

MINUTES  
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY  
February 21, 2019 7:00 a.m.

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

Call to Order. Board Chairperson Heyer called the meeting to order at 7:02 a.m.

Public Comments. None

Amend-Approve Minutes of January 17, 2019. On motion by Miller and a second by Tyler, the minutes of January 17, 2019 were approved as presented. Ayes: 5, Nays: 0. Motion carried.

Approval of Bills. Nielsen stated the bills were routine. Tyler moved, Klemesrud seconded the motion to approve payment of the revised bill listing totaling \$81,501.61. Ayes: 5, Nays: 0. Motion carried.

Communications. Items under Communications were reviewed. There was nothing to update the board on capital projects and maintenance projects. Nielsen reported the status on the rehab grant project, Section 8 utilization, public housing vacancies, and program end of participations. No action was required.

Old Business. None

New Business

Review Financial Reports. Board reviewed the reports and there were no questions. Nielsen stated that there would likely only be a few budget revisions made. The accounts included in the potential revisions were the maintenance, sundry and portability expense accounts. No action was required.

Discuss Changes in Scope of Transformer Project and Make Recommendation to Council. Nielsen informed the board of the change to the project which requires new secondary lines from the transformers to the buildings. In addition, Nielsen explained to the board that the electrical engineer and architect are also recommending using directional boring to lay the new conduit instead of trenching. The advantage cited was the boring would allow the lines to be run under the buildings and other structures. The board was informed that the changes would increase the project cost to approximately \$350,000. Nielsen said that in order to utilize the funds there would be a transfer out of the public housing budget into a capital fund. This would allow us to use the reserves without increasing our per unit expense. The board discussed use of the operating reserves and felt that with the uncertainty of the proposed funding changes at HUD it would be better to use them if needed. Nielsen also told the board that as a result of the project, Mid American Energy said that the cost of using each of the lights was

going to increase and that over the next five years we would be paying \$23,000 was suggesting that we put in our own security lights. Nielsen explained that the cost estimate to install those lights would be about \$70,000 increasing the costs of the project to \$420,000. The board was told that if MidAmerican Energy would install five transformers instead of three, we could see a potential cost savings of about \$100,000, but still need to get approval from MidAmerican Energy. Nielsen also told the board that MidAmerican said that they could no longer get a transformer like the ones at SCT and if one should fail there aren't enough units in town to relocate the residents, and they also can't get the style of security lights we have and went on to say that even though the project is expensive it is necessary. The board was asked for their input on the project and their recommendation on how they wish to proceed once the plans are ready to present to the City Council. The board agreed that the project was necessary and would recommend that the City Council approve the plans. No action was necessary.

Set Special Meeting for Transformer Project. The special meeting date was tabled due to a potential change in the transformer project schedule.

Review and Approve City Budgets. Nielsen reviewed the proposed budgets for next fiscal year. Only minor adjustments would be made to the maintenance account, capital expenses. Nielsen pointed out the transfer out of the public housing fund and the resulting reduction in the fund balance at the end of 2020. Miller asked if the \$353,00 deficit was due to the transfer from the reserves. Nielsen replied that most of it was, however, there is usually a small deficit budgeted, but at year end there is normally a positive cash flow. Miller motioned to approve the budget and Tyler seconded the motion. Ayes: 5, Nays: 0. Motion carried.

#### Election of Officers

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

Vice-Chairperson: Tyler moved to nominate Miller as Vice-Chairperson. Klemesrud seconded the motion. Coulson moved that all nominations cease, and Klemesrud seconded the motion. Roll call: Ayes: Tyler, Klemesrud, Miller, Coulson, 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: 5, Nays: 0. Motion carried.

Executive Director's Report.

Nothing to report

Being no further business, Miller motioned to adjourn, and Coulson seconded the motion. Ayes: 5, Nays: 0. Motion carried, and the meeting adjourned at 7:49 a.m.

Charles City Housing and Redevelopment Authority

---

Jeremy Heyer, Chairperson

ATTEST:

---

Heidi Nielsen, Director