

CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY

Board Meeting Minutes

March 25, 2021

Members Present: Linda Klemesrud, Jeremy Heyer, Brandon Franke, Beth Diers, and Joel Farnham. Others Present: Katie Nolte

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

Public Comments. None

Amend-Approve Minutes of February 18th, 2021 Meeting. Diers moved, Farnham seconded the motion to approve the minutes of February 18th, 2021 board meeting as presented. Ayes: 5, Nays: 0. Motion carried.

Amend-Approve Meeting Agenda. No amendments to the agenda were proposed. Klemesrud moved, Farnham seconded to approve the agenda as presented. Ayes: 5, Nays: 0. Motion carried.

Approval of Bills. Nolte stated higher this month due to boiler inspections and repairs. All other bills were routine in nature. Klemesrud moved, Farnham seconded the motion to approve payment of the revised bill listing totaling \$106,272.12. Ayes: 5, Nays: 0. Motion carried.

Communications. Items under Communications were reviewed which included an update on the Morningside Disposition, rehabilitation projects, readdressing North and South Cedar Terrace buildings, North Cedar Terrace electrical project, Section 8 utilization, public housing rental status, and capital projects.

The Morningside land sale is approved by HUD and is being finalized by Brad Slotter, City Attorney.

The NCT was postponed to gather more information on HUD requirements for individual meters, hold a meeting for public comment, and revise the capital plan to include the project.

Nolte stated the last two homes for the rehabilitation grant are being put out for bid again due to lack of contractors. The contractor walk thrus were held on Wednesday, March 24th. One contractor attended and expressed interest in bidding both projects.

The City is proposing readdressing the North and South Cedar Terrace complexes to comply with 9-1-1 standards per State of Iowa requirements. The board reviewed the proposed address changes and did not propose any changes.

Capital Projects/Funding Opportunities: Information was provided to the board on two potential funding sources for repositioning projects. The first is a request for proposals to be submitted through the HA's congressional representative. Nolte stated this would be a good potential funding source for the purchase and demolition of a dilapidated building within the City. Once demo 'ed this site could be used to build new housing units to replace existing units. The second funding opportunity was for Federal Home Loan Bank rental rehabilitation program. The application is due May 31st and could provide up to 40k per unit for the rehabilitation or current units or construction of new units.

Old Business. Board Training: Nolte provided the board with Commissioners Handbooks from Nan McKay as a starting point for the training. She stated there was not much training available right now but as the pandemic

gets under control more should be coming available. She will update the board as new trainings become available.

New Business:

Review Financial Reports. The reports were reviewed. Nolte stated we still have the CARES funds for section 8, both HAP and administrative, that need to be expended. A portion of the funds will be used to update the conference room to allow for social distancing during briefings and to outfit the room with AV equipment to facilitate remote attendance. Farnham motioned to approve. Franke seconded. Motion passed unanimously with no further discussion.

Cable/Satellite Provider Restrictions. Nolte informed the board a tenant has inquired about permission to use Dish Network as their cable provider. The current policy restricts tenants to Direct TV or Mediacom. This was implemented to prevent clutter of multiple satellites per unit/building due to switching providers and limit wear and tear caused by installation services. The policy will remain unchanged at this time.

Staff Identification/badges/shirts: Staff currently have nothing to identify them as CCHRA employees when interacting with tenants and entering units. Nolte suggested having employee ID cards and/or shirts with the CCHRA logo to identify employees as they are out working with employees. The tenants recognize staff that have been with the HA for many years, but newer staff aren't as identifiable to them. Diers stated she thought this would be good step and very professional. The rest of the board members concurred. No further discussion was had.

Executive Directors report. NA

Motion to Adjourn. Being no further business, Klemesrud moved, Farnham seconded the motion to adjourn the meeting at 7:51 am. Ayes: 5. Nays: 0. Motion carried, and the meeting adjourned.

Charles City Housing and Redevelopment Authority

Jeremy Heyer, Board Chairperson

ATTEST:

Katie Nolte, Director