

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
August 15, 2019 at 7:00 a.m.

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

Call to Order. Heyer called the meeting to order at 7:01 a.m.

Public Comments. None

Amend-Approve Minutes of July 18, 2019. Diers asked about the disposition of vacant lot at Morningside. Nielsen explains that this item will also be on the agenda many more times in the future. Diers moved, Stewart seconded the motion to approve the minutes of July 18, 2019 as presented. Ayes: 3, Nays: 0. Motion carried.

Approval of Bills. Board members reviewed the revised bill listing, and Nielsen stated the bills were primarily routine. Diers moved, Stewart seconded the motion to approve payment of the revised bill listing totaling \$85,380.48. Ayes: 3, Nays: 0. Motion carried.

Communications. Items under Communications were reviewed but no action was taken. Items discussed were the progress of the electrical updates at SCT, updates on the Rehab Program, the new employee hired for the maintenance position, and monthly funding and utilization of the Section 8 Program and occupancy of the Public Housing sites.

Old Business. None

New Business.

Review Financial Reports. The reports were reviewed, and Nielsen reported that we are on track with the budget so far except for a few accounts and stated that there would likely be budget amendments made to the utility and contract cost accounts. There were no questions. No motion was necessary.

Approve Resolution 09-19 SEMAP Submission for FYE 06/30/2019. Nielsen reviewed the SEMAP Certification and the different indicators to be scored Stewart motioned to approve the submission, with a second by Diers. Ayes: Heyer, Diers, Stewart. Nays: 0. Motion carried on roll call vote.

Approve Change Order for Transformer Project. Nielsen presented a bill from MidAmerican Energy which represented an agreement with them to extend the electrical service. The agreement required the Housing Authority to pay them \$17,213.26 as a contribution in aid of construction. Diers motioned to approve the payment to MidAmerican Energy. The motion was seconded by Stewart. Ayes: 3, Nays: 0. Motion carried.

Repair of Retaining Walls at Morningside. Nielsen explained that the retaining walls were starting to separate and were in need of repair and presented three quotes received for the repairs. Nielsen requested approval of the quote with Do It All Services for \$7,858.13 because the low bid from Morris Landscaping did not meet the requested specifications. Nielsen discussed with the Board the stated reason for not providing a quote within the requested specification and stated that the reason was discussed with Do It All Construction and the decision was made to stick with the original design. Motion was made by Stewart to accept the quote from Do It All Construction. The motion was seconded by Diers. Ayes: 3, Nays: 0. Motion carried.

Review Asset Repositioning and Discuss Options. Nielsen and Diers reviewed the information from the HUD meeting in Denver. Both stated that it was beneficial. Nielsen stated that they (HUD) were very helpful in determining which option may be best for the agency. Diers was very optimistic that moving ahead will be a great opportunity for our agency and the City. Because not all Board members were in attendance, Nielsen stated that instead of making a decision it would be better to wait until all Board members were able to participate. Nielsen was going to have a survey and appraisal for Morningside done to at least determine the value of the vacant lot and the boundary lines.

Director's Report. Nielsen explained that due to a staff member's absence due to illness, that the office had been closing at 2:00 p.m. to allow more time for work to get done without interruptions.

Being no further business, Stewart moved, Diers seconded the motion to adjourn. Ayes: 3. Nays: None. The meeting adjourned at 7:55 a.m.

Charles City Housing and Redevelopment Authority

Jeremy Heyer, Chairperson

ATTEST:

Heidi Nielsen, Director