

MINUTES  
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY  
February 15, 2018 7:00 a.m.

Members Present: Carol Tyler, Jeremy Heyer, Eric Miller, and Linda Klemesrud.  
Absent: Stewart Coulson. Others present: Heidi Nielsen, staff; and Steve Merrill and Matt Ross, Home Town Security.

Call to Order. Board Chairperson Heyer called the meeting to order at 7:03 a.m.

Public Comments. None

Board Chair Heyer requested that the Old Business be discussed first so Steve and Matt didn't have to sit through the meeting.

Old Business.

Approve Installation of New Camera System. Staff presented three quotes for the updated system, and the Board was updated on the project and progress to date. Steve Merrill and Matt Ross were present to review their proposal answer any questions. Nielsen asked about installation of the two additional cameras on the ends of the buildings. Merrill suggested that we ask permission to install one on the Edgewood Apts. Ross explained that the camera would use minimal power and it would benefit them because the camera would also cover their parking lot. Matt and Steve left because there were no more questions. Tyler made a motion to accept the quote from Home Town Security and Klemesrud seconded the motion. Ayes: 4, Nays: 0. Motion carried.

Amend-Approve Minutes of January 18, 2018. On motion by Miller and a second by Tyler, the minutes of January 18, 2018 were approved as presented. Ayes: 4, Nays: 0. Motion carried.

Approval of Bills. Nielsen stated that other than the Business Card bill, which was for conference expenses and lights for the truck, all other bills were routine. Miller moved, Tyler seconded the motion to approve payment of the revised bill listing totaling \$99,911.94. Ayes: 4, Nays: 0. Motion carried.

Communications. Items under Communications were reviewed. Board heard a report on the status of capital improvement and maintenance projects, rehab grant application, PHAS score, lawsuit with HUD, new community resource officer, public housing vacancies, and Section 8 utilization. No action was required.

New Business

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

Approve Resolution 02-18 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 the fair housing laws. This is required in lieu of an Annual Plan. Miller made a motion to approve resolution 02-18 Annual Civil Rights Certification. Tyler seconded the motion. Ayes: Klemesrud, Miller, Tyler, and Heyer. Nays: 0. Motion carried on roll call vote.

Review and Approve City Budgets. 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 Public Housing Budget in the HUD prescribed format. Other than minor adjustments, the only major changes from the current budget were to budget for some capital expenditures, increase the contracted services, and reduce the maintenance payroll expenses. Miller motioned to approve the budget and Tyler seconded the motion. Ayes: 4, Nays: 0. Motion carried.

Approve Contract for Office Renovation. Nielsen stated that out of the four contractors interested in the project, there was only one quote submitted for the renovation. The reasons given were lack of time and Davis Bacon requirements. Nielsen requested award of the contract to Do It All Services for \$9,413.73 because the cost was acceptable, and they committed to completing the renovation the first full week of March. Miller moved to approve the contract and Tyler seconded the motion. Ayes: 4, Nays: 0, Motion carried.

Review Proposals for New Copier and Tech Support. The proposals, from Marco, Advanced Systems, and Koch Brothers, were presented to the Board. Nielsen pointed out that all three were offering a 60-month lease and that the lease amounts for the copiers were all approximately the same and when you add the contracts for support for the printers, the monthly costs change. The board was informed that the plan was to pick the two best proposals and demo the machines to see which was best. However, Nielsen explained that because the proposal from Advanced Systems is much better than the others the plan has changed to demo only the machine from Advanced Systems. Nielsen said that the Board will be asked to award a contract to Advanced Systems in April if the copier performs well.

Approve Triennial Reexams. Nielsen reviewed the request to approve the triennial reexams and stated that the purpose is to reduce the burden on the housing authorities. Nielsen explained that even though the files of those with fixed income must still be calculated on an annual basis, the families would only need to come into the office for an appointment every three years. Since this would apply to about 25% of program participants, it would simplify the process. The board was also told that because the rule is only interim and will not be finalized until March, it would not go into effect until April 1<sup>st</sup>. Nielsen also told the board that because this change is a significant deviation from the current rent calculation policies, there will need to be a public hearing, which is scheduled for March 15<sup>th</sup>.

Election of Officers

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

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

Review of By-Laws for Revision.

The by-laws were reviewed, and it was agreed that no changes were needed. Miller motioned to approve the By-Laws as presented and Tyler seconded the motion. Ayes: 4, Nays: 0. Motion carried.

Executive Director's Report.

Nielsen informed the board she would be attending the Iowa NAHRO Conference with Russ and Adam in April.

Being no further business, Tyler motioned to adjourn, and Klemesrud seconded the motion. Ayes: 4, Nays: 0. Motion carried, and the meeting adjourned at 8:02 a.m.

Charles City Housing and Redevelopment Authority

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Jeremy Heyer, Chairperson

ATTEST:

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Heidi Nielsen, Director