

# CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY

Board Meeting Minutes  
May 20<sup>th</sup>, 2021 @ 7:00 AM

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**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 7:00 a.m.

**Public Comments.** None

**Amend-Approve Minutes of May 2021.** Diers moved, Klemesrud seconded the motion to approve the minutes of April 22<sup>nd</sup>, 2021 board meeting as presented. Ayes: 5, Nays: 0. Motion carried.

**Approval of Bills.** Nolte stated that all bills were routine in nature. Franke moved, Farnham seconded the motion to approve payment of the bill listing totaling \$128,430.56. Ayes: 5, Nays: 0. Motion carried.

**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. Nolte informed the board that Representative Feenstra chose not to submit any earmark applications. The board discussed other potential funding sources. Nolte will follow up with Senator Grassley's office to discuss his stance on earmark submissions. 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 June. 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.

**Old Business.** None

## **New Business:**

**Review Financial Reports.** The reports were reviewed. There were no questions. Franke motioned to approve. Farnham seconded. Roll call was taken-Ayes-5, Nays-0. Motion passed unanimously.

**Consider Approval of Mid-American contract for electrical service project.** The board reviewed the contract. The contract is necessary, as the utility provider, for them to run service to the new transformers planned for installation. Diers motioned to approve. Klemesrud seconded. A roll call was taken-Ayes-5, Nays-0. Motion was approved with no further discussion.

**Consider Approval for attending Commissioners Training in August.** The board had previously expressed interest in receiving board training. Nelrod will holding a commissioners training in August. All board members are interested in attending. The training will be paid through management improvement funds or operational funding. Diers motioned to approve. Klemesrud seconded. A roll call was taken-Ayes-5, Nays-0. Motion was approved with no further discussion.

**Consider Approval of lawn treatment with H&R Landscaping:** H&R landscaping has provided an estimate of \$6300 for grub treatment and seeding at NCT. Diers motioned to approve. Farnham seconded. A roll call was taken-Ayes-5, Nays-0. Motion was approved with no further discussion.

Consider Approval of Renewal of MRI/Happy Software Annual Contract: Nolte stated the contract was a renewal for our software provider. Franke motioned to approve. Fanke seconded. A roll call was taken-Ayes-5, Nays-0. Motion was approved with no further discussion.

**Executive Director's Report** Nolte updated the board on the gardening project at Morningside. The garden beds provided by the FFA have been moved to the front of the buildings. The tenants have been engaged in the project and were able to select the vegetables they preferred to grow. Soil and plants have been donated and each tenant provided a watering can. Planting will take place on Memorial Day weekend. Nolte also 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. The board was supportive. She will be drafting documents to share with the board at an upcoming meeting. Nolte also reminded the board the next regular meeting would include the annual public meeting and capital improvement plan review.

**Motion to Adjourn.** Being no further business, Klemesrud moved, Farnham seconded the motion to adjourn the meeting at 8:04 am. Ayes-5. Nays- 0. Motion carried, and the meeting adjourned.

Charles City Housing and Redevelopment Authority

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Jeremy Heyer, Board Chairperson

ATTEST:

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Katie Nolte, Director