

CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY

Board Meeting Minutes

July 15th, 2021 @ 7:00 AM

Members Present: Linda Klemesrud, Brandon Franke, and Joel Farnham, Beth Diers. Others Present: Katie Nolte. Absent: Jeremy Heyer

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

Public Comments. None

Amend-Approve Minutes of June 2021. Franke moved, Farnham seconded the motion to approve the minutes June 17, 2021 board meeting as presented. Ayes: 4, Nays: 0. Motion carried.

Amend-Approve Minutes of June 2021 No changes were made. Klemesrud motioned, Franke seconded to approve the agenda as presented. Ayes: 4, Nays: 0. Motion carried.

Approval of Bills. Nolte stated that all bills were routine in nature. Farnham moved, Klemesrud seconded the motion to approve payment of the bill listing totaling \$120,305.70. Ayes: 4, Nays: 0. Motion carried.

Communications. Items under Communications were reviewed which included an update on the rehabilitation projects, readdressing NCT and SCT, capital projects, Section 8 utilization, and public housing rental status tracker. An update was also provided on the North Cedar Terrace electrical upgrade and safety and security project. The project is scheduled to go to city council for approval to begin the bid process in July. Nolte informed the board one of the maintenance staff has put in their two weeks' notice and has accepted a position with the water department. She will be working with the city to advertise the position and get someone hired as soon as possible. She also discussed the need to have a compensation study completed to assure CCHRA's wages are in line with similar positions in comparable housing authorities. There is currently no salary/wages matrix used to set and increase wages. The wages for staff are set passed on either city positions that are unionized and clerical positions that don't necessarily align with the responsibility of the position in housing.

Old Business. None

New Business:

Review Financial Reports. The reports were reviewed. Franke motioned to approve. Farnham seconded. Roll call was taken-Ayes-4, Nays-0. Motion passed unanimously with no further discussion.

Fair Market Rent Discussion. Nolte informed the board she would be presenting a resolution at the next board meeting to adjust the flat rate rent for public housing and the payment standards for Section 8. To be in compliance with HUD regulations, rent for public housing needs to be at least 80% of the Fair Market Rents (FMRs) set by HUD annually. HCV payment standards are required to be at 90%-110% of FMR's.

Executive Director's Report Nolte had previously presented the board with some issues that may arise with forming a new nonprofit to support CCHRA's mission as a city department. She stated that although being under the city complicates the controlling entity structure, she would like to proceed with creating the new organization to allow the agency to apply for grants only available to nonprofits. Nolte discussed possibly

creating a new updated logo for CCHRA since we are going thru the address change which will require new business cards, letterhead, signage, etc. The board approved. Diers suggested looking into an online logo design company for assistance. Nolte is continuing to work on renewing contracts and putting on requests for quotes professional services architectural services for future capital projects and capital/physical needs assessment, and energy audit.

Motion to Adjourn. Being no further business, Klemesrud moved, Farnham seconded the motion to adjourn the meeting at 7:46 am. Ayes-4. Nays- 0. Motion carried, and the meeting adjourned.

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Jeremy Heyer, Board Chairperson

ATTEST:

Katie Nolte, Director