

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
June 20, 2019 7:00 a.m.

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

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

Public Comments. None

Amend-Approve Minutes of May 16, 2019. Diers made a motion and Miller seconded the motion to approve the minutes of May 16, 2019 as presented. Ayes: 4, Nays: 0. Motion carried.

Approval of Bills. Nielsen pointed out the non-routine bills on the listing such as the payment for the door locks, boiler maintenance, and annual payment to the City. Miller made a motion and Diers seconded the motion to approve payment of the revised bill listing totaling \$147,236.54. Ayes: 4, Nays: 0. Motion carried.

Communications. Nielsen updated the board on the issues with the new flooring and the progress on the transformer project and lock installation. The board was given an update on the Rehab Program. Also discussed was the HUD visit and the new proposed contract with HUD. The board was given an update on the lawsuit with HUD. In addition, the program funding and utilization was reviewed. No action was required.

Old Business.
None

New Business.

Review Financial Reports. The Operating Reports for the Month Ended May 2019 were reviewed. Nielsen informed the board that the public housing program was going to be ending the year just under budget and there were no concerns with the Section 8 program budget. No action was required or taken.

Approve Resolution No. 06-19, Writing Off Accounts Receivable. A list of accounts to be written off as uncollectible was presented to the Board. Nielsen explained that all receivables were reviewed annually, and the ones determined to be uncollectible were written off. She also explained that collection efforts will continue, and that use of the Iowa Offset Program was the most successful means to collection of old debt. Miller made a motion, and Klemesrud seconded the motion to approve Resolution No. 06-19. Motion carried on roll call vote: Ayes: Heyer, Klemesrud, Diers, and Miller. Nays: None. Motion carried on roll call vote.

Approve Resolution No. 07-19, Removal of Assets from Depreciation. Nielsen provided the board with an explanation regarding the requirement to remove assets no longer in service from the depreciation schedule. The resolution was reviewed noting that the old pick-up truck/plow and HAPPY Software were removed from service during the year and the resolution was necessary to show that the HUD requirement had been met. Diers made a motion, and Klemesrud seconded the motion to approve Resolution No. 07-19. Motion carried on roll call vote: Ayes: Klemesrud, Diers, Miller, and Heyer. Nays: None. Motion carried on roll call vote.

Review and Discuss the new "Over Income Rule". Nielsen explained the history behind the new rule, proposed rule, and informed the board that the new rule will only potentially affect one resident. Pending further guidance from HUD, Nielsen stated the purpose of the discussion was to get board feedback on the rule going into the Resident Advisory Board Meeting the following week and this item would be on the agenda for next month's meeting.

Director's Report. Nothing to report

Being no further business, Klemesrud moved, Miller seconded the motion to adjourn. Ayes: 4. Nays: 0. Meeting Adjourned at 7:52 a.m.

Charles City Housing and Redevelopment Authority

Jeremy Heyer, Chairperson

ATTEST:

Heidi Nielsen, Director