

CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY

Board Meeting Agenda

July 15th, 2021 7:00 AM
501 Cedar Terrace South, Charles City, IA 50616

*This meeting is open to the public and may be attended in person or virtually.
The office can be reached at 641-228-6661, Option 1.
To join the meeting virtually please use the link below.*

Zoom Meeting Link:

<https://us02web.zoom.us/j/6412286661>

Meeting ID: 641 228 6661

-
- I. Roll Call – Call Meeting to Order.
 - II. Public Comments.
 - III. Amend-Approve Minutes of the June 2021 Meeting.
 - IV. Amend-Approve board meeting agenda.
 - V. Approval of Bills for June 2021.
 - VI. Communications.
 - 1) Section 8- Funding/Utilization Update
 - 2) Public Housing- Rental Status Update
 - 3) CDBG Rehabilitation Projects
 - 4) Readdressing Update
 - 5) Capital Projects
 - 6) Staffing Change(s)
 - VII. Old Business.
 - 1) Discussion on PHA financial management and staff training
 - VIII. New Business.
 - 1) Review and Approve Monthly Financial Reports
 - 2) Fair market rent discussion
 - IX. Executive Director’s Report.
 - X. Move to Adjourn.

Next Regular Meeting Scheduled for Thursday, August 19th, 2021 @ 7 AM at CCHRA Office.

CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY

Board Meeting Minutes

June 17th, 2021 @ 7:00 AM

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

Call to Order. Board Chairperson Heyer called the meeting to order at 7:04 a.m.

Public Comments. None

Amend-Approve Minutes of March 2021. Franke moved, Farnham seconded the motion to approve the minutes June 17th, 2021, board meeting as presented. Ayes: 5, Nays: 0. Motion carried.

Amend-Approve Minutes of March 2021 No changes were made. Diers motioned, Klemesrud seconded to approve the agenda as presented.

Public Hearing-Approval of Five-Year Plan- Filing of the affidavit of public hearing was filed on 4/27/2021. Chairperson Heyer opened the hearing at 7:05 a.m. No written comments or objections were received. No oral comments or objections were received. Diers motioned to close the public hearing. Franke seconded. A roll call was taken: Diers-Aye, Klemesrud, -Aye, Franke-Aye, Farnham-Aye, Heyer-Aye, Nays: 0.

Consider Approval of Resolution No. 04-21 Approval of Capital Improvement Five-Year Action Plan. Diers motioned to approve, Franke Seconded. A roll call was taken: Diers-Aye, Klemesrud, -Aye, Franke-Aye, Farnham-Aye, Heyer-Aye, Nays: 0. The Resolution passed unanimously with no further discussion.

Approval of Bills. Nolte stated that all bills were routine in nature. Farnham moved, Diers seconded the motion to approve payment of the bill listing totaling \$127,567.88. Ayes: 5, Nays: 0. Motion carried.

Presentation and Consideration of Acceptance of the Audit for fiscal year ending 6/30/2020 Collins and Associates joined the meeting via zoom to present the audit and answer questions. There were no findings, and the audit was considered for approval. Franke motioned, Klemesrud seconded to accept the audit for fiscal year ending 6/30/2020. Ayes: 5, Nays: 0. The motion passed unanimously, and no further discussion was had.

Communications. Items under Communications were reviewed which included an update on the rehabilitation projects, readdressing NCT and SCT, capital projects, Section 8 utilization, and public housing rental status tracker. An update was also provided on the North Cedar Terrace electrical upgrade and safety and security project. The project is scheduled to go to city council for approval to begin the bid process in July. Other capital projects planned for the coming year include window and gutter replacements at NCT, roof replacement for SCT office building, and doors at Morningside. The board discussed the status of the potential purchase of the Cedar Health building and adjacent lots. The board consensus was there is too much risk and unknown costs associated with the project to undertake it without securing grant funding to assist with the project financially. Nolte informed the board she was planning on fully reopening the office to the public beginning the following week, the board had no objections.

Old Business. None

New Business:

Review Financial Reports. The reports were reviewed. A discussion was had on the financial management of the housing programs in relation to the city. The city currently writes all checks from the general fund and then transfers funds to cover those expenses from the Housing checking account. There would be benefit to the housing office having the ability to write checks from its account or the city writing checks from the account instead of doing transfers. This would aid in the financial management of the programs by allowing the housing management to run regular detailed reports on it's financials as the city is cash based and the housing programs are accrual-based accounting. The board would like to invite the council representative for housing to a future board meeting to continue the discussion. Diers motioned to approve. Farnham seconded. Roll call was taken-Ayes-5, Nays-0. Motion passed unanimously with no further discussion.

Approval of Resolution 05-21 Write Off Bad Debt. The board reviewed the resolution. Heyer noted this is standard practice for the last month of each fiscal year and noted no discrepancies in process. Diers motioned to approve. Farnham seconded. A roll call was taken-Ayes-5, Nays-0. Motion was approved with no further discussion.

Executive Director's Report The board had previously discussed forming a nonprofit to support the mission of the housing authority that will provide the ability to apply for funding designated only to organizations for 501(3)c status. Nolte presented the board with some issues that may arise from the Housing Authority being under the city and the controlling entity of the new non-profit. It adds a layer of complication that needs to be considered while going thru the process to establish the entity. Nolte also discussed a need to potentially have a consultant come in to update the Quickbooks software and set it up correctly. The software is currently very out-of-date and has vendors listed as customers and vice versa and lacks consistency. She also stated she would be putting on requests for quotes for all contracts that need renewed (plumbing, electrical, IT, etc) and for the current year's auditor and architectural services for future capital projects.

Motion to Adjourn. Being no further business, Klemesrud moved, Farnham seconded the motion to adjourn the meeting at 8:12 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