

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
December 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.

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

Public Comment. None

Amend-Approve Minutes of November 15, 2012. Jenkins moved, Becker seconded the motion to approve the minutes of November 15, 2012 as presented. Ayes: 4, Nays: 0. Motion carried.

Approval of Bills. Streich moved, Jenkins seconded the motion to approve payment of the revised bill listing totaling \$69,758.45. Ayes: 4, Nays: 0. Motion carried.

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

Old Business.

Approve purchase and installation of additional security cameras. Staff explained that additional bids for the purchase of the cameras were requested from Electronic Engineering. After several follow-up calls and emails to them, they failed to submit a bid. As a result Nielsen requested that we proceed with the bid from CEC for 10,618.34. It was noted that the bid amount may change slightly because the bid was submitted in October and was only valid for 30-days. Due to the dollar amount of the bid, staff will submit a request for approval from the City Council. Streich made a motion to approve the purchase and installation of the cameras. Becker seconded the motion. Ayes: 4, Nays: 0. Motion carried.

New Business.

Approve contract to service boilers at South Cedar Terrace. Due to the age of the boilers used to heat the apartments at South Cedar Terrace, they need to be cleaned and serviced. Staff explained that one of the boilers was depositing soot all over the boiler room and the need to have them cleaned was fairly urgent. Quotes were requested from three area plumbing/heating contractors. Mick Gage returned a quote of \$1,800 and Friedrich's quote was \$5,450. Becker motioned to approve the contract with Mick Gage and was seconded by Jenkins. Ayes: 4, Nays: 0. Motion carried.

Approve removal of emergency call system at the Terraces. Nielsen explained the limitations of the current system and given the availability of affordable alternatives requested approval to remove the system. A cost estimate of \$3,154 was received.

Because of the cost of removal, the decision was made to obtain competitive quotes from area electrical contractors. Jenkins made a motion to obtain quotes for the

removal of the emergency call system. Becker seconded the motion. Ayes: 4, Nays: 0. Motion carried.

Approve Resolution 11-12 Amending Criteria Used for the Determination of "Legal Domicile". The policy was discussed and Nielsen requested that the 6-month clause be removed from the policy to clear up the confusion it was causing with staff and applicants. The amended criteria would require applicants wanting to port from the waiting list have established verifiable residency for a period of one year at the time of application. Streich moved to approve Resolution 11-12 Amending Criteria Used for the Determination of "Legal Domicile" Jenkins seconded the motion. Motion carried on role call vote. Ayes: Becker, Jenkins, Calvert, and Streich. Nays: 0.

Being no further business, Becker moved, Streich seconded the motion to adjourn. Ayes: 4, Nays: 0. Motion carried.

Charles City Housing and Redevelopment Authority

Margaret Calvert, Chairperson

ATTEST:

Heidi Nielsen, Director