

MINUTES  
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY  
February 18, 2016 7:00 a.m.

Members Present: Carol Tyler, Stewart Coulson, Jeremy Heyer, and Jenna Haglund.  
Absent: Eric Miller. Others present: Heidi Nielsen, staff.

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

Public Comments. None

Amend-Approve Minutes of January 21, 2016. On motion by Tyler and a second by Haglund, the minutes of January 21, 2016 were approved as presented. Ayes: 4, Nays: 0. Motion carried.

Approval of Bills. Haglund moved, Coulson seconded the motion to approve payment of the revised bill listing totaling \$69,451.93. Ayes: 4, Nays: 0. Motion carried.

Communications. Items under Communications were reviewed but no action required.

Old Business. None

New Business

Review Financial Reports. Board reviewed the reports and there were no questions. No action was required.

Review and Approve City Budget Reports for FYE 2016/2017. Nielsen reviewed the proposed budgets for next fiscal year. She explained that once approved the budgets will be sent to our fee accountant to prepare the budgets in the HUD prescribed format. Other than minor adjustments, the only other major changes from the current budget were to increase the maintenance payroll and benefits to account for a change to create an additional full-time maintenance position and eliminate the part-time position, and to reallocate some of the office staff benefits between the public housing and section 8 programs. Haglund motioned to approve the budget and Coulson seconded the motion. Ayes: 4, Nays: 0. Motion carried.

Consider Approval to Send Staff to Annual Iowa NAHRO Conference. Staff requested approval to attend the annual NAHRO Conference to take advantage of the trainings and meet with HUD staff. Haglund moved to approve attendance at the conference and Coulson seconded the motion. Ayes: 4, Nays: 0. Motion carried.

Approve Purchase of Replacement Door Knobs for the Terraces. Nielsen explained that the old knobs are mis-matched and worn and the replacement knobs specified are the same knobs and the ones being installed in the accessible units so they will all be uniform. Haglund noted that Ace Hardware was the lowest quote and Nielsen

confirmed this and the request to purchase the knobs from Ace. Nielsen stated that due to the cost of the knobs, City Council approval is also required for the purchase. Coulson motioned to approve the purchase of the knobs from Ace Hardware, seconded by Tyler. Ayes: 4, Nays: 0. Motion carried.

Set Special Board Meeting. Nielsen requested that there be a special meeting set for March 14, 2016 at 7:00 a.m. to discuss the bids for the handrail project. It was explained that the meeting was necessary if the Board wanted to view the bids and make a recommendation to the City Council before the council planning session on March 16<sup>th</sup>. Nielsen also stated that there may be a few more items added to the agenda. Haglund brought to the board's attention that March 14<sup>th</sup> is the first day of spring break. All members in attendance agreed that the 14<sup>th</sup> would be fine. No action necessary.

Approve Resolution 01-16 Annual Civil Rights Certification. Nielsen explained that we are required by HUD to submit this certification on an annual basis to ensure that we are complying with all of the fair housing laws. This is required in lieu of an Annual Plan. HUD is requiring the certification to be submitted with the Capital Fund paperwork due on March 16, 2016. Haglund made a motion to approve resolution 01-16 Annual Civil Rights Certification. Coulson seconded the motion. Ayes: Haglund, Tyler, Coulson, and Heyer. Nays: 0. Motion carried on roll call vote.

#### Election of Officers

Chairperson: Haglund moved to nominate Heyer as Chairperson. Coulson seconded the motion. Coulson moved that all nominations cease and Haglund seconded the motion. Roll call: Ayes: Heyer, Haglund, Coulson, and Tyler. Nays: None. Motion carried.

Vice-Chairperson: Haglund moved to nominate Tyler as Vice-Chairperson. Coulson seconded the motion. Coulson moved that all nominations cease and Haglund seconded the motion. Roll call: Ayes: Coulson, Tyler, Haglund, and Heyer. Nays: None. Motion carried.

#### Review of By-Laws for Revision.

The by-laws were reviewed and it was agreed that at this time there are no changes needed. Nielsen explained that due to an update to procurement policy Article II, 4. Official Action, may need to be revised to require all contracts approved be done by resolution. The decision was made to wait to make the revision until the policy is updated and approved.

Being no further business, Haglund made a motion; Coulson seconded the motion to adjourn. Ayes: 4. Nays: 0. Motion carried.

#### Executive Director's Report.

Nielsen informed the board that there has been another instance of bedbugs and if it continues it may be necessary to train the maintenance staff to do monthly inspections. The board was also informed of HUD's new initiative to reduce the number of over-income residents living in public housing. Also discussed was the annual audit. Nielsen stated that HUD accepted the financial submission and has review the audit. All

findings were cleared except for the finding from 2013/2014 in reference to the General Depository Agreement. HUD is asking for clarification on the securities being held by the bank as collateral on the Housing Authorities funds. The issue is being researched to clear the finding.

Being no further business, Haglund motioned to adjourn and Tyler seconded the motion. Ayes: 4, Nays: 0. Motion carried.

Charles City Housing and Redevelopment Authority

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Jeremy Heyer, Chairperson

ATTEST:

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Heidi Nielsen, Director