

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
February 16, 2012 7:00 a.m.

Members Present: Loretta Starkey, Trey Becker, Margaret Calvert, Scott Soifer, and Jill Streich. Absent: None. Others present: Heidi Nielsen, staff.

Call to Order. Board-Chairperson Calvert called the meeting to order at 7:02 a.m.

Public Comments. None

Amend-Approve Minutes of January 19, 2012. On motion by Streich and a second by Starkey, the minutes of January 19, 2012 were approved as presented. Ayes: 4, Nays: 0. Motion carried.

Board Member Soifer arrived.

Approval of Bills. Streich moved, Starkey seconded the motion to approve payment of the revised bill listing totaling \$77,532.34. Ayes: 5, Nays: 0. Motion carried.

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

Old Business. None

New Business.

Approve Resolution 01-12 Civil Rights Certification. Staff explained to staff that HUD requires the Housing Authority to submit this certification annually in lieu of submitting an Annual Plan. Soifer made a motion to approve Resolution 01-12. Streich seconded the motion. Roll Call: Ayes: Soifer, Calvert, Starkey, Streich, and Becker, Nays: 0. Motion carried on roll call vote.

Approve Request to Purchase Vehicle. Staff discussed plans to change the part-time maintenance position so it is less dependent on the full time staff person. Staff requested approval to replace the Lumina with a vehicle that could be used by the part-time maintenance staff and also for travel such as a small crossover SUV. The suggestion was made to change the current job description to reflect the changes being incorporated into the position. Nielsen explained that the current description is adequate and covers all job requirements. Changing the name of the position to reflect the janitorial aspects of the position was also discussed. HUD recently reviewed the job description and set the current title and changing it isn't an option. However, when the position is advertised, the janitorial duties will be listed. Soifer made a motion to allow staff to receive quotes for purchase of a maintenance vehicle, and Becker seconded the motion. Ayes: 5, Nays: 0. Motion carried.

Consider Approval to Send Staff to Annual NAHRO Conference. Staff requested approval to send staff members to the Annual Iowa NAHRO Conference in West Des Moines and to the NCRC NAHRO Spring Conference in Peoria, Illinois. Staff discussed the training options available to staff at the Iowa NAHRO Conference and the approximate costs. The NCRC Board Meeting is being held in conjunction with the NCRC Spring Conference. Since Nielsen is a Board Member attendance at the meeting is required. Because of this, we can be reimbursed for some of the costs to attend the conference. Streich asked if there were funds budgeted for the travel and if so in the future we wouldn't need to request approval to attend as long as there is funding available. Nielsen explained that due to the costs being over \$1000 Board approval is required. The Board also agreed that they should be informed of travel to know when staff is absent from the office. Soifer made a motion to approve the request, Starkey seconded the motion. Ayes: 5, Nays: 0. Motion Carried.

Authorize Additional Funds for Recreational Trail. Even though there was an informal poll taken to give City Hall an indication of the direction the Board will take on the additional expense, the dollar amount of the change requires a formal motion. Staff explained that there were two options bid and City Hall approved the more expensive option of an eight foot wide trail as opposed to the six foot wide trail. The narrower trail would not allow for unrestricted traffic to flow two ways. Starkey moved to approve the additional expense of \$3,701.75 for the trail, Soifer seconded the motion. Ayes: 5, Nays: 0. Motion carried

Consider Approval of Kitchen Door/Drawer Pulls at SCT. One of the residents at SCT requested the installed of door hardware as a reasonable accommodation. The decision was made to install them in all units. Staff received quotes from three area retailers. Since Schueth Ace Hardware was able to match the low quote of \$1.70 each, a request was made to purchase from them. Streich made a motion to approve the purchase of the pulls. Becker seconded the motion. Ayes: 5, Nays: 0. Motion Carried.

Approve Sending 2 Fire Dept. Staff to Training. Two of the Fire Dept. staff responsible for Section 8 Inspections requested that the Housing Office pay for some additional training being offered at the IAHO Spring Conference. Soifer made a motion to join the organization to be able to take advantage of the cost savings for registration and to only pay for the first day of the conference since the second day of the conference dealt with fire safety issues. The motion was seconded by Starkey. Ayes: 5, Nays: 0. Motion carried.

The original agenda was revised to add the following item to allow for vote. The revised agenda was posted and the news media was notified.

Approve Resolution 02-12 Accepting 2012 CFP Grant and Approval of Revised Budget. Staff discussed the HUD requirement to accept the funding by Board Resolution in addition to the budget revision to amend the original budget to reflect the award amount. Soifer motioned to approve resolution 02-12 to accept CFP grant award and revised budget. Starkey seconded to motion. Roll call vote: Ayes: Streich, Starkey, Soifer, Calvert, Becker. Nays: 0. Motion carried on roll call vote.

Election of Officers

Chairperson: Soifer moved to nominate Calvert as Chairperson. Streich seconded the motion. Soifer moved that all nominations cease and Becker seconded the motion. Roll call: Ayes: Soifer, Calvert, Becker, Starkey, Streich. Nays: None. Motion carried.

Vice-Chairperson: Soifer moved to nominate Becker as Vice-Chairperson. Streich seconded the motion. Soifer moved that all nominations cease and Streich seconded the motion. Roll call: Ayes: Calvert, Becker, Starkey, Streich, Soifer. Nays: None. Motion carried.

Review of By-Laws for Revision. The by-laws were reviewed and no changes were proposed. Starkey made a motion to accept by-laws with no revisions. Streich seconded the motion. Ayes: 5, Nay: 0. Motion carried.

Being no further business, Soifer made a motion, Streich seconded the motion to adjourn. Ayes: 5. Nays: 0. Motion carried.

Charles City Housing and Redevelopment Authority

Margaret Calvert, Chairperson

ATTEST:

Heidi Nielsen, Director