

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
June 15, 2017 7:00 a.m.

Members Present: Jeremy Heyer, Carol Tyler, Stewart Coulson, Linda Klemesrud, and Eric Miller. Absent: None. Others present: Heidi Nielsen, staff

Call to Order. Chairperson Heyer called the meeting to order at 7:06 a.m.

Public Comments. None

Amend-Approve Minutes of May 18, 2017. Coulson made a motion and Tyler seconded the motion to approve the minutes of May 18, 2017 as presented. Ayes: 5, Nays: 0. Motion carried.

Approval of Bills. Miller made a motion and Klemesrud seconded the motion to approve payment of the revised bill listing totaling \$75,386.65. Ayes: 5, Nays: 0. Motion carried.

Hearing – Revisions to Agency Plan.
Board Chairperson Heyer declared the meeting open.

Filing of Affidavit of Publication. The notice of public hearing was presented and Nielsen confirmed the posting date as 05/01/2017.

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

Consider Resolution No. 04-17 Adoption of Revisions to Agency Plan.
A motion by Tyler was made to approve Resolution 04-17. Coulson seconded the motion. Roll call: Ayes: Tyler, Heyer, Miller, Klemesrud, and Coulson. Nays: None. Motion carried on roll call vote.

Communications. Items under Communications were reviewed but no action was taken.

Old Business. None

New Business.
Review Operating Reports and Consider Approval of Resolution 05-17 PH Budget Amendments for FYE 06/30/2017. The Operating Reports for the Month Ended May 2017 were reviewed. Nielsen noted that an error was made posting the June HAP payments and they were posted in May, so the report is showing more expenses than it should. In addition, Nielsen also explained to the board that HUD only required a public housing budget because there is an on-line reporting system for the Section 8 Program. Miller made a motion to approve Resolution 05-17

accepting the PH budget amendments. A second was made by Coulson. Roll call: Ayes: Heyer, Miller, Klemesrud, Coulson, Tyler. Nays: None. Motion carried on roll call vote.

Approve Resolution No. 06-17, Writing Off Accounts Receivable. A list of accounts to be written off as uncollectible was presented to the Board. Nielsen explained that HUD recommends writing off all debt that we determine as uncollectible because keeping the uncollectible debt on the books has a negative impact on our financial score. She also explained that collection efforts will continue. The Iowa Offset program was also discussed. Coulson made a motion, and Miller seconded the motion to approve Resolution No. 06-17. Roll call vote: Ayes: Coulson, Klemesrud, Heyer, Miller, and Tyler. Nays: None. Motion carried on roll call vote.

Approve Resolution No. 07-17, Removal of Assets from Depreciation. Nielsen provided the board with an explanation regarding the requirement to remove assets no longer in service from the depreciation schedule. The resolution was reviewed noting that the only assets removed from service during the year were the computer equipment and the resolution was necessary to show that the HUD requirement had been met. Also reviewed were the assets to be added, which included the new computers and the handrail project. Miller made a motion, and Tyler seconded the motion to approve Resolution No. 07-17. Roll call: Ayes: Klemesrud, Coulson, Tyler, Miller, and Heyer. Nays: None. Motion carried on roll call vote.

Approve Resolution No. 08-17, Updates to Utility Allowances. Nielsen discussed with the board the requirements to update the allowances and compared the new allowances with the existing ones. Nielsen explained to the board that who would be affected by the change depends on whether the rent is above or below the payment standard. In addition, Nielsen reviewed which public housing units were affected by the change. Miller asked if the residents had been sent the 60-day notice and Nielsen responded that they had and the change would go into effect on August 1. Miller motioned to approve Resolution 08-17 to update the utility allowances. The motion was seconded by Coulson. Roll call: Ayes: Heyer, Tyler, Klemesrud, Miller, and Coulson. Nays: None. Motion carried on roll call vote.

Consider Approval of Resolution 09-17 Revisions to Public Housing Lease. The board discussed the lease revisions. The question was asked if any of the residents had any concerns with the elimination of cash rent payments. Nielsen stated that there has only been one resident upset with the changes. There was also concern raised on how the residents would be able to dispose of their sharps. Nielsen explained that in the past the agency had instructed the residents to bring them in inside of a laundry detergent bottle. Then they would be taken to Jendro for disposal. Under new requirements, Jendro was requiring more handling prior to disposal and it put the employees at risk of being stuck by the needles. The board was also informed that only one resident had submitted a written comment on the changes to the smoking policy and they wanted designated smoking areas with someplace for the residents to dispose of the cigarette butts. However, due to the placement of the buildings it would not be feasible to make them accessible to all residents. Nielsen explained to the board that once approved the lease revisions would be sent to the residents for their 60-day notice and it would run concurrently with the 30-day window for the residents to sign and return the lease. Miller moved to approve Resolution 09-17 and it was seconded by Klemesrud. Roll call: Ayes: Heyer, Klemesrud, Tyler, Miller, and Coulson, Nays: 0. Motion carried on roll call vote

Approve Participation in HUD Lawsuit. Nielsen explained the purpose of the lawsuit and said that HUD had previously been found in violation of the ACC with the agencies when they offset their operating subsidies in 2012. The board discussed the advantages and disadvantages of

joining the lawsuit. The board was also told that ultimately it would be up to the City Council, but if they were not in favor of it, it would not be presented to the council. Miller suggested that a written statement be made available to the media. Klemesrud asked whether or not the \$1000 required by the City would need to be returned out of any monetary award. Nielsen said that it could not because of the requirement to use non-HUD money for the fee. Miller made a motion to take the request to join the lawsuit to the City Council. Klemesrud seconded the motion. Ayes: 4. Nays: 1. Motion carried.

Being no further business, Tyler moved, Klemesrud seconded the motion to adjourn. Ayes: 5. Nays: 0. The meeting adjourned at 7:48 a.m.

Charles City Housing and Redevelopment Authority

Jeremy Heyer, Chairperson

ATTEST:

Heidi Nielsen, Director