

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

Members Present: Jeremy Heyer, Joel Farnham, Beth Diers, and Linda Klemesrud. Absent: Eric Miller. 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 21, 2020. Diers made a motion and Klemesrud seconded the motion to approve the minutes of May 21, 2020 as presented. Ayes: 4, Nays: 0. Motion carried.

Approval of Bills. Nielsen pointed out some non-routine payments and explained that the number of bills being paid was higher this month to try to get payments made before year-end. Diers made a motion and Klemesrud seconded the motion to approve payment of the revised bill listing totaling \$169,052.45. Ayes: 4, Nays: 0. Motion carried.

Communications. Items under Communications were reviewed including updates on capital improvement and maintenance, the Rehab Program, reasonable accommodation requests, changes to office procedures, raised garden beds for residents, and program funding and utilization. No action was necessary.

Old Business. None

New Business.

Review Operating Reports. The Operating Reports for the Month Ended May 2020 were reviewed. Nielsen noted that with the budget revisions there would not be issues going over budget. Item was informational and no action was required.

Approve Resolution No. 06-20, Writing Off Accounts Receivable. A list of accounts to be written off as uncollectible was presented to the Board. This list was revised to remove an account from the original listing. Nielsen explained that HUD recommends writing off all debt that we determine as uncollectible because keeping the uncollectible debt on the books has a negative impact on our financial score. She also explained that collection efforts will continue. The Iowa Offset program was also discussed, and Nielsen stated that to date the agency has recovered about \$5,500 from the offsets. Diers made a motion, and Farnham seconded the motion to approve Resolution No. 06-20. Roll call vote: Ayes: Diers, Klemesrud, Heyer, and Farnham. Nays: None. Motion carried on roll call vote.

Approve Resolution No. 07-20, 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 there were no assets removed from service during the year. Nielsen explained that the resolution was necessary to show that the HUD requirement had been met. Klemesrud made a motion, and Diers seconded

the motion to approve Resolution No. 07-20. Roll call: Ayes: Klemesrud, Diers, Farnham, and Heyer. Nays: None. Motion carried on roll call vote.

Approve Resolution No. 08-20, Updates to Utility Allowances. Nielsen discussed with the board the requirements to update the allowances and compared the new allowances with the existing ones. Nielsen explained to the board that who would be affected by the change depends on whether the rent is above or below the payment standard. In addition, Nielsen reviewed which public housing units were affected by the change and that they were given an opportunity to comment on the changes. Nielsen explained that the proposed changes would go into effect on August 1. Diers motioned to approve Resolution 08-20 to update the utility allowances. The motion was seconded by Farnham. Roll call: Ayes: Heyer, Farnham, Klemesrud, and Diers. Nays: None. Motion carried on roll call vote.

Set Public Hearing for the Sale of Vacant Land. Nielsen discussed the requirement to hold a public hearing to allow the public the opportunity to review and comment on the application to HUD to dispose of the property. The hearing was set for July 16, 2020.

Contract Award for Painting. Nielsen informed the Board that the painting contractor retired after 18 years and told the board that three different contractors were asked for proposals to provide painting services. Nielsen explained that because they needed to be registered with the State as Lead Safe Renovators there were not many painters to choose from. The Board discussed the cost of painting versus the low fee that the old painter charged. Nielsen requested that they approve the proposal and contract and state that the agency would have to hire another maintenance person to do the painting if there were no contractor to do the work. Nielsen also said that Rochford Construction was the contractor who painted the electrical boxes and they were great to work with. Farnham made a motion to take award the contract to Rochford Construction. Klemesrud seconded the motion. Ayes: 4. Nays: 0. Motion carried.

Purchase of Portable Cameras. Nielsen explained that sometimes there are issues at the Terraces which required cameras to gain control of and that the game cams which were currently being used don't provide the detail needed for an eviction. Nielsen proposed the purchase of two portable cameras from Portable Alert LLC from Waukon, they have patented a camera that will work for what we need it for. The cost of each camera is \$950 plus installation costs. Nielsen said that the only negative is the need for a mobile hotspot and monthly subscription to cloud storage, but it would only be about \$60 a month. Diers motioned to approve the purchase of the cameras and it was seconded by Farnham. Ayes: 4, Nays: 0, Motion carried.

Director's Report. Nielsen discussed an incident which had taken place over the weekend that resulted in a search warrant being executed and as a result of the warrant there were corrective actions being taken against the residents.

Being no further business, Klemesrud moved, Diers seconded the motion to adjourn. Ayes: 4
Nays: 0. The meeting adjourned at 7:58 a.m.

Charles City Housing and Redevelopment Authority

Jeremy Heyer, Chairperson

ATTEST:

Heidi Nielsen, Director