

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
March 19, 2015 7:00 a.m.

Members Present: Jenna Haglund, Eric Miller, Stewart Coulson, and Jeremy Heyer. Absent: Susan Andersen. Others present: Joe Ryan, TD&T; and Heidi Nielsen, staff.

Call to Order. Chairperson Heyer called the meeting to order at 7:00 a.m.

Public Comment. None

Amend-Approve Minutes of February 19, 2015. On motion by Coulson and second by Haglund, the minutes of February 19, 2015 were approved as presented. Ayes: 4, Nays: 0. Motion carried.

Approval of Bills. Miller moved, Haglund seconded the motion to approve payment of the revised bill listing totaling \$71,664.88. Ayes: 4, Nays: 0. Motion carried.

Hearing to Approve Agency Plan.

Chairperson Heyer declared the hearing open.

Filing of Affidavit of Publication. The notice of public hearing was published in the Charles City Press on 02/2/2015. Confirmation of publication was provided in the agenda.

Written Comments or Objections. Nielsen noted that there were no written comments or objections received.

Oral Comments or Objections. None were presented.

Motion to Close Hearing. Miller moved to close the hearing and Coulson seconded the motion. Roll call: Ayes: Coulson, Heyer, Miller, And Haglund. Nays: None. Motion carried on roll call vote.

Consider Resolution No. 02-15 Five-Year Plan.

A motion by Coulson was made to approve Resolution 02-15. Haglund seconded the motion. Roll call: Ayes: Haglund, Heyer, Miller, and Coulson. Nays: None. Motion carried on roll call vote.

Communications. Items under Communications were reviewed. No action was taken.

Old Business. None

New Business.

Accept Audit Report. Joe Ryan from TD&T was present to review the audit. The report was reviewed with special attention paid to the Management Discussion and Analysis which he explained was required to help explain the audit to the general public. He noted that the Authorities net position increased by \$64,000. He explained the purpose of each of the other sections and referred to the Notes to the Financial Statements. Mr. Ryan explained the purpose of the Entity Wide Balance Sheet Summary and Entity Wide Revenue and Expense Summary

were required to be submitted to HUD. The entries were entered by staff and reviewed by their firm to ensure they were the same. The Schedule of Federal Expenditures and Awards was reviewed and noted that a total of \$939,598 was expended in federal dollars. He stated that the threshold for some of the audit testing and requirements is \$500,000 in federal expenditures and if it should increase to \$750,000 and our expenditures decrease we would not have the additional testing. The findings and were reviewed and he noted that the finding related to internal controls to ensure that the financial statements were prepared according to generally accepted accounting principles is common in most small agencies. The other finding was repeated from the prior year and it is resolved and there were no other repeat findings. The only other recommendation was to maintain a master EIV file for monthly reports. Miller motioned to accept the audit and Coulson seconded the motion. Ayes: 4, Nays: 0. Motion Carried.

Review Financial Statements. Statements were reviewed for the month ended February 2015. There were no questions and staff indicated that the reports would be reviewed in April to determine if any revisions would be necessary to ensure to overage by year end. No motion was necessary.

Approve Resolution 03-15 Adopting Revised By-Laws. Nielsen stated that as discussed during the February meeting the by-laws were changed to reflect the elimination of requiring a written resolution for all voice vote decisions in favor of only preparing resolutions for decisions requiring a roll call vote. In addition, the agenda was revised to add Executive Director's Report prior to adjournment. Coulson made a motion to approve Resolution 03-15 to adopt the revised by-laws. Haglund seconded the motion. Ayes: Heyer, Haglund, Coulson, Miller. Nays: 0. Motion carried on roll call vote.

Consider Approval of Resolution No. 04-15 to Approve Public Housing Budget for FYE 06/30/2016. The budget was presented to the board to review. Staff explained that it was the same budget that was approved by the City Council, it is just in a different format and was broken down by Per Unit Month. Nielsen stated that the FYE 14 budget and the estimated FYE 15 budget were comparable to the proposed budget. HUD requires a Board Resolution to be submitted to HUD for the adoption of the budget each year in lieu of submission of the budget. Miller moved to approve Resolution 04-15 to approve the budget and Haglund seconded the motion. Roll Call: Ayes: Haglund, Heyer, Miller, And Coulson. Nays: None. Motion carried on roll call vote.

Nielsen requested that the order of the last two items be reversed to ensure that all board member be present to discuss changing the April meeting date.

Change April Meeting Board Date. Staff requested that meeting be changed from April 16 to April 14 to allow the board the opportunity to review the bids received for the 2015 Capital Improvement Project prior to the City Council Planning Session on April 15th. This would eliminate the need to hold a special meeting on the 14th and the regular meeting on the 16th. Coulson made a motion to approve the change, Haglund seconded the motion. Ayes: 4, Nays: 0. Motion carried.

Review Repayment Agreement. Nielsen requested that the remaining balance on a family's repayment agreement be forgiven. The request was being made because the family had been making payments on the debt since 1998 and had reduced the balance from \$3,877 to \$892. This is the only family that has made such a dedicated attempt to repay a debt and are now experiencing major health issues and it is more of a hardship to come up with the payment each month. Coulson made a motion to approve the request to forgive the debt, and was seconded by

Haglund. Ayes: 4. Nays: 0. Motion Carried.

Being no further business, Haglund moved, Heyer seconded the motion to adjourn. Ayes: 4. Nays: 0. Motion carried.

Charles City Housing and Redevelopment Authority

Jeremy Heyer, Chairperson

ATTEST:

Heidi Nielsen, Director