iowaplanning.org)  
515-304-3524



June 2025  
Item No. 3.4

## **ISSUE: Memorandum of Understanding with Story County**

REPORT & VOTE: Consider approval of MOU with Story County to offer a pilot repair program in the rural manufactured home communities.

### **BACKGROUND:**

In January Story County staff presented on the work being done by the Housing Action Plan committee. Specifically, Story County requested the SCHT's assistance to implement a pilot program focused on weatherization and repairs in rural manufactured home communities. At the meeting There was a set of policies outlined but an agreement had not been defined by Story County.

Story County has now prepared a memorandum of understanding to outline the terms.

[Click here for a copy of the MOU with Story County.](#)

### **STAFF RECOMMENDATION:**

Approve the MOU with Story County.

### **STAFF CONTACT:**

Lucas Young  
[lyoung@midiowapanning.org](mailto:lyoung@midiowapanning.org)  
515-304-3524



June 2025  
Item No. 3.5

## **ISSUE: Finish Grade at the Homes for Iowa Houses**

DISCUSSION & VOTE: Consider preparing the finish grade and seeding or sod for the two Homes for Iowa houses.

### **BACKGROUND:**

Finish grade and seeding or sod was suggested from those who toured during the open house. The Nevada grade is in decent shape but there are a few holes and some debris that will need to be removed. McCallsburg on the other hand needs several loads of dirt to create the appropriate slope around the house.

Staff secured estimates for Nevada for discussion. McCallsburg is pending concrete work so estimates have not been secured as the site will change.

[Click here for a copy of the Nevada grade and seed/sod estimates.](#)

### **STAFF RECOMMENDATION:**

Provide direction to staff on how to proceed.

### **STAFF CONTACT:**

Lucas Young  
[lyoung@mid-iowaplanning.org](mailto:lyoung@mid-iowaplanning.org)  
515-304-3524



June 2025  
Item No. 3.6

## **ISSUE: Marketing of the Homes for Iowa Houses**

DISCUSSION & VOTE: Consider how to market the Homes for Iowa houses in Nevada and McCallsburg.

### **BACKGROUND:**

The Nevada and McCallsburg HFI houses are nearly compete. Two realtors attended the Nevada open house and expressed interest in assisting with the sale. Both offered positive feedback.

There was also a discussion amongst some of those in attendance at the open house that the SCHT could market the homes and use an attorney for the closing process.

[Click here for a copy of the expenses associated with each home.](#)

### **STAFF RECOMMENDATION:**

Provide direction to staff on how to proceed and give authority to the chair or officers to sell the properties.

### **STAFF CONTACT:**

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