

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
June 19, 2014 7:00 a.m.

Members Present: Nancy Heiter, Trey Becker, Jill Streich, and Jeremy Heyer. Absent: Susan Andersen. Others present: Heidi Nielsen, staff

Call to Order. Chairperson Becker called the meeting to order at 7:04 a.m.

Public Comments. None

Amend-Approve Minutes of May 15, 2014. Streich made a motion and Heyer seconded the motion to approve the minutes of May 15, 2014 as presented. Ayes: 3, Nays: 0. Motion carried.

Approval of Bills. Streich made a motion and Heyer seconded the motion to approve payment of the revised bill listing totaling \$82,338.63. Ayes: 3, Nays: 0. Motion carried.

Communications. Items under Communications were reviewed but no action was taken.

Old Business. None

New Business.

Review Financial Reports. The Operating Reports for the Month Ended May, 2014 were reviewed. No action was taken.

Board member Heiter arrived during discussion on Resolution 05-14, Approving Utility Allowances.

Approve Resolution No. 05-14, Approving Utility Allowances. Nielsen reviewed the changes in the utility rates from the previous year indicating that they exceed the 10% limit set by HUD requiring the Utility Allowances to be adjusted. The basic mechanics of the allowances were highlighted and Nielsen noted that the allowances were sent to the public housing residents required to pay utilities and there were no comments. Streich made a motion, and Heyer seconded the motion to approve Resolution No. 05-14. Motion carried on roll call vote: Ayes: Heiter, Streich, Heyer, and Becker. Nays: None.

Approve Resolution No. 06-14, Writing Off Accounts Receivable. A list of accounts to be written off as uncollectible was presented to the Board. As in the past, those who owe money to our agency will not be eligible to receive assistance until payment paid in full and collection efforts will continue. Streich pointed out that there was a typo on the Resolution number and it should be changed to 06-14. In addition, Heiter noted that the total written off for Section 8 contained a mathematical error it should be changed to \$4,253 for a total combined of \$8,203.24. Streich made a motion, and Heyer seconded the motion to approve Resolution No. 06-14 as amended. Motion carried on roll call vote: Ayes: Heiter, Streich, Heyer, and Becker. Nays: None.

Approve Resolution No. 07-14, Removal of Assets from Depreciation. Nielsen provided the board with an explanation regarding the requirement to remove assets no longer in service from the depreciation schedule. The resolution was reviewed noting that the only asset removed was the tables and chairs that were sold at auction. In addition on advice from the auditor there were some corrections made to the depreciation schedule to remove some items that were not

depreciable items. These were also listed on the resolution. Heyer made a motion, and Streich seconded the motion to approve Resolution No. 07-14. Motion carried on roll call vote: Ayes: Streich, Heyer, Heiter, and Becker. Nays: None

Consider Approval of Lease with Foster Grandparents. The Board was provided with an update on the Foster Grandparents Office. Nielsen explained that HUD had provided approval of renting the existing office space to them. They suggested that the rent be set high enough to cover the utility and maintenance cost. The amount agreed upon with Mary Litterer was \$75 per month. Ralph Smith drafted a lease which will be acted upon at the next City Council Meeting. Heiter made a motion to approve the lease and Streich seconded the motion. Ayes: 4, Nays: 0.

Consider Approval of Resolution 08-14, to Adopt Flat Rent Increases and Set Date for Public Hearing. Nielsen requested that the agenda be amended to include Resolution 08-14. The proposed flat rents were reviewed and the timeline for adoption of the rents was also reviewed with the new rents scheduled to become effective on October 1, 2014. Nielsen stated that the public hearing will need to be set on August 21, 2014 to have everything in place by October 1st. Streich moved to approve Resolution 08-14, to Adopt Flat Rent Increases and the date was set for August 21, 2014 for the public hearing. It was seconded by Heyer. Motion carried on roll call vote: Ayes: Streich, Heyer, Heiter, and Becker. Nays: None

Approve Staff Training. The Board discussed issues that we were having with our current arrangement with the City for our Section 8 inspections. Nielsen explained that as a result of those issues it has become necessary for her to become a Visual Risk Assessor/Lead Sampling Technician. She also added that she has requested that the City pay for half of the registration because she would be conducting testing for the CDBG program which is a city program. Heyer requested that a meeting be set up with Steve Diers to discuss the issues and either come up with a solution or possibly look at alternate options for the inspections. Streich also added that if needed we could have Mike Wendel and Steve attend a board meeting to get resolution. Heyer moved to approve the training and Heiter seconded the motion. Ayes: 4, Nays: 0.

Discuss Request to Adjust Contract Price on Audit. Nielsen informed the board that Kronlage and Olson were requesting an adjustment to their contract for the audit for the year ended 06/30/2013. Due to unforeseen circumstances they accrued more staff time that anticipated. Nielsen pointed out that in the engagement letter that was prepared by Kronlage and Olson, they were to consult with us and determine an agreed upon amount before proceeding with the additional work. It was the consensus of the board that we are not responsible for the additional expenses incurred and instructed Nielsen to send out Requests for Proposals for the current year's audit. Streich made a motion to pay the balance due under the contract and Heyer seconded the motion. Ayes: 4. Nays: 0. Motion carried.

Being no further business, Streich moved, Heiter seconded the motion to adjourn. Ayes: 4. Nays: 0. Motion carried.

Charles City Housing and Redevelopment Authority

Trey Becker, Chairperson

ATTEST:

Heidi Nielsen, Director