

CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY  
September 20, 2012 7:00 a.m.

Members Present: Margaret Calvert, Sally Jenkins, Trey Becker, and Jill Streich. Absent: Scott Soifer. Others present: Heidi Nielsen, staff and Tom Brownlow, City Administrator

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

Public Comments. None

Amend-Approve Minutes of August 16 & 24, 2012. Becker moved, Jenkins seconded the motion to approve the minutes of August 16 & 24, 2012 as presented. Ayes: 4, Nays: 0. Motion carried.

Approval of Bills for September 2012. It was noted that the bill listing included the Payment in Lieu of Taxes and staff explained how it was calculated. Jenkins moved, Becker seconded the motion to approve payment of the revised bill listing totaling \$100,891.10. Ayes: 4, Nays: 0. Motion carried.

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

Old Business.

New Business.

Consider Approval to Send Staff to National NAHRO Conference. Nielsen explained that as an acting member of the NCRC Board, she is required to attend; however, the costs for the conference will be reimbursed by Iowa NAHRO. Streich made a motion to send staff to conference. Jenkins seconded the motion. Ayes: 4. Nays: 0. Motion carried.

Consider Approval Solicit Engineering Services. Staff explained that the residents were requesting additional parking at South Cedar Terrace. The request was made to approve sending out a Request for Proposals to area engineering firms to prepare plans and a cost estimate to determine if the project is feasible. The project would be funded by the capital improvement fund. Streich motioned to approve the request to proceed with the project to determine a cost estimate. Becker seconded the motion. Ayes: 4, Nays: 0. Motion carried.

Consider Approval to Procure Bids for the Purchase and Installation of Additional Security Cameras at Morningside Apartments. Staff explained how the lack of coverage in the front of the buildings made it difficult for lease enforcement. Streich expressed concerns whether the cameras were infringing on the residents right to privacy. Nielsen explained that prior to installing the cameras this was addressed and as long as we can't see into the apartments it is okay. Streich requested the formulation of a security camera use policy prior to the installation of additional cameras. Nielsen agreed to draft a policy with the help of the Resident Advisory Board and will bring the policy and camera quote back to the Board. Becker motioned to approve the request to obtain pricing for additional cameras. Jenkins seconded the motion.

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