

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
May 15, 2014 7:00 a.m.

Members Present: Jeremy Heyer, Jill Streich, Susan Andersen, Nancy Heiter, and Trey Becker. Absent: None. Others Present: Heidi Nielsen, staff

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

Public Comments. None.

Amend-Approve Minutes of April 17, 2014. Heyer moved, Streich seconded the motion to approve the minutes of April 17, 2014 as presented. Ayes: 5, Nays: 0. Motion carried.

Approval of Bills. Streich moved, Andersen seconded the motion to approve the revised bill listing totaling \$73,320.19. Ayes: 5, Nays: 0. Motion carried.

Hearing to Approve Agency Plan.

Chairperson Becker declared the hearing open and Nielsen explained the purpose of the hearing was to allow the public the opportunity to comment on the Agencies goals and objectives.

Filing of Affidavit of Publication. The notice of public hearing was published in the Charles City Press on 03/31/2014. Confirmation of publication was provided in the agenda.

Written Comments or Objections. Nielsen noted that there were no written comments or objections received.

Oral Comments or Objections. None were presented.

Motion to Close Hearing. Streich moved to close the hearing and Heiter seconded the motion. Roll call: Ayes: Streich, Heiter, Andersen, Heyer, Becker. Nays: None. Motion carried.

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

Old Business. None.

New Business.

Review Financial Reports. Reports were reviewed, no action was required

Discuss New Flat Rent Requirements. Nielsen explained that HUD has advised that as long as plans were in place by June 1 to implement the flat rent we would be in compliance. They have indicated that they will be releasing guidance on how to determine the rent amounts in addition to required language to use in the notice to residents.

Discuss Parking Complaints at South Cedar Terrace. As a result of a complaint from a resident, Nielsen discussed with the board some of the issues with parking and lack of reasonable solutions. The resident also brought the complaint to the attention of a City Council member and was discussed with the City Administrator. It was the consensus of the board that the issue has been adequately addressed and no further action will be taken.

Approve Purchase of Fire-Proof File Cabinets. The request was made to purchase two additional fire-proof file cabinets to transition all of the cabinets in the store room from regular cabinets to the fire-proof ones. Nielsen stressed the importance of the retention of the records and stated that after the purchase there is only one more file cabinet remaining to purchase next year to complete the transition. The low quote was from Global industries with each cabinet costing about \$1,000 per cabinet. Nielsen also asked for direction from the board whether to allocate the cost to the 2013 capital fund or the public housing operating budget. The decision was made to pay for the expense from the operating budget to retain the funding in the capital fund grant to cover future capital improvements. Streich made a motion to purchase the file cabinet from Global to be paid out of the public housing budget. Heyer seconded the motion. Ayes: 5, Nays: 0. Motion carried.

Being no further business, Streich moved, Heyer seconded the motion to adjourn. Ayes: 5. Nays: 0. Motion carried.

Charles City Housing and Redevelopment Authority

Trey Becker, Chairperson

ATTEST:

Heidi Nielsen, Director