

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
February 19, 2014 7:00 a.m.

Members Present: Susan Andersen, Trey Becker, Chris Huxsol, Jeremy Heyer, and Jill Streich. Absent: None. Others present: John Olson, CPA Kronlage & Olson; and Heidi Nielsen, staff.

Call to Order. Vice Board-Chairperson Becker called the meeting to order at 7:05 a.m.

Public Comments. None

Amend-Approve Minutes of January 16, 2014. On motion by Streich and a second by Heyer, the minutes of January 16, 2014 were approved as presented. Ayes: 5, Nays: 0. Motion carried.

Approval of Bills. Streich moved, Heyer seconded the motion to approve payment of the revised bill listing totaling \$86,171.94. Ayes: 5, Nays: 0. Motion carried.

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

Old Business. None

New Business.

Approve Audit Report for FYE 06/30/2013. John Olson discussed letters submitted with the audit report and reviewed the audit report. He was available to answer questions. Heyer made a motion to approve acceptance of the audit report for FYE 06/30/2013. Streich seconded the motion. Ayes: 5, Nays: 0. Motion carried.

Approve Resolution 02-14 Civil Rights Certification. Staff explained that HUD requires the Housing Authority to submit this certification annually in lieu of submitting an Annual Plan. The purpose of the certification is to ensure that the agency agrees to comply with all fair housing laws. Streich made a motion to approve Resolution 02-14. Huxsol seconded the motion. Roll Call: Ayes: Heyer, Huxsol, Streich, Andersen, and Becker, Nays: 0. Motion carried on roll call vote.

Approve General Depository Agreement. According to Nielsen, this agreement is required by HUD and as a result of the audit it was discovered that when the City contracted with CUSB for the City's banking the agreement wasn't completed. She explained the purpose of the agreement and pointed out that the agreement requires the Housing Authority funding to be deposited in a separate interest bearing account. Since the funds are currently in the City's account, the plans are to address this with the new City Administrator next month. Streich motioned to approve the agreement and Andersen 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 Des Moines. Nielsen informed the board that the registrations must be sent in now to take advantage of the early bird registration even though the conference isn't until the end of April and that because the conference is still two months away the agenda isn't finalized. However, there will be training opportunities available for Stacy. Streich stated that while there is enough money in the budget there won't be any left for additional trainings. Nielsen replied that as of now there are no plans to any additional conferences. She also noted that the City has approved the travel pending board approval. Streich made a motion to approve the request, Huxsol seconded the motion. Ayes: 5, Nays: 0. Motion Carried.

Review Physical Needs Assessment Proposals and Make Recommendation to Council. Staff presented the board with the scoring criteria used in determining the most advantageous proposal and each of the firm's scores. The board reviewed the scores and proposed costs of each of the firms. Nielsen explained why the proposal from Nelrod would be the best fit. While both Nelrod and EMG would be able to complete all requested work, EMG proposed cost was twice that of Nelrod with Nelrod's cost at \$10,399. She also indicated that the initial cost estimate was about \$16,000 which is between the high and low proposals. Streich made a motion to make a recommendation to the City Council to award the contract for the Physical Needs Assessment to Nelrod. Heyer seconded the motion. Ayes: 5, Nays: 0. Motion Carried.

Election of Officers

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

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

Review of By-Laws for Revision. The by-laws were reviewed and it was agreed that Article II.B.3 should be changed to move the annual meeting from following the regular meeting to during the regular meeting after new business. Staff will make the recommended changes and prepare revised By-Laws for approval at the March meeting.

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

Charles City Housing and Redevelopment Authority

Trey Becker, Chairperson

ATTEST:

Heidi Nielsen, Director