

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
April 18, 2017 7:00 a.m.

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

Call to Order. Director Nielsen called the meeting to order at 7:03 a.m.

Public Comment. None

Amend-Approve Minutes of March 16, 2017. On motion by Miller and second by Klemesrud, the minutes of March 16, 2017 were approved as presented. Ayes: 3, Nays: 0. Motion carried.

Approval of Bills. Nielsen noted that other than routine expenses there were payments made for the purchase of the replacement smoke detectors and pest control. Miller motioned, Coulson seconded the motion to approve payment of the revised bill listing totaling \$77,198.52. Ayes: 3, Nays: 0. Motion carried.

Communications. Items under Communications were reviewed. No action was taken.

Old Business. None

New Business.

Review Financial Statements. The operating reports for the period ending March 31, 2017 were presented to the board for their review. Nielsen stated that the necessary budget revisions have been identified and sent to City Hall. Most of the revisions were due to the addition of a third maintenance employee. The remaining revisions were to the Section 8 budget due to the addition of some new account codes.

Consider Resolution No. 03-17 Approving Public Housing Budget for FYE 06/30/2018. Nielsen explained that the budget was the same budget previously approved for the City. It was just broken down in more detail. A motion by Coulson was made to approve Resolution 03-17. Miller seconded the motion. Roll call: Ayes: Klemesrud, Miller, and Coulson. Nays: None. Motion carried on roll call vote.

Approve Procurement of Consultant to Review Agency Procurement Files. Nielsen explained that it would benefit the agency to have someone come in and review the procurement files for compliance. In addition, staff informed the board that recent reports of compliance checks with other agencies has resulted in reimbursement to HUD if the procurement actions and files were not in compliance with HUD regulations. Nielsen also discussed with the board the Section 3 requirement and maintenance wage rates. Milled made a motion to allow the agency to proceed with a request of proposals for review of procurement files. The motion was seconded by Klemesrud. Ayes: 3, Nays: 0. Motion carried.

Discuss remodel of Office Reception Area. Nielsen discussed with the board the merits of providing a more secure working environment and explained that the office staff did not feel that the current office configuration provided a safe working environment. Miller motioned to approve staff to research different options and to obtain cost estimates for the work. Klemesrud seconded the motion. Ayes: 3, Nays: None. Motion carried.

Discuss Changes to the Rent Collection Policy. Nielsen explained that a request was made to no longer allow rent to be paid by cash. Nielsen cited that the rationale behind the request was the inability to make change and lack of adequate security. The elimination of cash payments was discussed with each resident who pays cash and only two of them had issues with it. The board discussed different options for rent payments available to residents other than cash payments. Miller made a motion to change the rent collection policy to no longer accept cash payments provided the residents had enough notice and to combine the lease amendment with the change in the smoking policy. A second was made by Klemesrud. Ayes: 3, Nays: 0. Motion carried.

Approve Lawn Maintenance Contract. Nielsen cited several reasons for the request to contract with TruGreen for lawn maintenance which included lack of time and failure of current methods. The board was also informed that due to different chemicals and application schedules in the proposals they were given to an area contractor to review and made recommendation. The recommendation made was to accept the proposal from TruGreen but to eliminate the late summer application because it would cause excessive fertilization. Coulson made a motion to accept the proposal from TruGreen as revised to eliminate the late summer application. The motion was seconded by Klemesrud. Ayes: 3, Nays: 0. Motion carried.

Approve Sending Staff to Training. A request was made to have Adam and Russ trained to do the Section 8 HQS inspections. Nielsen stated that the September training was chosen because they need to understand the Public Housing side of things before being introduced to the Section 8 side. Miller asked if the City would be okay with the decision not to contract with their staff for the inspections. Nielsen replied that at one time we were going to do the inspections ourselves and due to budget cuts resulting in staff reduction, the City continued doing the inspections. It was also pointed out that since we have two full time maintenance staff; there should be enough time to do the inspections and it would save us the inspection fee of \$40 per inspection. Miller made a motion to approve the training pending approval from City Hall, and Klemesrud seconded the motion. Ayes: 3, Nays: 0. Motion carried.

Executive Director Report. Nothing to report

Being no further business, Klemesrud moved, Miller seconded the motion to adjourn. Ayes: 3. Nays: 0. Motion carried and meeting adjourned at 7:50 a.m.

Charles City Housing and Redevelopment Authority

Jeremy Heyer, Chairperson

ATTEST:

Heidi Nielsen, Director