

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
April 18, 2019 7:00 a.m.

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

Call to Order. Board Chair Heyer called the meeting to order at 7:04 a.m.

Public Comment. None

Amend-Approve Minutes of March 21, 2019. On motion by Klemesrud and second by Tyler, the minutes of March 21, 2019 were approved as presented. Ayes: 4, Nays: 0. Motion carried.

Approval of Bills. Nielsen noted that expenses were routine in nature except for the payment for asbestos removal and architect fees. Diers motioned, Klemesrud seconded the motion to approve payment of the revised bill listing totaling \$ 81,853.63. Ayes: 4, Nays: 0. Motion carried.

Communications. Items under Communications were reviewed. Nielsen discussed the progress on the Electrical Update Project, other preliminary plans. Also discussed were the difficulties with contractor participation in the Rehab Program, an update on the new fee accountant. In addition, Nielsen explained HUD's new initiative or repositioning of the Public Housing inventory and informed the Board that the topic will be discussed in greater detail as more information is available. Nielsen reviewed the current funding and utilization along with an update on occupancy. No action was required.

Old Business. None

New Business.

Review Financial Statements. The operating reports for the period ending March 31, 2019 were presented to the board for their review. Nielsen stated that the necessary budget revisions included increasing the sundry and maintenance amounts, in addition to the portability line item.

Approve Boiler Repairs and Maintenance. Nielsen explained that the plans to replace the boilers was not necessary and due to the low demand that would be placed on them, there would not be any cost savings realized converting them to a higher efficiency option. Instead, Nielsen requested approval of an estimate for \$16,288.40 for routine maintenance from Linderman Heating and Air and included in the estimate was the cost to replace the site glasses with valves. It was agreed that if spending over \$220,000 to replace the boilers would not realize any operational cost savings, the routine maintenance on existing boilers would be the better plan of action. Tyler made a motion to recommend acceptance of the estimate from Linderman Heating & Air. The motion was seconded by Klemesrud. Ayes: 4, Nays: 0. Motion carried.

Executive Director Report. Nielsen stated that HUD had just released the 2019 Capital Improvement Fund award amounts and the agency received \$238,135.00.

Tyler discussed her participation on the board and decided to remain on the board and she briefly discussed the merits of the Senior Citizen Center.

Being no further business, Tyler moved and Klemesrud seconded the motion to adjourn. Ayes: 4. Nays: 0. Motion carried, and meeting adjourned at 7:54 a.m.

Charles City Housing and Redevelopment Authority

Jeremy Heyer, Chairperson

ATTEST:

Heidi Nielsen, Director