

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
May 17, 2018 7:00 a.m.

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

Call to Order. Chairperson Heyer called the meeting to order at 7:02 a.m.

Public Comments. None.

Amend-Approve Minutes of April 16, 2018. Tyler moved, Coulson seconded the motion to approve the minutes of April 16, 2018 as presented. Ayes: 5, Nays: 0. Motion carried.

Approval of Bills. The bills were reviewed and Miller inquired about the payment to HAPPY Software for the support and Nielsen explained that staff regularly contacted them with software issues and questions. Miller moved, Tyler seconded the motion to approve the revised bill listing totaling \$138,697.05. Ayes: 5, Nays: 0. Motion carried.

Communications. Items under Communications which were reviewed included updates on the window project, review of status of rehab grant and request from a prior participant to forgive the balance on her loan, update to the status of the HUD lawsuit regarding operating reserves offset, report on Offset Program, funding and utilization updates and current occupancy.

Old Business. None.

New Business.

Review Operating Reports. Nielsen stated that it may be easier to look at the proposed budget revisions in conjunction with the budget revisions.

Review Revisions and Approve Resolution 04-18 Approving Public Housing Budget Revisions for FYE 06/2017. Nielsen explained that City Hall did not make all the budget revisions requested due to some suggestions made by their software vendor. They suggested that they only look at the bottom line and not each individual line item or account and only adjust those with substantial increases. Nielsen listed the revisions which were to be approved by the City Council including increases to the Section 8 portability and regular vouchers, and Public Housing Capital Improvements line items and administrative fees to City Hall. The board was informed that when the May 31 financial reports were received they will be reviewed to ensure that the total expenses do not go over budgeted amount. Miller motioned to approve Resolution 04-18 Approving Budget Revisions, it and was seconded by Tyler. Ayes: Heyer, Miller, Klemesrud, Coulson, and Tyles. Nays: 0. Motion carried on roll call vote.

Approve Purchase and Installation of Reception Window. Nielsen stated that the three quoted window systems were presented to the City Council and they suggested looking at the options installed to determine if the voice transmission was adequate. Nielsen explained how the different systems were set up and reviewed the costs. The board agreed that they should each be evaluated in person if possible and Nielsen told them that the system being proposed by Allied Glass was seen at the Courthouse in Mason City and the sound transfer was not good. Nielsen suggested that the Board might table the decision until more information was available on the other systems. Coulson made a motion to table the purchase and installation of the window. Klemesrud seconded the motion. Ayes: 5. Nays: 0. Motion carried.

Approve Software Upgrade. Nielsen explained to the board that the current software being used will no longer be supported by the vendor in 2019. The board was informed of the benefits to the upgrade. The request was made also to purchase the WaitListCheck module. Nielsen listed the benefits to the module with staff time being the biggest benefit. The board also discussed whether to contract with HAPPY Software to host the upgraded software in the Cloud at a cost of \$2,000 per year or to purchase a server for local hosting. Nielsen explained that Trent Parker was working on two different options to consider and had not completed them yet. The costs of each were considered. Coulson motioned to proceed with the purchase of the WaitListCheck module and upgrade with the contract amended to remove the hosting service. The motion was seconded by Miller. Ayes: 5. Nays: 0. Motion carried

Review Utility Allowance Tables and Approve Resolution 05-18 Approving Allowances for 2018/2019. Nielsen explained the purpose of the allowances and how they are calculated and how to read the tables. Klemesrud asked why there was no amount included under air conditioner and Nielsen explained that the usage for the A/C was included in the regular electricity usage. Also discussed was the calculation for garbage with the new tote system for pick up with the total increase for a two-bedroom home increasing 3%. Miller had to leave meeting and voiced his approval. Coulson motioned to approve Resolution 05-18 and Kemesrud seconded. Roll Call: Ayes: Heyer, Klemesrud, Coulson, Tyler. Nays: Motion Carried on roll call vote.

Directors Report

Nielsen reported that the cameras at Morningside which face the front of buildings will be up and operational by the 18th. The cameras in the back will require trenching to run new wires and because of the cost associated with it, two more quotes will be required. Also discussed was Iowa NAHRO's trip to the Washington Legislative Conference and the report that they presented on the difficulties portability created for small rural agencies and the issues encountered with the Section 3 requirements.

Klemesrud asked about the building types for the utility allowances and Nielsen explained that the garden apartments had separate entrances and multi-family had common hallways.

Being no further business, Coulson moved, Klemesrud seconded the motion to adjourn. Ayes: 4. Nays: 0. Meeting Adjourned at 7:58.

Charles City Housing and Redevelopment Authority

Jeremy Heyer, Chairperson

ATTEST:

Heidi Nielsen, Director