

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
February 16, 2017 7:00 a.m.

Members Present: Carol Tyler, Stewart Coulson, Jeremy Heyer, Eric Miller, and Linda Klemesrud. Absent: None. Others present: Heidi Nielsen, staff.

Call to Order. Board Chairperson Heyer called the meeting to order at 7:00 a.m.

Public Comments. None

Amend-Approve Minutes of January 19, 2017. On motion by Tyler and a second by Coulson, the minutes of January 19, 2017 were approved as presented. Ayes: 5, Nays: 0. Motion carried.

Approval of Bills. Miller moved, Tyler seconded the motion to approve payment of the revised bill listing totaling \$86,141.02. Ayes: 5, Nays: 0. Motion carried.

Communications. Items under Communications were reviewed but no action required.

Old Business. None

New Business

Review Financial Reports. Board reviewed the reports and there were no questions. No action was required.

Consider Approval to Send Staff to Annual Iowa NAHRO Conference. Staff requested approval to attend the annual NAHRO Conference to take advantage of the trainings and meet with HUD staff. Nielsen pointed out that they would be meeting new HUD staff because most of the staff they worked with retired in January. Miller moved to approve attendance at the conference and Tyler seconded the motion. Ayes: 5, Nays: 0. Motion carried.

Renewal of 28E Agreement with the DIA. The board reviewed the agreement, which Nielsen stated was the same as the current agreement. Nielsen also informed the board that many times the DIA doesn't bill the agency for 100% of the investigation because it crosses over to other agencies like DHS. Coulson motioned to approve the renewal of the agreement, seconded by Miller. Ayes: 5, Nays: 0. Motion carried.

Approve Resolution 02-17 Annual Civil Rights Certification. Nielsen explained that we are required by HUD to submit this certification on an annual basis to ensure that we are complying with all the fair housing laws. This is required in lieu of an Annual Plan. Coulson made a motion to approve resolution 02-17 Annual Civil Rights Certification. Klemesrud seconded the motion. Ayes: Klemesrud, Miller, Tyler, Coulson, and Heyer. Nays: 0. Motion carried on roll call vote.

Review and Approve City Budget Reports for FYE 2017/2018. Nielsen reviewed the proposed budgets for next fiscal year. She explained that once approved the budgets will be sent to our fee accountant to prepare the budgets in the HUD prescribed format. Other than minor adjustments, the only other major changes from the current budget were to increase the tort liability budget to account for flood hazard coverage, the purchase of a pickup truck to replace the Nitro, and an increase to contracted services. Coulson motioned to approve the budget and Tyler seconded the motion. Ayes: 5, Nays: 0. Motion carried.

Election of Officers

Chairperson: Coulson moved to nominate Heyer as Chairperson. Tyler seconded the motion. Miller moved that all nominations cease and Klemesrud seconded the motion. Roll call: Ayes: Heyer, Klemesrud, Miller, Coulson, and Tyler. Nays: None. Motion carried.

Vice-Chairperson: Coulson moved to nominate Tyler as Vice-Chairperson. Miller seconded the motion. Klemesrud moved that all nominations cease and Miller seconded the motion. Roll call: Ayes: Coulson, Tyler, Klemesrud, Miller, and Heyer. Nays: None. Motion carried.

Review of By-Laws for Revision.

The by-laws were reviewed and it was agreed that no changes were needed. Coulson motioned to approve the By-Laws as presented and Tyler seconded the motion. Ayes: 5, Nays: 0. Motion carried.

Executive Director's Report.

Nielsen informed the board that the maintenance position had not been filled yet and the interviews were going to be conducted the following week.

Being no further business, Tyler motioned to adjourn and Miller seconded the motion. Ayes: 5, Nays: 0. Motion carried and the meeting adjourned at 7:34 a.m.

Charles City Housing and Redevelopment Authority

Jeremy Heyer, Chairperson

ATTEST:

Heidi Nielsen, Director