

MINUTES  
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY  
August 20, 2020 at 7:00 a.m.

Members Present: Brandon Franke, Linda Klemesrud, and Jeremy Heyer. Absent: Beth Diers, and Joel Farnham. Others present: Heidi Nielsen, staff. Others present through Zoom: Phil Knighten, Council Liaison

Call to Order. Heyer called the meeting to order at 7:01 a.m.

Public Comments. None

Amend-Approve Minutes of July 16, 2020. Klemesrud moved, Franke seconded the motion to approve the minutes of July 16, 2020 as presented. Ayes: 3, Nays: 0. Motion carried.

Approval of Bills. Board members reviewed the revised bill listing, and Nielsen pointed out the non-routine payments to contractors for projects. Klemesrud moved, Franke seconded the motion to approve payment of the revised bill listing totaling \$302,327.61. Ayes: 3, Nays: 0. Motion carried.

Hearing – Revisions to Agency Plan.

Board Chairperson Heyer declared the meeting open at 7:04 a.m.

Filing of Affidavit of Publication. The notice of public hearing was presented, and Nielsen confirmed the posting date as 08/11/2020.

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. Klemesrud moved to close the hearing and Franke seconded the motion. Roll call: Ayes: Heyer, Franke, Klemesrud. Nays: None. Motion carried on roll call vote and hearing ended at 7:06 a.m.

Consider Resolution 09-20 Land Disposition. Nielsen reviewed the different components of the application to HUD for the disposition of the vacant lot at Morningside Apartments and explained the process required to sell the property to the school. Franke motioned to approve Resolution 09-20 Land Disposition, and Klemesrud seconded the motion. Ayes: Heyer, Franke, Klemesrud. Nays: None. Resolution approved on roll call vote.

Communications. Items under Communications were reviewed but no action was taken. Items discussed included updates on capital improvements/maintenance projects and the progress of the parking lot/sidewalk project, Rehab Program updates, Section 8 funding and utilization, and occupancy updates.

Old Business. None

New Business.

Review Financial Reports. The reports were reviewed, and Nielsen reported that one month into the new fiscal year there were no red flags. Nielsen explained that the larger than normal expenses for the HAP expenses were because the August payments were accidentally posted on the last day of July. Nielsen also stated that there would be no August HAP payments on the August report, and it would correct itself. No motion was necessary.

Approve Return Check/Payment Fee. Nielsen stated that City Hall had requested that we start charging a \$30.00 fee for each returned check or EFT payment for non-sufficient funds and explained that in the past there had not been issues with returned checks but it was becoming a problem with one to two a month. Nielsen said that the fee hadn't been charged before because the hardship that it would create for the

residents; but felt that the Board should honor the City's request. The Board discussed how to implement the new charge until it was incorporated into the lease. Franke mad a motion to approve the \$30 fee. Klemesrud seconded the motion. Ayes: 3, Nays: 0. Motion carried.

Approve Purchase of Window A/C Units. Nielsen reminded the Board of the issues with the current A/C units which was previously discussed and made a request to purchase 20 A/C units to install in the apartments as they are turned over or the existing residents were having issues with theirs. Nielsen stated that the units would be tracked and shouldn't cause too much confusion with the new inventory system being installed. Heyer agreed with the solution. Klemesrud a motion to purchase the 20 units. There was a second by Franke. Ayes: 3, Nays: 0. Motion carried.

Develop Plan to Return to Full Operation. Nielsen requested direction from the Board to develop a plan to return to full operations and re-open the office to the public. The Board and staff agreed on a progressive plan which included opening the lobby area first with safety measures in place. The safety measures include requiring visitors in the lobby to wear a mask and socially distance. In addition, the second window would be closed and only one person would be waited on at a time. The suggestion was made to limit the number of people in the lobby, but it was decided that it would be too difficult to control. The plan is to put the responsibility on the individual and allow for remote access to those who are not comfortable coming into the office. Additionally, all agreed to wait to meet face-to-face for appointments for a while longer. Nielsen updated the Board on the safety measures being taken by the maintenance staff when entering and interacting with the residents. Nielsen stated that the plan would be reviewed with the City to ensure that the plan was acceptable.

Director's Report. Nielsen reported on phone call with HUD regarding asset repositioning and gave a brief overview on the concept. Nielsen stated that the phone call was required to be able to receive 16 hours of technical assistance from HUD and the purpose was for them to assist in determining what will work best for the Agency and City.

Being no further business, Franke moved, Klemesrud seconded the motion to adjourn. Ayes: 3. Nays: None. The meeting adjourned at 7:42 a.m.

Charles City Housing and Redevelopment Authority

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Jeremy Heyer, Chairperson

ATTEST:

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Heidi Nielsen, Director