

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
May 23, 2013 7:00 a.m.

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

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

Public Comments. None.

Amend-Approve Minutes of April 16, 2013. Jenkins moved, Becker seconded the motion to approve the minutes of April 16, 2013 as presented. Ayes: 3, Nays: 0. Motion carried.

Approval of Bills. Jenkins moved, Becker seconded the motion to approve the revised bill listing totaling \$85,651.68. Ayes: 3, Nays: 0. Motion carried.

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

Old Business. None.

New Business.

Consider Purchase of Inspection Module for Housing Pro. Staff explained that with reduced staff the software will allow the inspections to be completed more efficiently and the software could also be used for the Public Housing inspections. However, by purchasing the software we would incur an annual support fee also. Whether to fund the software out of the capital fund or split the cost between Public Housing and Section 8 operating budgets was also discussed. The decision was made to split the cost for the software between Public Housing and Section 8's operating budgets. Jenkins made a motion to approve the purchase. Becker seconded the motion. Ayes: 3, Nays: 0.

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

Charles City Housing and Redevelopment Authority

Margaret Calvert, Chairperson

ATTEST:

Heidi Nielsen, Director