

CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY  
MINUTES

October 16, 2014 7:00 a.m.

Members Present: Jeremy Heyer, Stewart Coulson, Susan Andersen, Jill Streich, and Trey Becker. Absent: none. Others present: Heidi Nielsen, staff.

Call to Order. Chairperson Becker called the meeting to order at 7:00 a.m.

Approve Minutes of September 18, 2014. Streich moved, Coulson seconded the motion to approve the minutes of September 18, 2014. Ayes: 3, Nays: 0. Motion carried.

Approval of Bills. Streich moved, Coulson seconded the motion to approve payment of the revised bill listing totaling \$70,461.87. Ayes: 3, Nays: 0. Motion carried.

Communications. Items under Communications were reviewed. No action was taken. Board members Heyer and Andersen arrived at 7:10 a.m.

Old Business. None

New Business.

Review Financial Reports. Operating reports for September 2014 were reviewed. Nielsen stated that the Section 8 budget is on track but we will continue to monitor it. The Public Housing budget will need to be closely monitored later in the year because of the additional payroll for maintenance. Streich pointed out that the maintenance employee benefits was already expended at 70%. Nielsen explained that was because an employee switched from single to family coverage after the budget was prepared and is also something will be monitored for a necessary budget amendment. No action was necessary.

Consider Approval of Resolution 09-14 to Approve Payment Standards. HUD's new Fair Market Rents for 2014/2015 and the current and proposed Payment Standards were presented and discussed. Staff made a request to increase the Payment Standards as presented. Streich moved to approve Resolution 09-14 to revise current Payment Standards. Andersen seconded the motion. Motion carried on roll call vote: Ayes: Coulson, Heyer, Andersen, Streich, and Becker. Nays: None. Motion carried on roll call vote.

Review Architectural Proposals. Nielsen reviewed the proposed projects planned. The proposals that were received were discussed. Waggoner & Wineinger submitted the only proposal that met all requirements. In addition, they came and did a site visit to ensure that they had a clear understanding of the scope of the project. Nielsen stated that we also have worked with them on several projects in the past and have a good working relationship with them. Due to this, the request was made to approve the proposal from Waggoner & Wineinger for the not-to-exceed amount of \$28,000. Streich made a motion to recommend approval of the proposal from Waggoner & Wineinger to the City Council. The motion was seconded by Heyer. Ayes: 5, Nays: 0. Motion carried.

Consider Approval of Resolution 10-14 to Set New Flat Rents. Nielsen reviewed the new requirement to set the flat rents at 80% of the Fair Market Rents. The different rents were reviewed and discussed. Streich expressed concern over the increase and suggested that the numbers not be rounded to the nearest increment of five or ten. Nielsen stated that the residents who would be affected by the increase would be paying around \$600-\$800 a month for rent if the flat rent amount wasn't an option and an extra \$4 should not be a hardship.

Andersen was asked if she felt that the tenants would be okay with the extra \$4 and she didn't have an issue with it. Coulson asked why the rents for the apartments with self-paid utilities were rounded to the nearest ten dollars and the others were to the nearest five. Nielsen explained that the residents who live in those units don't normally pay flat rent and the increase will not have a negative effect on them. If the rents were increased slightly above the required 80% we may not have to raise them next year. Heyer moved to approve Resolution 10-14 to accept revised flat rents as presented. Andersen seconded the motion. Motion carried on roll call vote: Ayes: Coulson, Andersen, Heyer, Streich, and Becker. Nays: None

Approve Transition to Biennial Section 8 Inspections. Nielsen explained that the spending bill for 2014 included some administrative relief for the Section 8 program by allowing the units to be inspected biennially. Implementation of the biennial cycle was discussed. Staff proposed that we limit the biennial cycle to those units which pass the inspection on the first visit. We would realize approximately \$3,000 in annual savings by adopting the biennial cycle. Streich moved to approve the biennial Section 8 inspections. Heyer seconded the motion. Ayes: 5, Nays: 0. Motion carried.

Discuss Options for Snow Removal. Current staffing levels were discussed and due to the uncertainty of return to full staffing, Nielsen proposed several options. It was decided that we would not be able to provide the same level of service that the residents expect with a contractor hired to remove the snow. The decision was made to hire additional seasonal employees to help the part-time employees with the snow removal. The ad will go in the paper in the next two weeks. No action was necessary.

Being no further business, Streich moved, Heyer seconded the motion to adjourn. Ayes: 5. Nays: 0. Motion carried.

Charles City Housing and Redevelopment Authority

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Trey Becker, Chairperson

ATTEST:

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Heidi Nielsen, Director