

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
April 5, 2016 7:00 a.m.
SPECIAL MEETING

Members Present: Jeremy Heyer, Carol Tyler, and Jenna Haglund. Absent: Eric Miller, and Stewart Coulson. Others present: Heidi Nielsen, staff.

Call to Order. Chairperson Heyer called the meeting to order at 7:05 a.m.

New Business. Review audit proposals and make recommendation to City Council. Board members received a tabulation of the proposals submitted by JMSC Futurity (5,750), Collins & Associates (7,100), and TD&T (16,600). Nielsen reviewed proposal from JMSC Futurity and pointed out that their proposal was extremely brief and they did not provide the requested information such as the peer review. Even though their proposal was the lowest cost, based on the responses from the references, Nielsen requested that they not be considered. The proposal from TD&T wasn't considered due to the proposed cost. Nielsen stated that they were easy to work with and provided a fair audit; however, due to the cost they should also be eliminated from consideration. The proposal from Collins & Associates was reviewed and they appeared to meet all requirements and responses from the references were extremely favorable. While they did have some deficiencies in their most recent peer review from 2013, Nielsen requested that the board recommend approval of their proposal. She stated that the housing staff had enough experience to ensure that the audit report would meet HUD requirements. Tyler moved to recommend approval of the proposal from Collins & Associates to the City Council. Haglund seconded the motion. Ayes: 3, Nays: 0. Motion carried.

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

Charles City Housing and Redevelopment Authority

Jeremy Heyer, Chairperson

ATTEST:

Heidi Nielsen, Director