

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
June 16, 2016 7:00 a.m.

Members Present: Stewart Coulson, Carol Tyler, and Jeremy Heyer. Absent: Eric Miller, and Jenna Haglund. Others present: Heidi Nielsen, staff

Call to Order. Chairperson Heyer called the meeting to order at 7:03 a.m.

Public Comments. None

Amend-Approve Minutes of May 19, 2016. Tyler made a motion and Coulson seconded the motion to approve the minutes of May 19, 2016 as presented. Ayes: 3, Nays: 0. Motion carried.

Approval of Bills. Coulson made a motion and Tyler seconded the motion to approve payment of the revised bill listing totaling \$109,983.57. Ayes: 3, Nays: 0. Motion carried.

Communications. Items under Communications were reviewed but no action was taken.

Old Business. None

New Business.

Review Financial Reports. The Operating Reports for the Month Ended May, 2016 were reviewed. No action was taken.

Approve Resolution No. 07-16, Writing Off Accounts Receivable. A list of accounts to be written off as uncollectible was presented to the Board. Nielsen reviewed the list and discussed the efforts to be made to collect the debt. Coulson made a motion, and Tyler seconded the motion to approve Resolution No. 07-16 as amended. Motion carried on roll call vote: Ayes: Heyer, Tyler, and Coulson. Nays: None.

Approve Resolution No. 08-16, Removal of Assets from Depreciation. Nielsen provided the board with an explanation regarding the requirement to remove assets no longer in service from the depreciation schedule. The resolution was reviewed noting that there were no assets removed from service during the year and the resolution was necessary to show that the HUD requirement had been met. Coulson made a motion, and Tyler seconded the motion to approve Resolution No. 08-16 as amended. Motion carried on roll call vote: Ayes: Heyer, Tyler, and Coulson. Nays: None.

Review Financial Reports and Approve Resolution 09-16 Budget Revision. The budget revision process was discussed and Nielsen went over the accounts that were adjusted. Nielsen also informed the board of anticipated status of the budget at year-end. Coulson made a motion, and Tyler seconded the motion to approve Resolution No. 09-16 as amended. Motion carried on roll call vote: Ayes: Heyer, Tyler, and Coulson. Nays: None.

Director's Report. Nielsen discussed the status of the full-time position and indicated that an offer would be made soon. The board was also informed of the storm damage from the tree that fell on the building at South Cedar Terrace and how the clean-up was going. In addition, Nielsen discussed the engagement letters from the new auditor, Collins & Associates, for the audits for the next three years.

Being no further business, Tyler moved, Coulson seconded the motion to adjourn. Ayes: 3.
Nays: 0. Motion carried.

Charles City Housing and Redevelopment Authority

Jeremy Heyer, Chairperson

ATTEST:

Heidi Nielsen, Director