

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
December 19, 2019 7:00 a.m.

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

Call to Order. Chairperson Heyer called the meeting to order at 7: 05 a.m.

Public Comment. None

Amend-Approve Minutes of November 21, 2019. Diers moved, Miller seconded the motion to approve the minutes of November 21, 2019 as presented. Ayes: 4, Nays: 0. Motion carried.

Approval of Bills. Diers moved, Klemesrud seconded the motion to approve payment of the revised bill listing totaling \$166,515.15. Ayes: 4, Nays: 0. Motion carried.

Communications. Items reviewed under Communications included an update on upcoming projects, status of Electrical Updates, problems with the new windows at SCT, Rehab Program, Section 8 funding/utilization, and program occupancy/termination update. All items were informational, so no action was required.

Old Business. None

New Business.

Review Financial Reports. Nielsen reported that it appeared we were on track with spending. There were no questions or concerns. No action is required.

Approve Resolution 13-19 to Adopt Passbook Rate. Nielsen informed the board that the rates received from area banks were for a basic passbook account and requested to keep the rate at .15%. Nielsen explained the imputed asset value in relation to the actual asset income and stated that it will not apply to most of the participants as they do not have enough in assets. Miller moved to approve Resolution 13-19 adopting a passbook rate. Diers seconded the motion. Motion carried on roll call vote. Ayes: Klemesrud, Miller, Diers, and Heyer. Nays: 0. Motion carried on roll call vote.

Approve Resolution 14-19 to Accept Lease Revisions. Nielsen reviewed the proposed changes and the steps required to make changes to the lease. The proposed revisions were discussed including the comments received from two residents regarding the time limitations placed on being away from the units. Nielsen explained the reasoning behind the limitation and that the lease requires the residents to use the unit as their only residence and when they travel or stay somewhere else for several months they are in violation of the lease. Reasonable accommodations to the limitation were also discussed. Diers asked about the garden spaces and whether the requirement to contain the gardens by some sort of border was new. Nielsen stated that it was new and it was requested by maintenance because they have difficulty distinguishing between flowers and weeds sometimes and accidentally mow over the gardens. Miller made a motion to approve Resolution 14-19 to Accept Lease Revisions. Klemesrud seconded the motion. Roll Call: Ayes: Heyer, Miller, Klemesrud, and Diers. Nays: none. Motion carried on roll call vote.

Certification of Net Restricted Assets for FYE 2019. Nielsen explained the requirement to send any interest earned in excess of \$500 on Housing Assistance Payment reserves to HUD. The Board reviewed the certification and there were no questions. A motion to approve the certification verifying that the amount of \$1,384.82 was paid was made by Diers. It was seconded by Klemesrud. Ayes: 4, Nays: 0. Motion carried.

Executive Director's report. Nielsen reported on the Procurement Training.

Being no further business, Diers moved, Klemesrud seconded the motion to adjourn. Ayes: 4, Nays: 0. Motion carried, and meeting adjourned at 7:50 a.m.

Charles City Housing and Redevelopment Authority

Jeremy Heyer, Board Chairperson

ATTEST:

Heidi Nielsen, Director