

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
August 16, 2012 7:00 a.m.

Members Present: Sally Jenkins, Margaret Calvert, and Trey Becker. Absent: Jill Streich, and Scott Soifer.
Others present: Tom Brownlow, City Administrator; and Heidi Nielsen, staff.

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

Public Comments. None

Amend-Approve Minutes of July 19, 2012. Jenkins moved, Becker seconded the motion to approve the minutes of July 19, 2012 as presented. Ayes: 3, Nays: 0. Motion carried.

Approval of Bills. Becker moved, Jenkins seconded the motion to approve payment of the revised bill listing totaling \$92,247.70. Ayes: 3, Nays: 0. Motion carried.

Communications. Items under Communications were reviewed but no action was taken.

Old Business.

New Business.

Approve Resolution 09-12 Adopting a Definition of "Legal Domicile" and Verification Requirements. Staff reviewed the regulations and the proposed definition and provided explanation of the necessity to develop the definition and verification requirements. Even though the consensus was to approve the resolution, the suggestion was made to table this item until all Board members were present. Jenkins made a motion to table Resolution 09-12 until the next meeting. Becker seconded the motion. Ayes: 3, Nays: 0. Motion carried.

Approve Installation of Outlets at SCT. Staff discussed that maintenance issues that were occurring as a result of the refrigerators being plugged into GFCI outlets and reviewed the costs for the different options. Becker made a motion to proceed with installing dedicated outlets at SCT for the refrigerators, Jenkins seconded the motion. Ayes: 3. Nays: None. Motion carried.

Approve Installation Automatic Openers on Laundry Room Doors. Staff requested approval of the installation of automatic openers on the laundry room doors at both the North and South Cedar Terrace. Staff explained that this is to enable the residents easier access to the laundry in addition to providing a better solution to secure the laundry rooms. Bids were received from two companies and with all things being equal the request was made to award the project to Automatic Doors of Iowa for \$5,070. Jenkins made a motion to approve the purchase and installation of the openers from Automatic Doors of Iowa. Becker seconded the motion. Ayes: 3, Nays: 0 Motion Carried.

Being no further business, Becker moved, Jenkins seconded the motion to adjourn. Ayes: 3. Nays: None. Motion carried.

Charles City Housing and Redevelopment Authority

Margaret Calvert, Chairperson

ATTEST:

Heidi Nielsen, Director