

MINUTES  
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY  
May 21, 2020 7:00 a.m.

Members Present: Linda Klemesrud, Joel Farnham, Jeremy Heyer, and Eric Miller(Zoom).  
Absent: Beth Diers. Others Present: Heidi Nielsen, staff

Call to Order. Co-Chairperson Miller called the meeting to order at 7:05 a.m.

Public Comments. None.

Amend-Approve Minutes of April 21, 2020. Klemesrud moved, Farnham seconded the motion to approve the minutes of April 21, 2020 as presented. Ayes: 4, Nays: 0. Motion carried.

Approval of Bills. The bills were reviewed. Nielsen stated that the bills were routine and updated Miller on the revisions. Miller moved, Klemesrud seconded the motion to approve the revised bill listing totaling \$111,495.54 Ayes:4, Nays: 0. Motion carried.

Communications. Items under Communications which were reviewed included information on progress of sidewalk/parking lot updates, completion of the electrical updates, review of status of rehab grant, funding and utilization updates and current occupancy.

Old Business. None.

New Business.

Review Operating Reports. Reports were reviewed and there were no questions.

Approve Security Camera Purchase. Nielsen explained the limitations with the existing camera system and the importance of the system to property management. Nielsen stated that there was only one quote due to COVID-19 and due to the importance of the system, requested approval of the quote from Iowa Surveillance Team. Nielsen informed the Board that the agency had been working with them regarding system repairs for the past couple of years and would like to continue using them for the updates and system maintenance. Miller made a motion to approve the purchase. Farnham seconded the motion. Ayes: 4. Nays: 0. Motion carried.

Discuss COVID-19. The Board discussed agency operations under COVID-19. Nielsen reviewed plan to transition operations back to pre-pandemic levels. Specifically, Nielsen stated that the plan was to open the office lobby to the public, but continue restriction of in person face-to face meetings with participants, have staff return to office to work, implement personal safety precautions for both maintenance and residents, and to resume inspections and workorders. Nielsen also informed the board of additional administrative funding from HUD, and restrictions placed on them.

Directors Report

Nielsen reported on upcoming inventory management training and initiative to use down time to take advantage of some training opportunities.

Being no further business, Klemesrud moved, Farnham seconded the motion to adjourn. Ayes: 4.  
Nays: 0. Meeting Adjourned at 7:36 a.m.

Charles City Housing and Redevelopment Authority

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Jeremy Heyer, Chairperson

ATTEST:

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Heidi Nielsen, Director