

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
February 19, 2015 7:00 a.m.

Members Present: Susan Andersen, Eric Miller, Stewart Coulson, Jeremy Heyer, and Jenna Haglund. Absent: None. Others present: Reed Wessman, Waggoner & Wineinger; and Heidi Nielsen, staff.

Call to Order. Vice Board-Chairperson Heyer called the meeting to order at 7:00 a.m.

Public Comments. None

Amend-Approve Minutes of January 21, 2015. On motion by Miller and a second by Andersen, the minutes of January 21, 2015 were approved as presented. Ayes: 5, Nays: 0. Motion carried.

Approval of Bills. Andersen moved, Coulson seconded the motion to approve payment of the revised bill listing totaling \$108,251.35. Ayes: 5, Nays: 0. Motion carried.

Nielsen requested that the order of the agenda be revised to allow for the items under that annual meeting to be addressed before routine business to allow Vice-Chair Heyer to be present for the proceedings and to review capital improvement projects so Reed Wessman from Waggoner & Wineinger doesn't have to sit through the routine business. Haglund made a motion to revise the order of the agenda and Andersen seconded the motion. Ayes: 5, Nays: 0. Motion carried.

Election of Officers

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

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

Review of By-Laws for Revision. The by-laws were reviewed and it was agreed that Article II.B.4 should be changed to remove the requirement for all voice votes to be in the form of a resolution and only require written resolution in the case of a formal roll call and where required by regulation. In addition, the order of business under Article II.B.5 will be amended to include an Executive Director's Report prior to adjournment. Staff will make the recommended changes and prepare revised By-Laws for approval at the March meeting.

New Business

Review Capital Improvement Projects and Approve Proposed Schedule. Nielsen reviewed the proposed schedule for improvements to be incorporated into the Five-Year Plan. Of the improvements for fiscal year 14/15 are the projects that are included in the contract with Waggoner and Wineinger. Reed Wessman was present to review the projects and costs which include installation of ADA compliant handrails, siding replacement at Morningside, ADA compliant alterations at North Cedar Terrace, and painting the window trim at North Cedar Terrace. Nielsen requested that we wait to do the ADA alterations at South Cedar Terrace at a different time due to the costs involved. We can make the required alterations to eight units at North Cedar Terrace for the same amounts as the costs to make alterations to four units at South Cedar Terrace. Reed said that he will make the necessary adjustments to the plans and will have them ready by the time we meet with the City Council. Nielsen explained that the proposed improvements were determined by work orders, inspections, staff input, and the physical needs assessment. Miller made a motion to approve the proposed schedule as presented. Andersen seconded the motion. Ayes: 5, Nays: 0. Motion carried.

Chairperson Heyer left the meeting.

Review Financial Reports. Nielsen reviewed the financial reports for January and stated that we are on track with the budget except for the maintenance payroll and benefits and that we will have to take a closer look at the bottom line in April to make sure that we make all revisions required. No action was required.

Review and Approve City Budget Reports for FYE 2015/2016. Nielsen reviewed the proposed budgets for next fiscal year. She explained that once approved the budgets will be sent to our fee accountant to prepare the budgets in the HUD prescribed format. Other than slight increases in payroll and withholdings, the only other major changes from the current budget were to increase the maintenance benefits to account for a change from single to family coverage and to increase the maintenance material costs to allow for more expenditures for replacement of door handles and smoke detectors. Haglund motioned to approve the budget and Coulson seconded the motion. Ayes: 4, Nays: 0. Motion carried.

Consider Approval to Send Staff to Annual Iowa NAHRO Conference. Staff requested approval to attend the annual NAHRO Conference to take advantage of the trainings and meet with HUD staff. Coulson moved to approve attendance at the conference and Haglund seconded the motion. Ayes: 4, Nays: 0. Motion carried.

Approve Resolution 01-15 Annual Civil Rights Certification. Nielsen explained that we are required by HUD to submit this certification on an annual basis to ensure that we are complying with all of the fair housing laws. This is required in lieu of an Annual Plan. However, this year it will become part of the Five-Year Plan. Haglund made a motion to approve resolution 01-15 Annual Civil Rights Certification. Miller seconded the motion. Ayes: Miller, Haglund, Andersen, Coulson. Nays: 0. Motion carried on roll call vote.

Communications. Items under Communications were reviewed but no action required.

Old Business. None

Being no further business, Haglund made a motion; Coulson seconded the motion to adjourn. Ayes: 4. Nays: 0. Motion carried.

Charles City Housing and Redevelopment Authority

Jeremy Heyer, Chairperson

ATTEST:

Heidi Nielsen, Director