

# CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY

Board Meeting Minutes  
August 19<sup>th</sup>, 2021 @ 8:00 AM

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**Members Present:** Jeremy Heyer, Linda Klemesrud (via zoom), Brandon Franke, and Joel Farnham, Beth Diers.  
**Others Present:** Katie Nolte.

**Call to Order.** Board Chairperson Heyer called the meeting to order at 8:01 AM.

**Public Comments.** None

**Amend-Approve Minutes of July 2021.** Farnham motioned. Franke seconded the motion to approve the minutes of the July 15<sup>th</sup>, 2021 board meeting as presented. Ayes: 4, Nays: 0. Motion carried.

**Amend-Approve Minutes of July 2021** No changes were made. Diers motioned, Franke seconded to approve the agenda as presented. Ayes: 4, 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 \$119,365.04. Ayes: 4, Nays: 0. Motion carried.

**Communications.** Items under Communications were reviewed which included 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 on September 7th. Nolte informed the board a new maintenance staff person has been hired and will start on August 31st. Vice Chairperson Diers summarized the Commissioners training in Nashville for the board members unable to attend. She stated her take away from the training was we (the board) are an integral part of housing and the community, and that public housings goal is to help people out of poverty. A brief discussion was had on the need to provide more services and community connections.

**Old Business.** None

## **New Business:**

**Review Financial Reports.** The reports were reviewed. Diers motioned to approve. Franke seconded. Roll call was taken-Ayes-4, Nays-0. Motion passed unanimously with no further discussion.

**Approval of Resolution 06-21 Adjustments to Flat Rate Rents.** Nolte presented the board with a resolution to increase Flat Rate Rents for public housing units. The rent was last increased in 2016. To be in compliance with HUD regulations, rent for public housing needs to be at least 80% of the Fair Market Rents (FMRs) set by HUD annually. At the current flat rates, CCHRA is not in compliance. Diers suggested putting in place a set increase or increase policy so tenants are aware that rent will likely increase each year based on FMR's. The proposed rates would become effective January 1<sup>st</sup>, 2022. Diers motioned to approve the Resolution 06-21. Farnham seconded. Ayes: 4, Nays: 0. Motion carried unanimously.

**Approval of Resolution 07-21 Adjustments to Payment Standards.** Nolte presented the board with a resolution to adjust HCV payment standards. Payment standards are (and have been) adjusted annually. To be in compliance with HUD regulations, HCV payment standards are required to be at 90%-110% of FMR's. The current and proposed payments standards are set at or near 100% of the year's FMR. They would become

effective January 1<sup>st</sup>, 2022. Diers motioned. Farnham seconded. Ayes: 4, Nays: 0. Motioned passed unanimously with no further discussion.

Review and Acceptance of bids for NCT Electrical Project Nolte presented the board with the bid(s) received for the NCT Electrical Project. One bid was received from Stanton Electric out of New Hampton. They were also the sole bidder and awardee for the SCT electrical upgrade in 2019. The bid came in well over the Independent Cost Estimate (ICE). This could be attributed in large part to the pandemic and volatility in materials pricing currently happening. Nolte stated she has asked the contractor to provide a further breakdown of costs to evaluate its reasonableness. She will receive that and review it prior to presenting it to the city council/public hearing on September 7<sup>th</sup>. Farnham motioned to accept the bid pending an acceptable breakdown of costs. Franke seconded the motion. Ayes: 4, Nays: 0.

Approval of one year contract extension for fee accountant services for FY21-22. Nolte presented the board with pricing and contract extension for one year for fee accountant services from the current provider. The initial contract was for 3 years. Next year she plans to put it out to bid again. Farnham motioned. Franke seconded. Motion passed unanimously with no further discussion.

Executive Director's Report. Nolte shared the new logo with the board and discussed updating/modernizing signage and the building exteriors. She also stated she was working on preparing and RFP for a capital needs/physical needs study and energy assessment to evaluate and prioritize capital projects and aid in repositioning. Vice Chairperson Diers suggested a visioning committee/meeting be held. Nolte will work with the board and staff to schedule a visioning meeting for September/October to be held in the evening.

Motion to Adjourn. Being no further business, Franke moved, Diers seconded the motion to adjourn the meeting at 9:06 am. Ayes-4. 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