

MINUTES  
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY  
November 17, 2016 7:00 a.m.

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

Call to Order. Chairperson Heyer called the meeting to order at 7:03 a.m.

Public Comments. None

Amend-Approve Minutes of October 20, 2016. It was noted that there was an error in the time the meeting adjourned. The minutes will be corrected to reflect the correct time. Coulson moved, Miller seconded the motion to approve the minutes of October 20, 2016 as amended. Ayes: 4, Nays: 0. Motion carried.

Approval of Bills. Miller moved, Coulson seconded the motion to approve payment of the revised bill listing totaling \$125,252.17. Ayes: 4, Nays: 0. Motion carried.

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

Old Business. None

New Business.

Review Operating Reports. The reports were reviewed by the board. There were no concerns.

Review Updated Procurement Policy. The board was provided with the proposed Procurement Policy and were asked for their thoughts on the policy. Nielsen stated that the purpose of the updated policy was to simplify the procurement process and that the original intent was to incorporate both City requirements and HUD requirements into one policy to ensure compliance. The procurement methods and spending levels were reviewed and Nielsen asked the board what amount of board oversight they felt was appropriate. Nielsen also informed the board that the policy did not address the departments authority to sign and approve contracts. It was felt by the board that purchases under a certain spending limit would not require board approval if they were previously approved in the budget. These concerns and suggestions will be conveyed to the City prior to adoption. No action was required.

Approve Resolution 13-16 Amendment to Interim Reexamination Policy. Nielsen discussed with the board the purpose of the amendment and listed several advantages to modifying the policy. The board were all in agreement and supportive of the change. Coulson made a motion to approve Resolution 13-16 to amend the Interim Reexamination Policy. Haglund seconded the motion. Ayes: Haglund, Coulson, Miller, and Heyer. Nays: None. Motion carried on roll call vote.

Executive Directors Report. Nielsen informed the board that HUD had finally closed out the audit findings pending verification after the current audit.

Being no further business, Coulson moved, Miller seconded the motion to adjourn. Ayes: 4, Nays: 0. Motion carried and meeting Adjourned at 7:48 a.m.

Charles City Housing and Redevelopment Authority

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Jeremy Heyer, Chairperson

ATTEST:

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Heidi Nielsen, Director