

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
February 18, 2020 7:00 a.m.

Members Present: Joel Farnham, Jeremy Heyer, Eric Miller, Bath Diers, and Linda Klemesrud. Absent: None. Others present: Heidi Nielsen, and Phil Knighten

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

Public Comments. None

Amend-Approve Minutes of January 16, 2020. On motion by Diers and a second by Miller, the minutes of January 16, 2020 were approved as presented. Ayes: 5, Nays: 0. Motion carried.

Approval of Bills. Nielsen stated the bills were routine except for the payment to the auditor. Miller moved, Diers seconded the motion to approve payment of the revised bill listing totaling \$105,344.50. Ayes: 5, Nays: 0. Motion carried.

Communications. Items under Communications were reviewed. Nielsen updated the Board on the status of the window repairs at SCT, the planned purchase of refrigerators for the Terraces, announced the 2020 Capital Funds were awarded with the agency receiving approximately \$254,000, reported on the status on the rehab grant project, board attendance, SEMAP/PHAS scores, Section 8 utilization, public housing vacancy rate, and program end of participations. No action was required.

Old Business. None

New Business. Miller left the meeting at 7:30.

Review and Accept Audit Report. Auditor was called and placed on speaker phone. The audit report was reviewed including the change in net position from 2018. The auditor reported on an adjusting entry made to reduce the PILOT payment. The Board was given an opportunity to ask questions, there were none. The call ended. Nielsen explained what the PILOT was and how it was calculated. The Board was told that the adjusting entry was due to a calculation error made by the fee accountant, which caused an overpayment on the PILOT payment. Nielsen stated that the next payment to the County for the PILOT payment would be reduced by the amount of the overpayment.

Review Financial Reports. Board reviewed the reports and there were no questions. Nielsen stated that there would likely only be a few budget revisions made. No action was required.

Discuss the Parking Lot/Sidewalk Project. Nielsen informed the board that the engineering firm had finished the plans for the project and explained to the Board that, if

they recommended approve to the Council, the City Council would need to approve the project and plans at their March 2nd meeting. The cost estimate was reviewed and Knighten inquired about the amount of sidewalk involved. Nielsen explained that it was difficult to determine because there were different processes involved in making the repairs including grinding, poly-lifting, and replacement. Nielsen stated that the project was designed to be bid in two different phases, the sidewalk/parking lot repairs and the new parking lots. Diers motioned to approve proceeding with the project and Farnham seconded the motion. Ayes: 4, Nays: 0. Motion carried.

Review and Approve City Budgets. Nielsen reviewed the proposed budgets for next fiscal year and explained that the amounts were based on historical data and known future changes. Nielsen pointed that there were no major increases in the budget amounts and explained that the Section 8 budget wasn't a true picture of ending cash because HUD holds housing payment reserves in their account. Diers motioned to approve the budget and Klemesrud seconded the motion. Ayes: 4, Nays: 0. Motion carried.

Discuss Setting up Aftercare Program Preferences. Nielsen explained HUD's new program to assist youth aging out of foster care would be too cumbersome to implement and track. Due to this the Board was being asked to approve a waiting list preference to allow these youth to be placed at the top of the list to expedite voucher issuance. Nielsen explained that the preference would only be given to those referred by the Iowa Aftercare Services Network and while participation in the program could not be tied to assistance under the voucher program, the preference would. Nielsen stated that there would only be five vouchers allocated to the program and once an individual was no longer involved with the Aftercare services they would be allowed to keep their voucher assistance and a regular voucher would be used and the Aftercare voucher would be available to be used again. All members agreed that the program would be beneficial in helping these youth. Klemesrud made a motion the approve the preference. Diers seconded the motion. Ayes: 4, Nays: 0. Motion carried.

Election of Officers

Chairperson: Klemesrud moved to nominate Heyer as Chairperson. Diers seconded the motion. Klemesrud moved that all nominations cease, and Diers seconded the motion. Roll call: Ayes: Heyer, Klemesrud, Farnham, and Diers. Nays: None. Motion carried.

Vice-Chairperson: Diers moved to nominate Miller as Vice-Chairperson. Klemesrud seconded the motion. Diers moved that all nominations cease, and Heyer seconded the motion. Roll call: Ayes: Farnham, Klemesrud, Diers, and Heyer. Nays: None. Motion carried.

Review of By-Laws for Revision.

The by-laws were reviewed, and it was agreed that no changes were needed. No action necessary

Executive Director's Report.

Nothing to report

Being no further business, Klemesrud motioned to adjourn, and Diers seconded the motion. Ayes: 4, Nays: 0. Motion carried, and the meeting adjourned at 7:53 a.m.

Charles City Housing and Redevelopment Authority

Jeremy Heyer, Chairperson

ATTEST:

Heidi Nielsen, Director