

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
February 21, 2013 7:00 a.m.

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

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

Public Comments. None

Amend-Approve Minutes of January 17, 2013. On motion by Streich and a second by Jenkins, the minutes of January 17, 2013 were approved as presented. Ayes: 5, Nays: 0. Motion carried.

Approval of Bills. Becker moved, Jenkins seconded the motion to approve payment of the revised bill listing totaling \$83,859.26. Ayes: 5, Nays: 0. Motion carried.

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

Old Business. None

New Business.

Approve Resolution 01-13 Civil Rights Certification. Staff explained to staff that HUD requires the Housing Authority to submit this certification annually in lieu of submitting an Annual Plan. Becker made a motion to approve Resolution 01-13. Jenkins seconded the motion. Roll Call: Ayes: Heyer, Calvert, Starkey, Jenkins, and Becker, Nays: 0. Motion carried on roll call vote.

Approve Resolution 02-13 Close Out CFP Grant IA05P00250110. Staff explained HUD requires the Housing Authority to conduct an audit of the grant. Because the City's audit covers the grant, an independent audit is not necessary. However, the Board can choose to have the grant audited. If they choose not to, they must do so by resolution, which then must be submitted to HUD. Streich made a motion to approve Resolution 02-13. Jenkins seconded the motion. Roll Call: Ayes: Heyer, Calvert, Streich, Jenkins, and Becker, Nays: 0. Motion carried on roll call vote.

Board member Heyer left the meeting to attend a previously scheduled meeting.

Approve Purchase of Replacement Fire Extinguishers for the Terraces. Staff explained that the existing extinguishers are going to expire at the end of the month. At that time, they must either be tested or replaced. Since it costs \$49 to test each one, Nielsen requested that they be replaced at \$35 each. The old ones will be donated to the fire department to be used for safety demonstrations. Streich made a motion to purchase new extinguishers, and Becker seconded the motion. Ayes: 4, Nays: 0. Motion carried.

Consider Approval to Send Staff to Annual NAHRO Conference. Staff requested approval to send staff members to the Annual Iowa NAHRO Conference in West Des Moines. Nielsen stated that even though the new employee hasn't been hired, we want to send in a registration for that person because there is a one-day session on the basics of rent calculation. We would risk losing the registration fee if an employee wasn't hired by the conference date. Streich pointed out that a commissioner could use the registration to attend the conference if that were to happen. Streich made a motion to approve the request, Jenkins seconded the motion. Ayes: 4, Nays: 0. Motion Carried.

Review Plans and Cost Estimate for Parking Lot Improvements and Make Recommendation to Proceed with Project. The board reviewed the proposed plans and cost estimate. All were in agreement with them. Becker made a motion to approve proceeding with the project. Jenkins seconded the motion. Ayes: 4, Nays: 0. Motion Carried.

Election of Officers

Chairperson: Becker moved to nominate Calvert as Chairperson. Jenkins seconded the motion. Jenkins moved that all nominations cease and Streich seconded the motion. Roll call: Ayes: Calvert, Becker, Jenkins, Streich. Nays: None. Motion carried.

Vice-Chairperson: Jenkins moved to nominate Becker as Vice-Chairperson. Streich seconded the motion. Becker moved that all nominations cease and Jenkins seconded the motion. Roll call: Ayes: Calvert, Becker, Jenkins, Streich. Nays: None. Motion carried.

Review of By-Laws for Revision. The by-laws were reviewed and no changes were proposed. Becker made a motion to accept by-laws with no revisions. Jenkins seconded the motion. Ayes: 4, Nay: 0. Motion carried.

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

Charles City Housing and Redevelopment Authority

Margaret Calvert, Chairperson

ATTEST:

Heidi Nielsen, Director