

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
November 17, 2012 7:00 a.m.

Members Present: Scott Soifer, Margaret Calvert, Sally Jenkins, Trey Becker, and Jill Streich.
Absent: None. Others present: Heidi Nielsen, staff.

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

Public Comments. None

Amend-Approve Minutes of October 18, 2012. Becker moved, Jenkins seconded the motion to approve the minutes of October 18, 2012 as presented. Ayes: 4, Nays: 0. Motion carried.

Approval of Bills. Jenkins moved, Becker seconded the motion to approve payment of the revised bill listing totaling \$68,456.31. Ayes: 4, Nays: 0. Motion carried.

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

Board Member Soifer arrived at 7:10 prior to the review of the financial reports.

Old Business. None

New Business.

Review proposals for the expansion of the parking lot at SCT and make recommendation to City Council. The proposed plans were reviewed and Nielsen explained that the overall design and engineering cost per additional parking space were the main determining factors used to select the proposal from TeKippe Engineering. Nielsen also informed board that because the City was able to manage the project TeKippe submitted a revised proposal for \$9,350 for services up to the bidding process. The City will bill us for their engineering time, however, it should be less than the \$4,600 from TeKippe. In addition, due to the reduction in cost, the proposals no longer need Council approval and can be approved by the Board. Soifer made a motion to approve the revised proposal from TeKippe Engineering not to exceed \$9,350 with the city Engineering Department managing the project from bidding to project completion. Jenkins seconded the motion. Ayes: 5, Nays: None. Motion Carried.

Approve Staff Training. Nielsen requested direction from the board whether or not trainings under the \$1,000 threshold should be placed on the agenda for board approval. It was determined that out of town travel for several days should require board approval. The request was then made to travel to Omaha in January for training. Nielsen stated that she would be driving to Omaha to save money because she would be in Chicago the week before and flying directly to Omaha from Chicago would increase the cost by about \$500. Soifer made a motion to send Nielsen to Omaha for training, Streich seconded the motion. Ayes: 5, Nays: None. Motion Carried.

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

Charles City Housing and Redevelopment Authority

Margaret Calvert, Chairperson

ATTEST:

Heidi Nielsen, Director