

MINUTES  
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY  
March 21, 2019 7:00 a.m.

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

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

Public Comment. None

Amend-Approve Minutes of February 21, 2019. On motion by Tyler and second Klemesrud, the minutes of February 21, 2019 were approved as presented. Ayes: 3, Nays: 0. Motion carried.

Approval of Bills. Nielsen stated that the bills were routine except for the payment for the new truck. Tyler moved, Klemesrud seconded the motion to approve payment of the revised bill listing totaling \$97,821.73. Ayes: 3, Nays: 0. Motion carried.

Hearing – Revisions to Agency Plan.

Board Chairperson Heyer declared the meeting open.

Filing of Affidavit of Publication. Nielsen confirmed the posting date of the notice as 02/4/2019.

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

Consider Resolution No. 02-19 Revisions of Five-Year Action Plan & Agency Plan.

Nielsen reviewed the proposed revisions, which included changes to the application process, site-based waiting lists, setting a minimum thermal environment, changes to termination and ineligibility policies, and repayment policy. A motion by Tyler was made to approve Resolution 02-19. Klemesrud seconded the motion. Roll call: Ayes: Tyler, Heyer, Klemesrud. Nays: None. Motion carried on roll call vote.

Communications. Items under Communications were reviewed. Items discussed were changes to the scope of transformer project, an update on the rehabilitation program, and updates on vacancy and program utilization. No action was taken.

Old Business. None

New Business.

Review Operating Reports. Board reviewed the reports and there were no questions. Nielsen informed the board that there will be a budget revision done for the maintenance expenses, sundry in both PH and S8, and the portability expenses. No action was required.

Review Quotes for Lock/Handle Replacement. The project was discussed with the board and Nielsen explained that the transition to deadbolts would reduce the need to respond to locked out residents. The quotes were compared, and Nielsen stated that the difference in the quotes was due to different labor costs. The request was made to recommend acceptance of the quote from Strauss Security Solutions. Klemesrud motioned to approve the recommendation and Tyler seconded the motion. Ayes: 3, Nays: 0. Motion carried.

Approve Additional Design Services. Nielsen stressed the necessity of retaining Skott and Anderson to expand the scope of the transformer project and explained that the contract permitted additional work which would be billed at a set hourly rate. Nielsen also stated that they anticipate the additional work to be approximately \$5,000. Tyler motioned to approve the additional design service, and Klemesrud seconded the motion. Ayes: 3, Nays: 0. Motion carried.

Executive Director's Report.

Nielsen updated the Board on the new truck. Also discussed was HUD acceptance of our audited financial statements, the progress on the transition to the new fee accountant, and statutory changes to the procurement thresholds for micro-purchases, and simplified acquisition thresholds.

Being no further business, Klemesrud moved, Tyler seconded the motion to adjourn. Ayes: 3. Nays: 0. Motion carried, and meeting adjourned at 7:33 a.m.

Charles City Housing and Redevelopment Authority

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Jeremy Heyer, Chairperson

ATTEST:

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Heidi Nielsen, Director