

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
January 16, 2014 7:00 a.m.

Members Present: Trey Becker, Jeremy Heyer, and Jill Streich. Absent: Margaret Calvert and Karen Christensen. Others present: Heidi Nielsen, staff; and Susan Anderson

Call to Order. Vice-Chairperson Becker called the meeting to order at 7:02 a.m.

Public Comments. No public comments.

Amend-Approve Minutes of December 19, 2013. Streich moved, Heyer seconded the motion to approve the minutes of December 19, 2013 as presented. Ayes: 3, Nays: 0. Motion carried.

Approval of Bills. Heyer moved, Streich seconded the motion to approve payment of the revised bill listing totaling \$72,909.24. Ayes: 3, Nays: 0. Motion carried.

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

Old Business. None.

New Business.

Approve City Budgets for FY 2014-2015. The proposed budgets were presented and Nielsen pointed out the major variances from the current budget. The discussion centered on the reduction in HUD funding and the uncertainty in future funding. Heyer made a motion to approve the budgets for FY 2014-2015 and was seconded by Streich. Ayes: 3, Nays: 0. Motion carried.

Approve Policy Requiring Direct Deposit for HAP Payment and Approve Resolution 1-14 to Amend the Admin Plan. Nielsen explained that we haven't been able to offer direct deposit since the implementation of the City's new accounting software. Now that we are able to offer the service, staff represented a request to require all payments be made by direct deposit. Nielsen said that upon checking with HUD regarding the policy change we learned that such a policy is allowed however exceptions must be made for those wanting to opt out of the direct deposit. The change is to go into effect on March 1, 2014. Streich moved to approve Resolution 1-14 amending the Admin Plan to require direct deposit. Heyer seconded the motion. Motion carried on roll call vote. Ayes: Becker, Heyer, and Streich. Nays: 0 Motion carried on roll call vote.

Approve Repairs to Tractor. Nielsen explained that the drive shaft of the tractor was damaged beyond repair and that we were given three different options: either to repair the engine, replace the engine or replace the entire tractor. Since the tractor was only three years old, staff requested approval to replace the motor. Replacing the tractor with a new one would be cost prohibitive and would not be necessary. Nielsen said that the service shop recommended the entire engine replacement as the best option. Heyer made a motion to approve the repairs as requested and Streich seconded the motion. Ayes: 3, Nays: 0. Motion carried.

Being no further business, Streich moved, Heyer seconded the motion to adjourn. Ayes: 3. Nays: 0.
Motion carried.

Charles City Housing and Redevelopment Authority

Board Chairperson

ATTEST:

Heidi Nielsen, Director