

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
October 6, 2016 7:30 a.m.
SPECIAL MEETING

Members Present: Jeremy Heyer, Carol Tyler, Stewart Coulson. Absent: Eric Miller, and Jenna Haglund. Others present: Heidi Nielsen, staff.

Call to Order. Chairperson Heyer called the meeting to order at 7:35 a.m.

New Business. Review Proposals for Fee Accountant Contract. The proposals were presented to the board. Nielsen summarized the rating system used to rate the proposals and stated that all three firms appear to be more than capable of providing the required service. Nielsen pointed out that main difference between the proposals was the cost and requested that Housing Authority Accounting Specialists be eliminated because they did not specify individual costs for the special services offered as requested. Coulson asked Nielsen which of the remaining two companies would the housing authority like to see awarded the contract. Nielsen replied that the current fee accountant, C. Naber & Associates, has been doing the accounting work for the housing authority for many years and there was a good working relationship established. In addition, Nielsen stated that while a change may be good, C. Nabor is the least expensive and their past performance has been satisfactory. Tyler made a motion to recommend to the City Council that C. Naber & Associates be retained as the fee accountant. Coulson seconded the motion. Ayes: 3, Nays: 0. Motion carried.

Being no further business, Coulson moved, Tyler seconded the motion to adjourn. Ayes: 3. Nays: 0. Motion carried and the meeting adjourned.

Charles City Housing and Redevelopment Authority

Jeremy Heyer, Chairperson

ATTEST:

Heidi Nielsen, Director