

CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
MINUTES

October 23, 2017 7:00 a.m.

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

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

Approve Minutes of September 21, 2017. Coulson moved, Tyler seconded the motion to approve the minutes of September 21, 2017. Ayes: 3, Nays: 0. Motion carried.

Approval of Bills. Nielsen to change date of bill listing from 2016 to 2017. Nielsen noted that the bills were routine in nature and the increased amount was due to an increase in monthly HAP costs. Tyler moved, Coulson seconded the motion to approve payment of the revised bill listing totaling \$105,278.70. Ayes: 3, Nays: 0. Motion carried.

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

Old Business. None

New Business.

Review Operating Reports. Operating reports for September 2017 were reviewed. There were no concerns or questions. No action was necessary.

Approve Installation of Water heaters. Nielsen explained that the 3-bedroom units all have gas water heaters, which are installed in closets and the pilot lights keep going out on several of the apartments. All possible solutions were attempted and they are still going out and causing maintenance to go out after hours. To eliminate the issue the request was made to install electric water heaters. Tyler asked if the water heaters were ever flushed and Nielsen made note to ask maintenance. Coulson motioned to approve the installation of the electric water heaters and was seconded by Tyler. Ayes: 3, Nays: 0. Motion carried.

Approve Resolution 12-17 to Retain Current Flat Rents. Nielsen explained the HUD requirement to set flat rents based on the published payment standard. The board was also told that there was additional guidance this year to set the flat rent at no less than 80% of the FMRs or the unadjusted rents. Nielsen requested to keep the flat rents at the 2017 levels even though 80% of the unadjusted rents are lower than the current rents. She stated that keeping the rents at the higher level would allow a cushion so the rents wouldn't have to increase for several years. Tyler made a motion to approve resolution 12-17 to retain the current flat rents. Coulson seconded the motion. Roll Call, Ayes: Heyer, Coulson, and Tyler. Nays: none. Motion carried on roll call vote.

Authorize Disposal of Old Mowers. Nielsen discussed disposal of two of the old mowers/tractors. She requested approval to discuss a trade with Don's Repair. The maintenance guys wanted to see if he would be willing to trade for a new chain saw or leaf blowers. Tyler moved to approve of disposal and was seconded by Coulson. Ayes: 3, Nays: 0. Motion carried.

Executive Director's Report.

Nielsen reported on that the ad was put in the paper for snow removal with four applications so far. In addition, the board was updated on the status of the contract with the procurement consultant, and new truck purchase. Nielsen also commented on the accounting and budgeting training.

Being no further business,

Tyler moved, Coulson seconded the motion to adjourn. Ayes: 3. Nays: 0. Motion carried and the meeting adjourned at 7:30 a.m.

Charles City Housing and Redevelopment Authority

Jeremy Heyer, Chairperson

ATTEST:

Heidi Nielsen, Director