

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
August 18, 2016 at 7:00 a.m.

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

Call to Order. Chairperson Heyer called the meeting to order at 7:05 a.m.

Public Comments. None

Amend-Approve Minutes of July 21, 2016. Miller moved, Tyler seconded the motion to approve the minutes of July 21, 2016 as presented. Ayes: 4, Nays: 0. Motion carried.

Approval of Bills. Coulson moved, Tyler the motion to approve payment of the revised bill listing totaling \$107,156.92. Ayes: 4, Nays: 0. Motion carried.

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

Old Business. None

New Business.

Review Financial Reports. The reports were reviewed and Nielsen reported that we are on track with the budget so far and that there are higher than anticipated maintenance expenses which will require a budget revision. She explained that the expenses are due to the damage to the building from the tree that fell. The only other accounts impacted by the damage were tenant services and possibly contract services. No motion was necessary.

Approve Staff Training. Nielsen explained that Iowa Chapter of NAHRO offers training each fall and for the first time, they are offering a training session on the UCPS Standards. Staff would like to take advantage of the opportunity and have Joe attend the training to help with the transition when Steve retires. Nielsen also expressed an interest in attending to learn more about the new requirements being adopted concerning quality of repairs. Additionally, Nielsen reported that HUD is hosting a listening session to give housing authorities an opportunity to comment on several planned changes to the programs. Nielsen requested approval to attend the session in Kansas City to represent the smaller agencies to help HUD understand how the changes will impact the small agencies. Tyler motioned to approve staff training and it was seconded by Coulson. Ayes: 4, Nays: 0. None. Motion carried.

Approve Purchase of Files Cabinets. Nielsen presented the board with three different quotes for the purchase of two fire-proof file cabinets. She informed the board that this would be the final two cabinets required and requested the purchase be approved from Global Industries for \$4,144.50 because they were lower than the alternate quotes and included inside delivery. Nielsen explained that the funds for the purchase were included in the budget. However, she did express concern over the disposal costs of the old cabinets, which is unknown. Miller made a motion to purchase the file cabinets, Coulson seconded the motion. Ayes: 4, Nays: 0. Motion carried.

Approve Concrete Work at North Cedar Terrace. The issues with the existing sidewalk were explained to the board. There were presented with two quotes for the work with the low quote being from Nolt Custom Concrete. Additionally, Nielsen informed the board that because the sidewalk existed into a parking lot, detection pads would also need to be purchased increasing the cost to \$1,860.00. Coulson inquired into the purpose of the pads and Nielsen explained that they were to warn someone that they were about to enter into a parking lot or street. She also told the board that work should not wait until spring when the rest of the walks will be addressed because this is the main sidewalk from the parking lot to one of the handicap accessible buildings. Coulson motioned to approve the work with Nolt Custom Concrete, with a second by Tyler. Ayes: 4, Nays: 0. Motion carried.

Director's Report. Nielsen discussed bedbug issues, the need to request proposals for a new fee accountant, the new Inspection protocol for the Section 8 program, reviewed some of the provisions under the Housing Opportunities Through Modernization Act (HOTMA), and reported on a recent injury sustained by a child at one of the Morningside playgrounds.

Being no further business, Coulson moved, Miller seconded the motion to adjourn. Ayes: 4. Nays: None. The meeting adjourned at 7:58 a.m.

Charles City Housing and Redevelopment Authority

Jeremy Heyer, Chairperson

ATTEST:

Heidi Nielsen, Director