

CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY

Board Meeting Minutes
February 18th, 2021 @ 7:00 AM

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

Call to Order. Board Chairperson Heyer called the meeting to order at 7:01 a.m.

Public Comments. None

Amend-Approve Minutes of December 17th, 2020. Franke moved, Klemesrud seconded the motion to approve the minutes of February 18th, 2021 board meeting as presented. Ayes: 5, Nays: 0. Motion carried.

Approval of Bills. Nolte stated that all bills were routine in nature. Franke moved, Klemesrud seconded the motion to approve payment of the revised bill listing totaling \$103,106.75. Ayes: 4, Nays: 0. Motion carried.

Communications. Items under Communications were reviewed which included an update on the Morningside Disposition, rehabilitation projects, North Cedar Terrace electrical project, Section 8 utilization, public housing rental status, and capital projects. The Morningside Land sale is pending approval with HUD and should be completed in the coming weeks. The NCT electrical project is slated to go to city council for approval at the next meeting. Nolte stated the last two homes for the rehabilitation grant are being put out for bid again due to lack of contractors. She also asked the board to review the 5 year plan for capital projects and be thinking about how we would like to proceed and if any significant amendments need made.

Old Business. No old business was discussed.

New Business:

Review Financial Reports. The reports were reviewed. There were no questions. Diers motioned to approve. Franke seconded. Motion passed unanimously.

Review and Approval of proposed FY22 Budget(s). The board reviewed the budgets. Nolte stated the budgets were primarily developed by the previous director and may need to be adjusted at some point but nothing stands out at this time. She also noted she would be participating in the Capital Fund Training Certification program virtually on March 8th-9th.

Election of Officers. Klemesrud nominated Jeremy Heyer to remain as board chair. Roll call was taken. Ayes: 5, Nays: 0. Klemesrud nominated Beth Diers to serve as board vice chair. Roll call was taken. Ayes: 5, Nays: 0. During this time Diers inquired if there is training available for commissioners. She felt it would be beneficial to better understand the functions of the board and to optimize it's effectiveness. All other board members affirmed a need for training. Nolte plans to look into available training options and report back to the board at the next meeting.

Review of By-laws. The by-laws were reviewed by the board. Nolte suggested amending Article III (5) Order of Business to include a section for Approval/Amendment of the Agenda. Diers moved, Franke seconded. Roll Call Vote: Ayes: 5, Nays:0, motion carried unanimously.

Executive Directors report. Nolte informed the board she is currently the only lead certified professional on staff with the city and the firm registration had expired and has now been renewed. She has spoken with Chief Anderson regarding certification for the Section 8 HQS inspector. Both maintenance staff will also be attending training as soon as in person training resumes with IDPH approved providers. She also asked the board thoughts on updating the administrative office desks for more functionality. The board expressed no objections. Nolte said she will be working on finishing the Morningside disposition, approval for bidding NCT electrical project, and working thru the capital plan to determine what has been completed and how the future years' plans fit with repositioning. Diers expressed interest in attending any training or meetings related to the repositioning to support Nolte's efforts. Nolte will keep the board informed of any upcoming training opportunities available.

Motion to Adjourn. Being no further business, Klemesrud moved, Farnham seconded the motion to adjourn the meeting at 7:45 am. Ayes: 5. Nays: 0. Motion carried, and the meeting adjourned.

Charles City Housing and Redevelopment Authority

Jeremy Heyer, Board Chairperson

ATTEST:

Katie Nolte, Director