

CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
September 19, 2019 7:00 a.m.

Members Present: Diane Stewart, Eric Miller, Linda Klemesrud, and Jeremy Heyer. Absent: Beth Diers. Others present: Heidi Nielsen, staff

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

Public Comments. None

Amend-Approve Minutes of August 15, 2019. Miller moved, and Stewart seconded the motion to approve the minutes of August 15, 2019 as presented. Ayes: 4, Nays: 0. Motion carried.

Approval of Bills for September 2019. Nielsen stated that the only non-routine payments were to Stanton Electric and Mid American Energy for the Electrical Project. Miller moved, Klemesrud seconded the motion to approve payment of the revised bill listing totaling \$139,161.89. Ayes: 4, Nays: 0. Motion carried.

Communications. Items under Communications were reviewed including Capital Fund/maintenance progress rehab program update, HUD Lawsuit, Section 8 utilization/funding and public housing unit vacancies, PHAS interim score, and program attrition. No action taken.

Old Business.

New Business.

Review Financial Reports. Nielsen reported that we were on track with the budget, there were no questions. No motion was necessary.

Approve Resolution 10-19 to Update Payment Standards. Nielsen reviewed HUD's requirements for payment standards based on the new Fair Market Rents (FMRs). Nielsen reviewed the current payment standards in relation to the increased FMRs and explained that an increase to all payment standards was being proposed. Nielsen stated that HUD has been encouraging us to increase the payment standards to the 110% limit to utilize more of the funding; however, because that may drive the market rate rents higher, the proposed amount were only increased enough to allow the families to find affordable units. The board was informed that the data used to determine the payment standard included the current unit rents on the program. Nielsen explained that the proposed standards were comparable to the average and median program rents. Miller made a motion to approve Resolution 10-19 to update payment standards. Klemesrud seconded the motion. Roll Call: Ayes: Heyer, Miller, Klemesrud, and Stewart. Nays: none. Motion carried on roll call vote.

Approve Resolution 11-19 to Retain Current Flat Rents. Nielsen explained the HUD requirement to set flat rents based on the published Fair Market Rent. The board was also told that the flat rent was to be set at no less than 80% of the FMRs or the unadjusted rents. Also explained was the requirement to deduct the utility allowance from the flat rent amounts in the units required to pay for utility usage. Nielsen requested to keep the flat rents at the 2019 levels even though 80% of the unadjusted rents are lower than the current rents. Nielsen said that the current flat rents are lower than market rate. Stewart made a motion to approve resolution 11-19 to retain the current flat rents. Klemesrud seconded the motion. Roll Call, Ayes: Heyer, Klemesrud, and Stewart. Nays: none. Motion carried on roll call vote.

Purchase of Tractor. Nielsen explained that the Maintenance Department (Russ & Nick) suggested the purchase of a garden tractor to use for snow removal. Nielsen stated that she was initially not in favor of the purchase. However, Nick explained that the skid loader that was used last year caused a lot of damage to the areas adjacent to the sidewalks and would eventually damage the sidewalks. Nielsen presented the three quotes received and stated that it was the intent to trade in the skid loader. The board discussed the different quotes and businesses providing the quotes. Nielsen requested approval to purchase the tractor from P & K Midwest and said that each of the new maintenance employees has had a different preferred method of snow removal. The Board determined that all three businesses had good reputations. Miller motioned to approve the purchase from P & K Midwest and was seconded by Klemesrud. Ayes: 4, Nays: none. Motion carried.

Approve Resolution 12-19 to Establish an "over Income Policy". Nielsen explained the requirement under HOTMA to adopt a policy to deal with over-income residents. Nielsen explained that HUD has set an "Over Income Limit" at 240% of the 50% AMI. Nielsen also explained the process, time limits, and notification requirement. The board was also told that there were no residents over the limit and most likely there would never be, but HUD requires the policy. Miller made a motion to approve resolution 12-19 to establish the Over-Income Policy. Stewart seconded the motion. Roll Call, Ayes: Heyer, Miller, Klemesrud, and Stewart. Nays: none. Motion carried on roll call vote.

Executive Director's Report. Nothing to report

Being no further business, Klemesrud moved, Stewart seconded the motion to adjourn. Ayes: 4. Nays: 0. Motion carried, and the meeting adjourned at 7:51 a.m.

Charles City Housing and Redevelopment Authority

Jeremy Heyer, Chairperson

ATTEST:

Heidi Nielsen, Director