

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

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

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

Public Comment. None

Amend-Approve Minutes of February 15, 2018. On motion by Tyler and second Klemesrud, the minutes of February 15, 2018 were approved as presented. Ayes: 5, Nays: 0. Motion carried.

Approval of Bills. Miller moved, Coulson seconded the motion to approve payment of the revised bill listing totaling \$106,265.24. 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 01/30/2018.

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

Consider Resolution No. 02-18 Revisions of Five-Year Action Plan & Agency Plan.  
Nielsen reviewed the proposed revisions, which included a budget revision to the 2016 Capital Fund, and adoption of triennial recertifications, interim income reexam, and updated Emergency Transfer Plan. A motion by Miller was made to approve Resolution 02-18. 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. No action was taken.

Old Business. None

New Business.

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

Change April Meeting Date. Nielsen stated that the April meeting conflicted with the Iowa NAHRO Conference in April and the 16<sup>th</sup> was selected as the alternate date to ensure that the bills were paid on time. All members present agreed that the 16<sup>th</sup> of April would work in their schedules. No action was required.

Approve Plan for SCT Window Project. The project schedule and cost estimate were discussed with the board. Nielsen stressed the necessity of replacing the windows and explained that there would be enough funding to cover the expense. Miller motioned to approve the plans and Tyler seconded the motion. Ayes: 5, Nays: 0. Motion carried.

Executive Director's Report.

Nielsen updated the Board on the conference the staff attended. Also discussed was the upcoming meeting with the HUD Shortfall team and the damage done to a resident's vehicle while plowing on March 6<sup>th</sup>.

Being no further business, Coulson moved, Tyler seconded the motion to adjourn. Ayes: 5. Nays: 0. Motion carried, and meeting adjourned at 7:29 a.m.

Charles City Housing and Redevelopment Authority

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Jeremy Heyer, Chairperson

ATTEST:

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Heidi Nielsen, Director