

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

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

Call to Order. Miller called the meeting to order at 7:03 a.m.

Public Comments. None

Amend-Approve Minutes of June 20, 2019. Diers moved, Klemesrud seconded the motion to approve the minutes of June 20, 2019 as presented. Ayes: 4, Nays: 0.
Motion carried.

Approval of Bills. Nielsen reviewed some of the non-routine expenses for the month. It was noted that the revised bill listing was labeled June not July. Miller also pointed out that the amounts on the original bill listing in the agenda were different in the revised bill listing. The board determined that when the billing was revised to add additional claims, the June bill listing was revised in error. Nielsen requested a motion to approve the original bill listing with the additions made to the incorrect listing. Klemesrud motioned to approve the revisions made to the revised listing and approve the original listing. Heyer seconded the motion to approve payment of the revised bill listing totaling \$98,736.09. Ayes:4, Nays: 0. Motion carried.

Communications. Items under Communications were reviewed, which included discussion on the progress of the transformer project, the rehabilitation program, the upcoming sidewalk/parking lot program, and an update on funding and leasing utilization. No action was necessary.

Old Business. None

New Business.

Review Financial Reports. Monthly operating reports were reviewed. Nielsen stated that year ended within the budget for both Section 8 and the Public Housing Programs, but the Public Housing Budget was tight. Nielsen pointed out that there were a couple of expenses coded to the contract costs and not to the new accounts created for those expenses. Miller inquired about the balance remaining in the other professional services account and Nielsen explained that the charges for the Police Department were to be coded there instead of contract costs as it had in the past. There were no other comments and no action was necessary.

Approve Resolution No. 08-19, Approval of Updated Utility Allowance. Nielsen explained the purpose of utility allowance and gave a brief overview on how they applied to the rent formula. Nielsen also reviewed the increases and decreases to the utility amounts and stated that all amounts were to be changed to better reflect actual costs. The larger than normal increase to the sewer costs was discussed also. A

motion was made by Diers; Heyer seconded the motion to approve Resolution No. 08-19. Motion carried on roll call vote: Ayes: Heyer, Diers, Miller, and Klemesrud. Nays: None.

Consider the Disposition of land Morningside. The Board discussed the potential sale of the vacant lot at Morningside. Nielsen stated that a request was made to HUD for a waiver to the disposition requirements by HUD and that they denied the request stating that the requirements were statutory and not subject to a waiver. It was agreed that the first steps to take would be to determine the cost to dispose of the land and the approximate value before taking any official action on the matter. Nielsen informed the Board of an upcoming training on disposition and repositioning of assets at the Denver HUD Field Office and of the plans to attend. Also discussed was the possibility of a board member also attending the training to assist in the decision. Diers volunteered to attend and would contact Nielsen if able to attend. No action was necessary.

Director's Report. Nothing to report

Being no further business, Klemesrud moved, and Diers seconded the motion to adjourn. Ayes: 4, Nays: 0. Motion carried, and meeting adjourned at 7:45 a.m.

Charles City Housing and Redevelopment Authority

Jeremy Heyer, Chairperson

ATTEST:

Heidi Nielsen, Director