

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

Members Present: Margaret Calvert, Sally Jenkins, Trey Becker, and Jeremy Heyer. Absent: Jill Streich. Others present: Heidi Nielsen, staff.

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

Public Comment. None

Amend-Approve Minutes of February 21, 2013. On motion by Jenkins and second by Becker, the minutes of February 21, 2013 were approved as presented. Ayes: 3, Nays: 0. Motion carried.

Approval of Bills. Becker moved, Jenkins seconded the motion to approve payment of the revised bill listing totaling \$73,348.81. Ayes: 4, Nays: 0. Motion carried.

Communications. Items under Communications were reviewed. No action was taken.

Old Business. None

New Business.

Approve Resolution 03-13 to approve public housing budget for FYE 2014. Nielsen informed the board that the proposed budget was the same budget approved during the City's budget process. However, the proposed budget had been converted the required HUD format and the resolution is required by HUD. Becker made a motion to approve Resolution 03-13 to approve the public housing budget for FYE 2014. Jenkins seconded the motion. Ayes: Heyer, Jenkins, Calvert, Becker. Nays: 0. Motion carried on roll call vote.

Approve Resolution 04-13 adopting the Section 3 Policy manual. The Board reviewed the proposed policy. Nielsen explained that the Section 3 requirements have always been part of our contracts and solicitations; however, we didn't have a written policy. The policy will enable us to conform to the federal requirements. Jenkins made a motion to approve Resolution 04-13 to adopt the Section 3 Policy. Becker seconded the motion. Ayes: Becker, Calvert, Jenkins, Heyer. Nays: 0. Motion carried on roll call vote.

Change date for April Board Meeting to April 16, 2013. Due to a scheduling conflict Nielsen requested that the April meeting be held on Tuesday, April 16, 2013. All member's schedules in attendance were clear for that day so there will be enough members present for a quorum. No motion was required.

Set date for special meeting to review parking lot bids. All members in attendance will be available to meet on March 28, 2013 at 7:30 a.m. Nielsen will ask John Fallis to attend the meeting to answer board questions on the project. No motion was required.

Discuss purchase of skid loader. Nielsen presented the board with several instances where the use of a skid loader would be beneficial, either in time or cost savings. It was decided a used skid loader would be beneficial and we will try to work with the city to see if there would be a possibility to purchase theirs when they are ready to trade their current machine. No motion was required.

Approve repairs to boilers at SCT. Nielsen explained that after Mick Gage serviced the boilers,

they made several recommended repairs and provided us with a cost estimate. However, Nielsen requested an updated cost estimate after some emergency repairs were made and to date they have not responded to the request. Linderman Heating and Air provided us with a cost estimate of \$1,821.10. The request was made to the board to approve the quote from Linderman and get the work done before the needed repairs create more costly emergency repairs. Jenkins made a motion to approve the quote from Linderman Heating and Air for \$1,821.10. The motion was seconded by Becker. Ayes: 4, Nays: 0. Motion carried.

Being no further business, Becker moved, Jenkins seconded the motion to adjourn. Ayes: 4. Nays: 0. Motion carried.

Charles City Housing and Redevelopment Authority

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Margaret Calvert, Chairperson

ATTEST:

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Heidi Nielsen, Director