

CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
September 20, 2018 7:00 a.m.

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

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

Public Comments. None

Amend-Approve Minutes of August 16, 2018. Miller moved, Tyler seconded the motion to approve the minutes of August 16, 2018 as presented. Ayes: 4, Nays: 0. Motion carried.

Approval of Bills for September 2018. Tyler moved, Klemesrud seconded the motion to approve payment of the revised bill listing totaling \$91,630.80. Ayes: 4, Nays: 0. Motion carried.

Hearing – Revisions to Agency Plan.

Board Chairperson Heyer declared the meeting open.

Filing of Affidavit of Publication. The notice of public hearing was confirmed with the posting date as 08/03/2018.

Written Comments or Objections. Nielsen noted that there were no written comments or objections received.

Oral Comments or Objections. None were presented.

Motion to Close Hearing. Tyler moved to close the hearing and Klemesrud seconded the motion. Roll call: Ayes: Heyer, Tyler, Klemesrud, Miller. Nays: None. Motion carried on roll call vote.

Consider Resolution No. 08-18 Adoption of Revisions to Capital Improvement Plan. Nielsen reviewed the proposed capital improvements, there were no questions. A motion by Tyler was made to approve Resolution 08-18. Klemesrud seconded the motion. Roll call: Ayes: Tyler, Heyer, Miller, and Klemesrud. Nays: None. Motion carried on roll call vote.

Communications. Items under Communications were reviewed including Capital Fund Program, rehab program update, security camera update, Section 8 utilization/funding and public housing unit vacancies, set-aside funding, update on office cleaning contract, and program attrition. No action taken.

Old Business.

New Business.

Review Financial Reports. Nielsen reported that we were on track with the budget, there were no questions. No motion was necessary.

Approve Resolution 9-18 to Update Payment Standards. Nielsen reviewed HUD's requirements for payment standards based on the new Fair Market Rents (FMRs). Nielsen reviewed the current payment standards in relation to the increased FMRs and explained that the with all other factors being considered it was not necessary to increase the payment standards for all unit sizes, only the payment standards for the 0-bedroom and 3-bedroom. The board was informed that the data used to

determine the payment standard included the current unit rents on the program. Nielsen explained that the proposed standards were comparable to the average and median program rents. Miller made a motion to approve Resolution 9-18 to update payment standards. Klemesrud seconded the motion. Roll Call: Ayes: Heyer, Miller, Klemesrud, and Tyler. Nays: none. Motion carried on roll call vote.

Approve Purchase of Pick-up. Nielsen explained that the old Dodge truck was starting to require extensive repairs and due to the uncertain funding in the future, it was necessary to purchase a new truck sooner than planned. She also stated that the maintenance department had picked a truck from Karl Chevrolet because they felt it had all the required features and was the best value. Miller asked if there was a list of vehicles from the state, Nielsen explained that there was a list on the State of Iowa's website. Molstead Motors was also given an opportunity to bid but declined. Nielsen also informed the board that the city was not interested in purchasing the truck, however, Karl Chevrolet was willing to take it as a trade for approximately \$12,389. Nielsen said that the cost is covered under the current operating budget and does not include the purchase of a new plow. In addition, the board was told that due to manufacturing issues, it may be several months before the truck is received. Miller motioned to approve the purchase from Karl Chevrolet and was seconded by Tyler. Ayes: 4, Nays: none. Motion carried.

Approve Resolution 10-18 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 the flat rent be set at no less than 80% of the FMRs or the unadjusted rents. Nielsen requested to keep the flat rents at the 2018 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. Miller made a motion to approve resolution 10-18 to retain the current flat rents. Tyler seconded the motion. Roll Call, Ayes: Heyer, Klemesrud, and Tyler. Nays: none. Motion carried on roll call vote.

Executive Director's Report. Nothing to report

Being no further business, Tyler moved, Klemesrud seconded the motion to adjourn. Ayes: 4. Nays: 0. Motion carried, and the meeting adjourned at 7:43 a.m.

Charles City Housing and Redevelopment Authority

Jeremy Heyer, Chairperson

ATTEST:

Heidi Nielsen, Director