

MINUTES  
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY  
December 17, 2015 7:00 a.m.

Members Present: Stewart Coulson, Jeremy Heyer, Eric Miller, Carol Tyler and Jenna Haglund. Absent: None. Others present: Heidi Nielsen, staff

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

Public Comment. None

Amend-Approve Minutes of November 19, 2015. Haglund moved, Tyler seconded the motion to approve the minutes of November 19, 2015 as presented. Ayes: 5, Nays: 0. Motion carried.

Approval of Bills. Miller moved, Haglund seconded the motion to approve payment of the revised bill listing totaling \$74,838.16. Ayes: 5, Nays: 0. Motion carried.

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

Old Business. None

New Business.

Review Financial Reports. Nielsen reported that it appears we are on track with spending, and informed the board of the reason for the variance in the public housing reimbursed expense account. There were no questions or concerns

Approve Resolution 13-15 to Adopt Passbook Rate. Nielsen discussed the requirements for determination of a passbook rate. Based on the Savings National Rate and area passbook rates, the request was made to keep the rate at .10%. Tyler moved to approve Resolution 13-15 adopting a passbook rate. Coulson seconded the motion. Motion carried on roll call vote. Ayes: Coulson, Tyler, Miller, Haglund, and Heyer. Nays: 0. Motion carried on roll call vote.

Review Bids for NCT Kitchen/Bath Renovations. Nielsen reviewed bids and requested recommendation be made to approve acceptance of bid from Watertight Construction for \$83,950. Coulson motioned to recommend approval of bid from Watertight, Haglund seconded the motion. Ayes: 5, Nays: 0. Motion carried

Approve Proposal for Software Upgrade. The benefits versus costs of the upgrade were discussed and Nielsen expressed concern for changing the email address as the only negative aspect of the upgrade. Miller made a motion to approve the software upgrade and Haglund seconded the motion. Ayes: 5, Nays: 0. Motion Carried.

Approve Staff Training. Nielsen requested approval to attend the Procurement and Section 3 training offered by Nan McKay. The only extra cost as compared to the cancelled training is the cost of a flight to Indianapolis and other costs associated with it. The board was told that the travel arrangements would not be made until we were able to verify that they had the minimum number of participants signed up. Haglund moved to approve the training with a second by Tyler. Ayes: 5, Nays 0. Motion carried.

Executive Director's report. The board was informed of some regulation changes pertaining to re-examination requirements. The status of the audit was discussed along with the final Fair Market Rents.

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

Charles City Housing and Redevelopment Authority

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Jeremy Heyer, Board Chairperson

ATTEST:

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Heidi Nielsen, Director