



## BOARD MEETING MINUTES

February 3<sup>rd</sup>, 2022 @ 8:00 am  
(rescheduled from January 17<sup>th</sup> due to COVID)

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

**Call Meeting to Order.** Board Chairperson Heyer called the meeting to order at 8:02 AM.

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

**Amend-Approve Minutes of the December 2021 Meeting.** Klemesrud moved to approve the minutes as presented. Farnham seconded. Ayes: 5, Nays: 0. Motion carried.

**Amend-Approve January (February 3<sup>rd</sup>) board meeting agenda.** Farnham moved to approve the agenda as presented. Klemesrud seconded. Ayes: 5 Nays: 0. Motion carried.

**Approval of January Disbursements.** Nolte stated the bills were routine in nature. Franke moved, Diers seconded the motion to approve payment of the bill listing totaling \$108,939.43.

**Communications.** Items under communication were discussed including Section 8 utilization, public housing occupancy, capital projects and CDBG project(s) status. Nolte stated CCHRA utilization was down in recent months despite efforts to lease up new tenants. She will be requesting a SEMAP waiver thru the expedited process HUD is providing due to COVID. 40 people were pulled of the waitlist this month. Public Housing Occupancy is at 95%. The high number of vacancies during November and December have been turned over and all but 1 have tenants processing for move in March 1<sup>st</sup>.

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. Spencer Gruis from Omnitel was on the phone to provide the board an overview of the project addition and answer any questions. CCHRA costs for the infrastructure will be capped at \$20,000 with Omnitel covering the rest of the costs. They will also work with the school and city to obtain needed easements and use of existing conduit. The board approved of moving forward with the project. Katie will work with Omnitel to formalize the proposal and present it to city council for approval.

The 2 remaining CDBG projects have been completed. Final inspections were done January 26<sup>th</sup> and contract payment and closeout has been completed as of February 2<sup>nd</sup>, 2022.

The compensation and classification study along with the salary step scale were reviewed by the board. The board would like to formally adopt the compensation matrix for housing staff. Katie will discuss with the city administration on whether council action is required. She stated that she had started discussions with the city regarding moving to writing direct costs checks and HAP payments out of the CCHRA checking account instead of the cities general fund with transfers out of the CCHRA account. She plans to pick up this discussion once budget season closes out in March.

**Old Business.** None

**New Business.**

**Review and Approve Monthly Financial Reports.** The reports were reviewed. Klemesrud motioned to approve, Farnham seconded. Ayes: 5, Nays: 0. Motion passed with no further discussion.

**Approval and Adoption of Resolution -01-22:** The board was presented with the annual Civil Rights Certification resolution. Klemesrud motioned to adopt resolution 01-22. Farnham seconded the motion. Roll call was taken. Ayes-5, Nays-0. Resolution was passed and adopted with no further discussion.

**Approval and Adoption of Resolution -02-22:** The board was presented with a resolution to adjust the Section 8 Voucher Payment Standards. The standards were adjusted last in October 2021. Due to the increased costs of building materials, changing conditions of the local rental market, and increased cost of utilities it is necessary to make an additional adjustment to payment standards. The new payment standards will be set at 110% of HUDs 2021 FMR's for Floyd County. Franke motioned to adopt resolution 02-22. Farnham seconded the motion. Roll call was taken. Ayes-5, Nays-0. Resolution was passed and adopted with no further discussion

**Executive Director's Report.** The compensation and classification study along with the salary step scale were reviewed by the board. The board would like to formally adopt the compensation matrix for housing staff. Katie will discuss with the city administration on whether council action is required. She stated that she had started discussions with the city regarding moving to writing direct costs checks and HAP payments out of the CCHRA checking account instead of the city's general fund with transfers out of the CCHRA account. She plans to pick up this discussion once budget season closes out in March. Nolte presented the board with a draft of Articles of Incorporation for a new non-profit that had been previously discussed. It was decided the name of the organization would be Charles City Betterment Foundation.

**Move to Adjourn.** Being no further business, Diers moved, Klemesrud seconded the motion to adjourn the meeting at 8:58 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