

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
April 16, 2013 7:00 a.m.

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

Call to Order. Chairperson Calvert called the meeting to order at 7:01 a.m.

Public Comment. None

Amend-Approve Minutes of March 21, 2013 and March 28, 2013. On motion by Jenkins and second by Becker, the minutes of March 21, 2013 and March 28, 2013 were approved as presented. Ayes: 4, Nays: 0. Motion carried.

Approval of Bills. Becker moved, Jenkins seconded the motion to approve payment of the revised bill listing totaling \$76,805.95. Ayes: 4, Nays: 0. Motion carried.

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

Old Business. None

New Business.

Approve quote to repair foundation at Morningside. Staff explained that we have two different options for the repair. The less expensive repair from Iowa Wall Sawing for \$3,950 would just be a temporary fix because of the nature of the process. While more expensive the push piers would be a permanent fix because they create a new foundation. After discussion a motion was made by Jenkins to approve quote from Midwest Basement Systems for \$16,240. Heyer seconded the motion. Ayes: 4, Nays: 0. Motion carried.

Approve purchase of fire proof file cabinets. Three different price quotes were presented with Cedar Valley Printing being the low bid at \$1799.00. They are working on getting a shipping estimate for inside delivery and set up. The plan is to purchase three this year and two each year until all cabinets are replaced with fire proof ones. Nielsen explained that there is money budgeted in the public housing fund to cover the purchase of one cabinet and enough funding in the 2012 Capital Fund. Becker made a motion to purchase three cabinets, and Jenkins seconded the motion. Ayes: 4, Nays: 0. Motion carried

Approve purchase of office furniture. Nielsen requested approval to purchase new desk from Staples. Jenkins asked about possible savings if we were to purchase together with the file cabinets. The file cabinets are already being purchased at a reduced price and the cost from Staples is less because the different components of the desk are bundled for a lower price. Jenkins moved to purchase the desk from Staples and it was seconded by Becker. Ayes: 4, Nays: 0. Motion carried.

Change date of May board meeting. Staff requested a change to the date of the May meeting from May 16, 2013 to May 23, 2013. The May 16 date conflicts with the NCRC NAHRO meeting.

There were no objections and the May meeting date was set for May 23, 2013.

Approve staff training. Two different training seminars were approved. HQS for Naomi and Stacy, and Rent Calculation for Naomi. Nielsen explained that the two locations were chosen because of the close proximity to Charles City and they were offered before the end of the fiscal year. By registering before April 29th there is a significant discount on the registration fee. A motion was made by Jenkins to approve the training and the motion was seconded by Heyer. Ayes: 4, Nays: 0. Motion carried.

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

Charles City Housing and Redevelopment Authority

Margaret Calvert, Chairperson

ATTEST:

Heidi Nielsen, Director