



## BOARD MEETING MINUTES

December 16<sup>th</sup>, 2021 @ 7:00 AM

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**Members Present:** Jeremy Heyer, Linda Klemesrud, Joel Farnham. **Members Absent:** Beth Diers and Brandon Franke. **Other's Present:** Katie Nolte

**Call Meeting to Order.** Board Chairperson Heyer called the meeting to order at 7:04 AM.

**Public Comment.** No public comments received.

**Amend-Approve Minutes of the October 2021 Meeting.** Klemesrud moved to approve the minutes as presented. Farnham seconded. Ayes: 3, Nays: 0. Motion carried.

**Amend-Approve December board meeting agenda.** Farnham moved to approve the agenda as presented. Klemesrud seconded. Ayes: 3, Nays: 0. Motion carried.

**Approval of December Disbursements.** Nolte stated the bills were routine in nature. Klemesrud moved, Farnham seconded the motion to approve payment of the bill listing totaling \$117,407.61.

**Communications.** Items under communication were discussed including Section 8 utilization, public housing occupancy, capital projects and CDBG project(s) status. Nolte stated CCHRA had 166 vouchers under lease. This number is down from previous months. 40 people were pulled of the waitlist this month. Public Housing Occupancy is at 95%. There was a surge of vacancies in November, 3 due to tenant deaths. All of North Cedar Terrace is leased up, SCT will be fully leased by the end of January. Morningside has 4 vacancies. The units have been offered several times with applicants not following thru or not qualifying. Nolte informed the board of the new project schedule for the NCT electrical project and updated them on the discussions with Omnitel regarding fiber connections at all three public housing sites. The 2 remaining CDBG projects are on schedule to be completed by February.

**Old Business.** None

**New Business.**

**Review and Approve Monthly Financial Reports.** The reports were reviewed. Klemesrud motioned to approve, Farnham seconded. Ayes: 2, Nays: 0. Motion passed with no further discussion.

Approval and Adoption of Resolution 08-21: Nolte provided information to the board on Resolution 08-21: Adoption of CARES Act COVID-19 Waivers and authorization of Executive Director to Implement any and all COVID-19 Statutory and Regulatory Waivers or alternative requirements as Published by HUD. Klemesrud motioned to adopt resolution 08-21. Farnham seconded the motion. Roll call was taken. Ayes-3, Nays-0. Resolution was passed and adopted with no further discussion.

Executive Director's Report. Nolte discussed the potential trade in of the 2019 Chevy Pickup truck for one with higher clearance level. She presented the board with trade in and pricing quotes to review. She also informed the board herself and staff would be using Monday afternoons starting in January to review SOP's and streamline processes. The CCHRA full audit was conducted on December 14<sup>th</sup> by Collins and Associates.

Move to Adjourn. Being no further business, Klemesrud moved, Farnham seconded the motion to adjourn the meeting at 7:34 AM. Ayes: 3, Nays: 0. Motion carried and the meeting was adjourned.

Charles City Housing & Redevelopment Authority

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Jeremy Heyer, Board Chairperson

ATTEST:

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Katie Nolte, CCHRA Director