

CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
MINUTES

October 22, 2019 7:00 a.m.

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

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

Approve Minutes of September 19, 2019. Stewart moved; Miller seconded the motion to approve the minutes of September 19, 2019. Ayes: 4, Nays: 0. Motion carried.

Approval of Bills. Nielsen noted that most of the bills were routine in nature and stated that the increased amount was due to the PILOT payment. Nielsen also informed the board that September HAP payment was not on last month's bill listing so it was added to the current list. Miller moved, and Stewart seconded the motion to approve payment of the revised bill listing for Sept 2019 totaling \$171,920.54. Ayes: 4, Nays: 0. Motion carried.

Communications. Items that were reviewed included an update on the Electrical Upgrades. Nielsen also provided the board with a progress report on the Rehab Program, Section 8 funding/utilization, program turnover, and the seasonal employment positions. No action was taken.

Old Business.

Review Morningside Appraisal and Approve Negotiations for Sale of Vacant Lot. Nielsen requested that this item be tabled until November meeting because the appraisal wasn't complete. Klemesrud made a motion to table the item and it was seconded by Miller. Ayes: 4, Nays: 0. Motion carried.

New Business.

Review Operating Reports. Operating reports for September 2019 were reviewed. Nielsen explained to the Board that there were a couple of accounts which were over-expended. Miller stated that legal expenses were difficult to predict. After brief discussion, Nielsen told them that we would adjust the budget in April. There were no concerns or questions. No action was necessary.

Approve Security Deposit Increase for Morningside Apartments. The Board discussed the need to increase the deposit to cover damage fees at Morningside at move-out. Miller asked about extending the payment period to six months from four and Stewart suggested installation of vinyl plank flooring instead. Nielsen requested approval of an increase to \$300.00 to help offset the cost of carpet damage. Miller made a motion to approve the increased security deposit of \$300. Klemesrud seconded the motion. Ayes: 4, Nays: 0. Motion carried.

Executive Director's Report.

Nielsen discussed a potential Procurement training opportunity in Texas.

Being no further business, Klemesrud moved, Stewart seconded the motion to adjourn. Ayes: 4. Nays: 0. Motion carried, and the meeting adjourned at 7:26 a.m.

Charles City Housing and Redevelopment Authority

Jeremy Heyer, Chairperson

ATTEST:

Heidi Nielsen, Director