

CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY

AGENDA

February 21, 2013, 7:00 a.m.

at

501 Cedar Terrace South, Charles City, IA 50616

- I. Roll Call – Call Meeting to Order
- II. Public Comments
- III. Amend-Approve Minutes of January 19, 2013..... 1
- IV. Approval of Bills for February 2013..... 2
- V. Communications ..... 3-16
  - 1. CFP Update
  - 2. Rehab Update
  - 3. Morningside Foundations
  - 4. Board Meeting Attendance Record
  - 5. Staffing Update
  - 6. Monthly Rental Status Update
  - 7. End Of Participation Tracker
  - 8. Newsletters
  - 9. Financial Statements
- VI. Old Business
- VII. New Business
  - 1. Approve Resolution 01-13 Civil Rights Certification ..... 17-19
  - 2. Approve Resolution 02-13 Close Out CFP Grant IA05P00250105.... 20-23
  - 3. Approve Purchase of Replacement Fire Extinguishers for the Terraces.. 24
  - 4. Consider Approval to Send Staff to Annual Iowa NAHRO Conference... 25
  - 5. Review Plans and Cost Estimate for Parking Lot Improvements  
and Make Recommendation to Proceed with Project..... 26-28
- VII. Election of Officers..... 29
  - 1. Chairperson
  - 2. Vice-Chairperson
- IX. Review of By-Laws for Revisions ..... 30-32
- X. Move to Adjourn

Next regular meeting scheduled for Thursday, March 21, 2013  
7:00 a.m., CCHRA Office



MINUTES  
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY  
January 17, 2013 7:00 a.m.

Members Present: Scott Soifer, Margaret Calvert, Trey Becker, Sally Jenkins, and Jill Streich.  
Absent: None. Others present: Heidi Nielsen, staff

Call to Order. Chairperson Calvert called the meeting to order at 7:02 a.m.

Public Comments. No public comments..

Amend-Approve Minutes of December 20, 2012. Streich moved, Jenkins seconded the motion to approve the minutes of December 20, 2012 as presented. Ayes: 5, Nays: 0. Motion carried.

Approval of Bills. Jenkins moved, Becker seconded the motion to approve payment of the revised bill listing totaling \$70,176.97. Ayes: 5, Nays: 0. Motion carried.

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

Old Business. None.

New Business.

Approve Quote for Removing Emergency Call System. Two quotes were received. One from Hobert Electric for \$3,154 and one from Jensen Electric for \$3931.80. Having a good working relationship with both companies, staff recommended accepting the quote from Hobert Electric for \$3,154. Soifer made a motion to accept the quote from Hobert Electric and Streich seconded the motion. Ayes: 5, Nays: 0. Motion carried.

Approve City Budgets for FY 2013-2014. The proposed budgets were presented. The discussion centered on the reduction in HUD funding and staffing levels. Soifer made a motion to approve the budgets for FY 2013-2014 and was seconded by Jenkins. Ayes: 5, Nays: 0. Motion carried.

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

Charles City Housing and Redevelopment Authority

\_\_\_\_\_  
Margaret Calvert, Board Chairperson

ATTEST:

\_\_\_\_\_  
Heidi Nielsen, Director

**CHARLES CITY HOUSING  
MONTHLY BILL LISTING  
FEBRUARY 2013**

<b>Customer</b>	<b>Description</b>	<b>Amount</b>
Barb Lensing	tenant referral	50.00
Business Card	Heidi travel expenses	647.22
C.Naber & Associates	accounting services	375.00
Cedar Valley Printing	paper/supplies	74.39
CenturyLink	phone service	166.40
Cintas	rug service	102.58
City Motor Parts LTD	truck oil maintenance	9.07
City of Charles City	water/sewer/URP/S8 inspections	2,650.64
Complete Appliance Dem	disposal of tvs left	85.00
Foxen Floors & More	tile	662.73
HAPS	Feb. HAPS	49,008.80
Hobert Electric	dedicated outlet installation SCT	3,154.92
Hobert Electric	electrical maintenance	97.70
Iowa Department of Transportation	fuel	260.20
Jendro Sanitation	trash service	551.00
K-Mart	portable heaters	216.00
Linderman Heating & Air, LLC	maintenance-boiler out at SCT	3,148.00
Mick Gage Plumbing & Heating	boiler checks, boiler repair, install cleanout drain @ NCT	3,934.19
Mid American Energy	electric/gas/URPS	9,502.94
Mills-INC.	plumbing repair NCT	575.00
NAHRO	membership dues	470.00
Nielsen, Heidi	reimbursed meals for travel	35.21
Pitney Bowes	meter lease	47.74
Purchase Power	postage	300.00
Reliable Office Supplies	paper/supplies	168.23
Rent Grow	criminal background checks/credit checks	108.60
Ron's Plumbing	maintenance items	414.59
Schneider Laboratories Inc.	lead testing	14.00
Schueth Ace Hardware	maintenance items	869.15
Sherwin Williams	paint	146.15
Stock Glass	window repair	133.91
Superior Lumber	maintenance items	89.48
T-J Service	maintenance repair	43.00
Theresa Linkenmeyer	security deposit refund	200.00
US Cellular	cell phone service	68.67
		<b>78,380.51</b>

REQUESTED ACTION: None - for your information only.

1. Capital Fund Update. I had the request for proposals ready to send out for the Physical Needs Assessment and I called HUD to ask them a question and they told me to wait. Apparently they had a meeting about the assessment and the tool and there are some issues with it and the final notice will be delayed even longer. When I explained that we needed to do it to help with our capital improvement planning, I was told to continue to budget the funds under operations. That way if we don't have a project scheduled for the funds we can just draw them down and put the money into operations and use it when we need it.

We currently have 54% of the 2011 Capital Fund obligated and 50% of it expended. We must have 100% of it obligated by August 2013. There is \$61,454 remaining to obligate in the 2011 Capital Fund and the entire \$124,858 in the 2012 Capital Fund. The four percent obligated but not expended is to cover the remaining engineering fees for the parking lot and additional sidewalk work we wanted to do by the shelter house.

While they haven't released the amounts of funding for 2013, they have issued a list of the housing authorities that are eligible for the high performing bonuses and we are on the list. Last year we were exempt and didn't get scored under PHAS so we didn't get the bonus, and our award was almost \$20,000 less than the year before.

2. Rehab Update. The Fire Department has met with the five homeowners in the first phase and has completed the initial inspections. They are working on the written specifications and cost estimates. Due to the age of the properties, the projects must be reviewed by the State Historical Preservation Office. Once we get concurrence from them that the properties are not historically significant, we can start the procurement process.
3. Morningside Foundations. Ed Wineinger from Waggoner & Wineinger Architects met with us to look at the foundation issues. He is currently researching different options. What appears to be happening is the front corner of the building is sinking. The floor of the apartment is ½ inch lower in the corner of the apartment than the rest of the floor. The bottom of the exterior wall is pushed out about ¼ - ½ inch further than the top of the wall. This is causing a large gap along the baseboard and flooring. The gap is much larger than it was the last time we looked at it and the door wouldn't lock again because the deadbolt didn't line up. In addition, there is a horizontal crack that runs along the entire front wall of the apartment and has left a gap next to the light switch. The walls of the apartment in the exterior corner where the two walls meet also have a crack that runs the entire height of both floors of the apartment. Ed said that the top of the exterior wall is being held in place by the rest of the structure. However, if it sinks much more that might not be the case.
4. Board Meeting Attendance Record. Attached for your review.
5. Staffing Update. We have looked at our current budget and so far this fiscal year we have spent almost \$6,000 more than we received in administrative fees. By the end of the year I anticipate it to be approximately \$14,000. With the uncertainty of the federal budget,

HUD has warned us to plan for the worst case scenario and to expect a larger pro-ration of our eligible fees than last year's.

In light of that we have looked at several different options for staffing the position that will be open with Shirley's impending retirement. In the end, we decided to hire a part-time employee for about 24 hours a week. This will save us almost \$20,000 in full-time benefits. We have reviewed the caseloads and feel that it is doable. If we aren't able to handle the workload and maintain the same standards, we can either adjust the position back to full-time or contract again for the inspections. We are also looking at closing the office one afternoon a week to the public so we can have four uninterrupted hours to work on the files. Julie will still take calls and route them to the caseworker's voice mail so the residents can call in work orders.

One risk that would be taking to go this route would be whether or not we will get qualified applicants for a part-time job. If that were to happen we can look at the position again, by then we might have a better idea of the amount of funding we will receive.

**6. Monthly Rental Status Update.**

Month of January 2013	Total Leased 1/1/13	New Leases	Removed Or Moved	Total Leased 1/31/13	Total On Waiting List	Offered Assistance	Removed
Terraces 132 Units	131	2	2	131	7	3	1
Morningside 15 Units	15	0	0	15	10	1	0
Section 8 197 Units	176	4	4	176	13	18	4

Declined Assistance (1) Over Income ( ) Denied (1) Insufficient Address ( )  
 Did not attend Briefing/Information Not Returned (3) Criminal Background Check ( )  
 Voucher Expired (1) Purged ( )  
 Terminations: PH ( ) S8 ( )  
 Port Out: ( )

- 7. End of Participation Tracker. See attachment
- 8. Newsletters. See attachments
- 9. Financial Statements. January 2013 statements are attached.

**BOARD MEETING ATTENDANCE  
JAN 2012 – DEC 2012**

2012	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Calvert	X	X	X	X	X	X	X	X	X	X	X	X	12
Redenius	X	-	-	-	-	-	-	-	-	-	-	-	1
Starkey	-	X	X	X	-	-	-	-	-	-	-	-	3
Soifer	X	X	X	X	X	X	X	-	-	X	X	-	9
Streich	X	X	X	X	X	X	X	-	X	X	X	X	11
Becker	-	X	X	X	X	X	-	X	X	X	X	X	10
Jenkins	-	-	-	-	X	X	X	X	X	X	X	X	8

H:\Hadmin\agenda\attendance.doc

END OF PARTICIPATION  
TRACKER  
2012-2013

SECT8	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTALS
LEFT IN GOOD STANDING	4	1	2	1	2	1	2						13
ZERO HAP						1		2					3
MUTUAL RECISION	1												1
ANNUAL RE-EXAM SEARCHING		1						1					2
PORT-OUT ABSORBED	2		1				1						4
PORT-OUT SEARCHING	3		1	1		4							9
DECEASED													1
MOVED IN VIOLATION	3	2				1	1						7
EVICTED													0
UNAUTHORIZED LIVE-IN	1			1									2
VIOLATION OF FAMILY OBLIGATION					2								
GAVE UP ASSISTANCE BEFORE 1 YEAR													
FAILURE TO RENEW				1			1						2
FAILURE TO REPAY	1												1
FAILURE TO PROVIDE INFO	1				1								2
FAILURE TO FOLLOW THROUGH													0
FRAUD													0
UNREPORTED INCOME-2ND TIME													0
UTILITIES DISCONNECTED		1											1
CRIMINAL CONVICTION													0
VOUCHER EXPIRED	2	1			2								0
VOUCHER REVOKED													0
LEASED W/NEW LANDLORD			1	2	1		1						5
<b>TOTALS</b>	<b>18</b>	<b>6</b>	<b>4</b>	<b>7</b>	<b>8</b>	<b>7</b>	<b>6</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>53</b>
<b>PUBLIC HOUSING</b>													
LEFT IN GOOD STANDING	2	2			1	1	1						8
DECEASED	1	1	2		1	1							7
MOVED IN VIOLATION													0
TERMINATED FOR LEASE VIOLATIONS						1							0
EVICTED													0
UNAUTHORIZED LIVE-IN					1								1
FAILURE TO RENEW													0
FAILURE TO REPAY													0
FAILURE TO PROVIDE INFO													0
FAILURE TO FOLLOW THROUGH													0
CRIMINAL CONVICTION				1									1
OTHER													0
<b>TOTALS</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>3</b>	<b>3</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>17</b>



# TERRACE NEWS

February 2013 OFFICE HOURS 8 AM-4:30 PM (641)228-6661

Feb. 21st at 7:00 a.m. is the monthly board meeting held at the office. This is open to the public.



## LOOK WHO'S CELEBRATING A BIRTHDAY THIS MONTH!

Larry Shepard-56	1
Janice McGuire	9
Keith Doyle-130	15
Don Hubert-102	15
Richard Knight-104	15
Cole Heitz-108	17
Betty Wendel-33	20
Tom Gonyo	21
Don Stewart-75	22
Sandra Holt-96	23
Carol Jones-97	25
Dean Bucknell-65	27
Herman Eggers-73	28

### February:

- 1-3:** Cabin Fever Weekend-see attached schedule for details
- 8:** Chili Cook Off-11am-1pm @ KC Hall. Tickets available at door.
- 10:** Chinese New Year Celebration @ CC Art Center
- 12:** Our Kids Count @ TUMC
- 14: HAPPY VALENTINE'S DAY!**
- 16:** Freewill donation movie, The Proud Family Movie, 2 pm @ Charles Theatre. Proceeds go to Proud Parent Association
- 17:** Family Fun Fest, 2pm @ Messiah Lutheran
- 18:** PRESIDENT'S DAY-OFFICE CLOSED!
- 23:** Rotary Soup Supper
- 26:** Our Kids Count @ TUMC

A Cabin Fever Weekend Event: Sunday, Feb.3, from 12pm-4pm @ the Senior Center there will be a memorial event for Betty Emmel with games & prizes!

**HELP US WELCOME YOUR NEW NEIGHBOR TO THE TERRACES!**  
**Ron Wells-#40 SCT**  
**Michael & Susan Anderson-#94 NCT**

*We hope you like your new home!*

**CC Housing office will be closed on February 18 in honor of President's Day!**

### **Banned Individuals From Any Public Housing Property:**

**David "Boone" Mahnesmith, Roy Bode**

If any of these individuals are seen on any public housing property, at any time of day, please call the police department. Under no circumstances are they able to be on the properties.

## INFORMATION TO KNOW!

### SEWER LINE ISSUES:

Lately there have been multiple sewer line issues at all complexes. Please be reminded that there should be **NO** flushing of anything not meant to be flushed such as food scraps, paper towels, feminine hygiene products, baby wipes, depends, etc.. Also, no grease should **EVER** be put down the drain either. This causes build up over time which eventually results in clogged drains. The smaller problems turn into bigger problems and the bigger problems are a very expensive fix.



### JUST A REMINDER:

Once again, a reminder that the Cedar Terrace Apartments are a tax exempt property which is why tenants who live here are **NOT** eligible to receive a rent reimbursement!

### TAX FILING HELP:

There is free income tax filing assistance available this year on Mondays, beginning February 4 through the tax season, from 9am-4pm at the NI-ACC center here in Charles City. Appointments can be made by calling 228-4634.



### WAITING LIST:

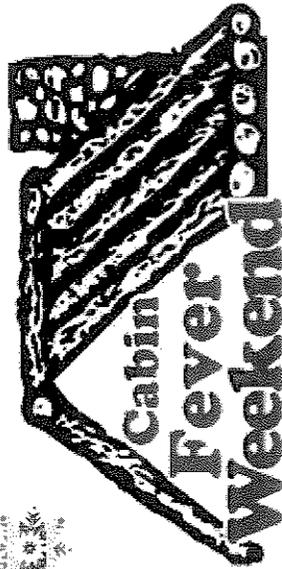
Currently the waiting list for SCT and NCT apartments is very short. If you know of anyone thinking of moving, now would be a good time to have them inquire. Also, just a reminder that if you refer someone to the Terraces, after their 6th month you will receive \$50! So, spread the word!

### AUTOMATIC RENT WITHDRAWAL:

Did you know you can have your rent automatically deducted from your checking or savings account? This is a very convenient way to get your rent paid on time every month! If interested in more information just call the office.

### REMINDER...

If you are **NOT** in a smoking building you **MUST** at **ALL TIMES** smoke outside of your apartment or your lease can be terminated! Also, a can must be used for the cigarette butts.



# Come out to Play and Celebrate Winter

## FEBRUARY 1-3

## JANUARY 25-27

### Friday, January 25<sup>th</sup>

Quilt-A-Thon  
--Contact Stitches to sign up, (641) 228-3383

### Saturday, January 26<sup>th</sup>

Family Fun Festival  
White Out Roller Skating  
--\$2/member; \$3/non-member; White Out=Dress in White

### Sunday, January 27<sup>th</sup>

Craft and Home Based Business Expo  
Valentine Cookie Decorating  
--With 4 Monsters Bakery, sponsored by Friends of the Library. Classes at 10 AM and 1:30 PM, cost is \$5, classes are limited to the first 15 registrants, call (641) 257-6319 to register  
Cross Country Skiing and Snowshoe Hike  
--\$5 for equipment rental; equipment provided by Floyd County Conservation Foundation  
Oreo Stacking Contest  
Goodwill Donation Movie *Ice Princess*  
--Showing of *Ice Princess*, sponsored by the Charles City Chamber of Commerce  
Full Moon Owl Hike  
--Bonfire and refreshments sponsored by the Floyd County Conservation Foundation

### Sunday, January 27<sup>th</sup>

Snowmobile Ride  
--Free family and kid snowmobile ride, sponsored by Floyd County Groomers, awarded Iowa Snowmobile Club of the year. Refreshments available.  
Tubing, Skating, and Broomball  
--Bonfire and refreshments available; www.cedarsspringscamp.com, located at 1260 River Road, Floyd.  
Family Swim  
--Non-member: \$3/kid; \$8/adult or \$12/family

All Weekend

6:00 PM  
6:30-8:15 PM

Messiah Lutheran Church  
YMCA

White Out=Dress in White

9 AM-3 PM  
10 AM, 1:30 PM  
10 AM and 1:30 PM,

12-4 PM

1-2 PM  
2 PM

4:30-5:30 PM

1976 Triumph Avenue

1-3 PM

1-4 PM

1-4 PM

1-4 PM

1-4 PM

1-4 PM

1-4 PM

### Friday, February 1<sup>st</sup>

Super Bowl Food Drive

--Donate food items to support your Super Bowl team, benefits Messiah Food Pantry Arts Center  
Empty Bowls Soup Fundraiser  
--Bowls \$10, \$15, and \$20, benefits Meals on Wheels and the Charles City Arts Center

White Out Roller Skating

--\$2/member; \$3/non-member; White Out = Dress in White

Girls' Varsity Basketball

Comet Gym  
7:30 PM

### Saturday, February 2<sup>nd</sup>

Rotary Sweetheart Radio Auction

--Items can be viewed on kchafm.com or charlescityrotary.org

Ice-Skating Party

Downtown Ice Rink  
12-2 PM

Cross Country Skiing and Snowshoe Hike

Wildwood  
12-4 PM

Dog Sled Rides

Wildwood  
1-3 PM

Genealogy Workshop

Charles City Library  
1-5 PM

Goodwill Donation Movie *Ice Age 4*

Charles Theatre  
2 PM

IC Tailgate

--Showing of *Ice Age 4: Continental Drift*, sponsored by the CC Chamber of Commerce  
Knights of Columbus  
5:30-11PM

Immaculate Conception Development Board Fundraiser presents the IC Tailgate 2013 featuring Endless Summer! Tailgate buffet 5:30-7pm, dance 7-11pm

### Sunday, February 3<sup>rd</sup>

Family Swim

YMCA  
1-4 PM

Betty Emmel Game Day

Senior Center  
12-4 PM

Super Bowl Longest Beard Contest

Pub on the Cedar  
Half Time

--Game starts at 5:30 PM, contest held at half-time

Coordinated by the Charles City Chamber of Commerce & the Cabin Fever Weekend Committee; schedule subject to change  
Contact (641) 228-4234 or visit charlescitychamber.com for more information

D F A H A L C M P P U G S Y Y S N Q J A Z A F F E  
 E S N B S U I I C C T H N E D W D O E F D D Z L T  
 R B G O B U H K O D O P N O E E M W I Z H O A O A  
 O A E S D S R U E N Y V H N I E F N E T D S R W L  
 M L L Y T P R C E M E O P A P T S O G S A W Y E O  
 A L S R I T B Y K I S S B D D H O C N H Q N Z R C  
 N O U N I D R A F J H H N E B E V V C D T L R S O  
 E O K N F L A M E P R P E R M A E A E W N Y S A H  
 C N G L O V E B I R D S J A S R F T L D Z E U E C  
 D S Z G K E L O M T G Y P G R T N O A E J Z S H A  
 E M Y Z A R C F E C K X W O D T U C J D N I O S D  
 M E H S P Z M N E T A R O C E D T Y A T K T X Y M  
 R P M E V A D L U W N D E O B V J H C F S D I O I  
 A B W B G E S V C M V U Q X U L S H R E F I L N R  
 H F E B R U A R Y S W E E T S I O T V O U P O E E  
 C G A N W A H M V Y L B N E R L C O T Z B U V O R  
 X S E F N C C B O U V O P E I J D Q P R C C E T J  
 T S D R A C J E R V D O H D F N H A Z Q I D F Z P  
 S N O I T C E F F A L C A B E T V D A R L I N G A  
 U T I V J K M G L E U Y O I U K E U K G G C U M E  
 R H H R K E S L V I F H R R V R V U X Z A N O H R  
 A U Y N L R L N O B R F D M L K E B Q N B R U E I  
 E F I M K I E N Q W G T B C F E P H D U O X Y A S  
 D E V O L E B E N D E A R M E N T Y C U O Z L R E  
 E C N A M O R V D T L B X I F T G F S E G B U T D

## Valentine Word Search

ADMIRER	ENAMORED
ADORE	ENDERMENT
AFFECTION	ENVELOPE
AMOROUS	FEBRUARY
ANGEL	FLAME
BALLOONS	FLIRT
BELOVED	FLOWERS
BOUQUET	FONDNESS
CANDY	FRIEND
CARD	GIFT
CARNATION	HEART
CHARMED	HEARTHROB
CHERISH	HOLIDAY
CHERUB	HONEY
CHOCOLATE	HUG
COURTING	KISS
COURTSHIP	LIKE
CRAZY	LOVE
CRUSH	LOVEBIRDS
CUPID	PINK
DARLING	POEM
DATE	RED
DEAR	ROMANCE
DECORATE	SWEETHEART
DESIRE	SWEETS
DEVOTION	TENDERNESS
DOVES	VALENTINE
EMBRACE	

PhotoKart.com

## A LITTLE HUMOR!

### SENIOR CITIZEN TEXTING CODES

With all the news about texting becoming so popular, why should our seniors be left out? Here a few funny codes to use...

ATD—at the doctors  
 BFF—best friend fell  
 BYOT—bring your own teeth  
 BTW— bring the wheelchair  
 FWIW—forgot where I was  
 GGPBL—gotta go pacemaker batter is low  
 GHA—got heartburn again  
 IMHO—is my hearing aid on?  
 OMMR—oh my! Sorry, gas  
 ROFLACGU—rolling on the floor laughing and can't get up  
 TTYL—talk to you louder



# MORNINGSIDE NEWS

February 2013 OFFICE HOURS 8 AM-4:30 PM (641)228-6661

**February 21st at 7:00 a.m. is the monthly board meeting held at the office. This is open to the public.**

**If you pay your rent with cash please have the exact amount. We do not keep change on hand.**

### **CIGARETTE BUTTS:**

If you and/or your guests are smokers, you must use some sort of a "butt can" to dispose of the cigarettes outside. It is NOT ok to "flick" them into the yard or parking areas. They make the property look very dirty. You will be notified if this is happening in your area.

### **REMINDER:**

If Steve has part of the parking lot areas cleared please move your vehicles to that area so he can finish cleaning out the other parking areas. Also, **ALL** vehicles must be in working order or removed from the lot.

### **February:**

- 1-3:** Cabin Fever Weekend-see attached schedule for details
- 8:** Chili Cook Off-11am-1pm @ KC Hall. Tickets available at door.
- 10:** Chinese New Year Celebration @ CC Art Center
- 12:** Our Kids Count @ TUMC
- 14:** **HAPPY VALENTINE'S DAY!**
- 16:** Freewill donation movie, The Proud Family Movie, 2 pm @ Charles Theatre. Proceeds go to Proud Parent Association
- 17:** Family Fun Fest, 2pm @ Messiah Lutheran
- 18:** **PRESIDENT'S DAY-OFFICE CLOSED!**
- 23:** Rotary Soup Supper
- 26:** Our Kids Count @ TUMC

***CC Housing office will be closed on February 18 in honor of President's Day!***

### **ANY CHANGES?**

Have you gotten a new phone number lately? Have you gotten a different vehicle? If so, be sure to contact the office with any changes so we can update our records.

**Gone through any changes lately?**

BANNED FROM ANY PUBLIC HOUSING PROPERTY-CALL POLICE IF SEEN:  
**DAVID "BOONE"**  
**MAHNSMITH & ROY BODE**

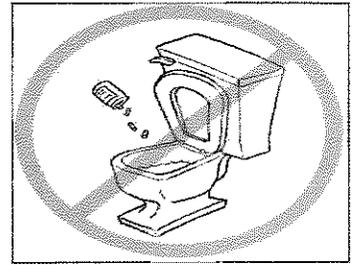
**TAX FILING HELP:**

There is free income tax filing assistance available this year on Mondays, beginning February 4 through the tax season, from 9am-4pm at the NI-ACC center here in Charles City. Appointments can be made by calling 228-4634.



**SEWER LINE ISSUES:**

Lately there have been multiple sewer line issues at all complexes. Please be reminded that there should be **NO** flushing of anything not meant to be flushed such as food scraps, paper towels, feminine hygiene products, baby wipes, depends, etc.. Also, no grease should **EVER** be put down the drain either. This causes build up over time which eventually results in clogged drains. The smaller problems turn into bigger problems and the bigger problems are a very expensive fix.



*Happy Valentine's Day*

**FYI....**

We have had some questions about the rent-reimbursement program. Any resident at Morning-side is not eligible to receive this reimbursement because it is a tax-exempt property. The rules clearly state this. Any questions can be directed to the Iowa Department of Revenue.

GREAT PARENT/CHILD EVENTS



**FOR YOUR INFORMATION:**

MOPS(Mothers with preschoolers): call St. John Lutheran Church @ 228-3397  
Our Kids Count: call Central Preschool @ 228-6803

Community Nursing Clinic Schedules for February 2013.  
To make an appointment call: 641-257-6111.

Childhood Immunization Clinics

Thursday, Feb. 7th: 1:00 pm-4:00 pm  
Tuesday, Feb. 12th: 9:00 am-12:00 pm  
Thursday, Feb. 21st: 1:00 pm-4:00 pm  
Tuesday, Feb. 26th: 9:00 am-12:00 pm



**WIC CLINICS**

Feb. 26, 27, & 28  
9:00 A.M. to 12:00 P.M.  
and  
12:40 P.M. to 3:00 P.M.  
at :  
1010 South Grand  
1-800-657-5856



# Come out to Play and Celebrate Winter

## FEBRUARY 1-3

## JANUARY 25-27

### Friday, January 25<sup>th</sup>

Quilt-A-Thon  
--Contact Stitches to sign up, (641) 228-3383

### Family Fun Festival

White Out Roller Skating  
--\$2/member; \$3/non-member; White Out=Dress in White

### Saturday, January 26<sup>th</sup>

Craft and Home Based Business Expo

### Valentine Cookie Decorating

--With 4 Monsters Bakery, sponsored by Friends of the Library. Classes at 10 AM and 1:30 PM, cost is \$5, classes are limited to the first 15 registrants, call (641) 257-6319 to register

### Cross Country Skiing and Snowshoe Hike

--\$5 for equipment rental; equipment provided by Floyd County Conservation Foundation

### Oreo Stacking Contest

Hy-Vee

### Goodwill Donation Movie Ice Princess

--Showing of *Ice Princess*, sponsored by the Charles City Chamber of Commerce

### Full Moon Owl Hike

--Bonfire and refreshments sponsored by the Floyd County Conservation Foundation

### Sunday, January 27<sup>th</sup>

### Snowmobile Ride

--Free family and kid snowmobile ride, sponsored by Floyd County Groomers, awarded Iowa Snowmobile Club of the year. Refreshments available.

### Tubing, Skating, and Broomball

--Bonfire and refreshments available; [www.cedarspringscamp.com](http://www.cedarspringscamp.com), located at 1260 River Road, Floyd.

### Family Swim

--Non-member: \$3/kid; \$8/adult or \$12/family

### Stitches

Messiah Lutheran Church

YMCA

White Out=Dress in White

### Sleep Inn

Charles City Library

Friends of the Library. Classes at 10 AM and 1:30 PM, cost is \$5, classes are limited to the first 15 registrants, call (641) 257-6319 to register

Fossil & Prairie Park

Floyd County Conservation Foundation

Hy-Vee

Charles Theatre

Red Cedar Lodge

1976 Triumph Avenue

1-3 PM

1-4 PM

1-4 PM

1-4 PM

1-4 PM

1-4 PM

1-4 PM

### Friday, February 1<sup>st</sup>

### Super Bowl Food Drive

--Donate food items to support your Super Bowl team, benefits Messiah Food Pantry

### Empty Bowls Soup Fundraiser

--Bowls \$10, \$15, and \$20, benefits Meals on Wheels and the Charles City Arts Center

### White Out Roller Skating

--\$2/member; \$3/non-member; White Out = Dress in White

### Girls' Varsity Basketball

### Saturday, February 2<sup>nd</sup>

### Rotary Sweetheart Radio Auction

--Items can be viewed on [kchafm.com](http://kchafm.com) or [charitiescityrotary.org](http://charitiescityrotary.org)

### Ice-Skating Party

Cross Country Skiing and Snowshoe Hike

--\$5 for equipment rental; equipment provided by Crawdaddy Outdoors

### Dog Sled Rides

--\$10 per rider, must reserve a time slot. Call Lyle at (641) 330-0362

### Genealogy Workshop

--Using the library's genealogy databases, local genealogist Leonard Erickson will guide participants in researching their family history. There are a limited number of sessions, call (641) 257-6319 to register

### Goodwill Donation Movie Ice Age 4

--Showing of *Ice Age 4: Continental Drift*, sponsored by the CC Chamber of Commerce

### IC Tailgate

--Immaculate Conception Development Board Fundraiser presents the IC Tailgate 2013 featuring Endless Summer! Tailgate buffet 5:30-7pm, dance 7-11pm

### Sunday, February 3<sup>rd</sup>

### Family Swim

--Non-member: \$3/kid; \$8/adult or \$12/family

### Betty Emmel Game Day

--Memorial event for Betty Emmel with games and prizes

### Super Bowl Longest Beard Contest

--Game starts at 5:30 PM, contest held at half-time

Hy-Vee

Arts Center

YMCA

Comet Gym

KCHA

Downtown Ice Rink

Wildwood

Wildwood

Charles City Library

Charles Theatre

Knights of Columbus

YMCA

Senior Center

Pub on the Cedar

Half Time

2 PM

5:30-11PM

1-4 PM

12-4 PM

Half Time

2 PM

5:30-11PM

1-4 PM

12-4 PM

Half Time

2 PM

5:30-11PM

1-4 PM

12-4 PM

Half Time

Coordinated by the Charles City Chamber of Commerce & the Cabin Fever Weekend Committee; schedule subject to change

Contact (641) 228-4234 or visit [charlescitychamber.com](http://charlescitychamber.com) for more information

CITY OF CHARLES CITY  
 REVENUE & EXPENSE REPORT  
 CALENDAR 1/2013, FISCAL 7/2013

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
32-4300	INTEREST-PUBLIC HOUSING	21,500.00	1,836.46	13,234.65	61.56	8,265.35
173-532-4504	FRAUD-PUBLIC HOUSING	4,000.00	52.00	1,147.36	28.68	2,852.64
173-532-4506	DWELLING RENT-PUBLIC HOUSING	420,000.00	33,767.00	246,344.00	58.65	173,656.00
173-532-4507	EXCESS UTILITY-PUBLIC HOUSING	11,000.00	160.00	4,754.00	43.22	6,246.00
173-532-4508	CONTRIB-OTHER-PUBLIC HOUSING	11,000.00	1,127.50	7,276.25	66.15	3,723.75
173-532-4710	REIMBURSED EXP-PUBLIC HOUSING	2,000.00	.00	1,787.29	89.36	212.71
173-532-4781	OPER SUBSIDY-PUBLIC HOUSING	.00	.00	.00	.00	.00
	PUBLIC HOUSING TOTAL	469,500.00	36,942.96	274,543.55	58.48	194,956.45
173-910-4830	TRANSFER IN - PUBLIC HOUSING	182,648.00	.00	.00	.00	182,648.00
	TRANSFERS IN/OUT TOTAL	182,648.00	.00	.00	.00	182,648.00
173-532-6010	SALARY - PUBLIC HOUSING	104,000.00	10,690.34	56,147.23	53.99	47,852.77
173-532-6040	OVERTIME SALARY-PUBLIC HOUSING	1,000.00	.00	.00	.00	1,000.00
173-532-6070	LABOR/MAINT-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6110	FICA-PUBLIC HOUSING	.00	751.12	3,870.52	.00	3,870.52
173-532-6130	IPERS-PUBLIC HOUSING	.00	926.88	4,868.16	.00	4,868.16
173-532-6150	HEALTH INS-PUBLIC HOUSING	.00	19,187.14	19,187.14	.00	19,187.14
173-532-6151	LIFE INSURANCE-PUBLIC HOUSING	.00	239.99	239.99	.00	239.99
173-532-6160	WORKER'S COMP-PUBLIC HOUSING	.00	830.00	830.00	.00	830.00
173-532-6170	UNEMPLOYMENT-PUBLIC HOUSING	.00	392.28	392.28	.00	392.28
32-6198	EMP BEN MAINT-PUBLIC HOUSING	.00	.00	.00	.00	.00
32-6199	EMPLOYEE BEN-PUBLIC HOUSING	59,326.00	17,506.91	453.78	.76	58,872.22
173-532-6200	SECURITY-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6230	STAFF TRAINING-PUBLIC HOUSING	8,000.00	105.95	3,395.26	42.44	4,604.74
173-532-6370	GAS-PUBLIC HOUSING	40,000.00	3,615.27	11,757.07	29.39	28,242.93
173-532-6371	UTILITIES-PUBLIC HOUSING	45,000.00	4,195.49	24,054.39	53.45	20,945.61
173-532-6374	WATER-PUBLIC HOUSING	16,000.00	1,399.61	9,396.10	58.73	6,603.90
173-532-6379	SEWER/OTH UTIL-PUBLIC HOUSING	23,000.00	1,820.78	12,757.81	55.47	10,242.19
173-532-6401	ACCOUNTING FEES-PUBLIC HOUSING	4,000.00	165.00	1,824.00	45.60	2,176.00
173-532-6408	INSURANCE-PUBLIC HOUSING	24,000.00	.00	.00	.00	24,000.00
173-532-6411	LEGAL-PUBLIC HOUSING	2,000.00	.00	429.00	21.45	1,571.00
173-532-6415	COPIER LEASE-PUBLIC HOUSING	2,800.00	.00	1,033.34	36.91	1,766.66
173-532-6420	CONTRACT SERV-PUBLIC HOUSING	14,000.00	3,125.22	10,161.59	72.58	3,838.41
173-532-6441	TENANT SERVICES-PUBLIC HOUSING	6,000.00	.00	5,425.25	90.42	574.75
173-532-6442	PILOT-PUBLIC HOUSING	34,000.00	.00	33,434.60	98.34	565.40
173-532-6516	REFUNDS-PUBLIC HOUSING	.00	.00	58.00	.00	58.00
173-532-6518	SUNDRY-OFF EXP-PUBLIC HOUSING	25,000.00	858.94	7,659.18	30.64	17,340.82
173-532-6599	MAINT MATERIALS-PUBLIC HOUSING	50,000.00	3,075.77	23,942.94	47.89	26,057.06
173-532-6725	CAP OUTLAY-EQUI-PUBLIC HOUSING	40,000.00	.00	.00	.00	40,000.00
173-532-6750	CAP IMPR BLDG-PUBLIC HOUSING	160,000.00	.00	.00	.00	160,000.00
	PUBLIC HOUSING TOTAL	658,126.00	33,872.87	231,317.63	35.15	426,808.37
173-536-6010	SALARY - PH MAINT	72,000.00	7,966.20	41,940.72	58.25	30,059.28
173-536-6040	OVERTIME SALARY-PH MAINT	.00	800.76	1,573.07	.00	1,573.07

CITY OF CHARLES CITY  
REVENUE & EXPENSE REPORT  
CALENDAR 1/2013, FISCAL 7/2013

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
36-6110	FICA- PH MAINT	6,100.00	660.22	3,257.62	53.40	2,842.38
173-536-6130	IPERS-PH MAINT	5,800.00	744.50	3,757.02	64.78	2,042.98
173-536-6150	HEALTH INSURANCE-PH MAINT	8,500.00	545.79	3,828.90	45.05	4,671.10
173-536-6151	LIFE INSURANCE-PH MAINT	.00	8.37	50.22	.00	50.22
173-536-6160	WORKER'S COMP-PH MAINT	681.00	.00	.00	.00	681.00
173-536-6170	UNEMPLOYMENT-PH MAINT	1,000.00	87.49	87.49	8.75	912.51
173-536-6181	UNIFORM ALLOWANCE-PH MAINT	.00	.00	450.00	.00	450.00
	PUBLIC HOUSING MAINTENANC TOTA	94,081.00	10,813.33	54,945.04	58.40	39,135.96
173-910-6910	TRANSFER OUT - PUBLIC HOUSING	34,000.00	.00	.00	.00	34,000.00
	TRANSFERS IN/OUT TOTAL	34,000.00	.00	.00	.00	34,000.00
	PUBLIC HOUSING TOTAL	134,059.00	7,743.24	11,719.12	8.74	122,339.88

CITY OF CHARLES CITY  
REVENUE & EXPENSE REPORT  
CALENDAR 1/2013, FISCAL 7/2013

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
533-4300	INTEREST - SECTION 8	2,300.00	123.99	971.44	42.24	1,328.56
533-4440	STATE GRANT-SEC 8	.00	.00	.00	.00	.00
174-533-4504	FRAUD-SEC 8	4,500.00	69.00	570.00	12.67	3,930.00
174-533-4505	HUD CONTRIB-SEC 8	570,000.00	33,209.00	314,675.00	55.21	255,325.00
174-533-4509	ADMIN FEE/HTH-SEC 8	85,000.00	7,079.00	57,471.00	67.61	27,529.00
174-533-4710	REIMBURSED EXP-SEC 8	1,000.00	102.00	562.00	56.20	438.00
174-533-4715	REFUNDS-SEC 8	1,000.00	.00	14.00	1.40	986.00
	SECTION 8 VOUCHER TOTAL	663,800.00	40,582.99	374,263.44	56.38	289,536.56
174-910-4830	TRANSFER IN - SECTION 8 VOUCH	.00	.00	.00	.00	.00
	TRANSFERS IN/OUT TOTAL	.00	.00	.00	.00	.00
174-533-6010	SALARY - SEC 8	55,000.00	6,169.33	34,532.21	62.79	20,467.79
174-533-6040	OVERTIME SALARY-SEC 8	.00	.00	.00	.00	.00
174-533-6110	FICA-SEC 8	.00	437.30	2,398.81	.00	2,398.81
174-533-6130	IPERS-SEC 8	.00	534.87	2,993.76	.00	2,993.76
174-533-6150	HEALTH INSURANCE-SEC 8	.00	15,282.09	15,282.09	.00	15,282.09
174-533-6151	LIFE INSURANCE-SEC 8	.00	159.99	159.99	.00	159.99
174-533-6160	WORKER'S COMP-SEC 8	.00	.00	.00	.00	.00
174-533-6170	UNEMPLOYMENT-SEC 8	.00	.00	.00	.00	.00
174-533-6199	EMPLOYEE BEN-SEC 8	38,000.00	13,449.55	.00	.00	38,000.00
533-6230	STAFF TRAINING-SEC 8	3,000.00	.00	1,460.00	48.67	1,540.00
533-6380	UTILITY ALLOT-SEC 8	15,000.00	980.00	5,074.00	33.83	9,926.00
174-533-6401	ACCOUNTING FEES-SEC 8	3,000.00	210.00	1,624.00	54.13	1,376.00
174-533-6416	RENTS & LEASES-SEC 8	.00	.00	.00	.00	.00
174-533-6420	CONTRACTED SERVICES-SEC 8	11,000.00	496.90	5,957.24	54.16	5,042.76
174-533-6423	SPECIAL SERVICE-SEC 8	300.00	.00	.00	.00	300.00
174-533-6445	HC VOUCHER PAY-SEC 8	640,000.00	48,250.80	342,360.66	53.49	297,639.34
174-533-6518	SUNDRY-OFF EXP-SEC 8	3,000.00	.00	632.95	21.10	2,367.05
	SECTION 8 VOUCHER TOTAL	768,300.00	59,071.73	412,475.71	53.69	355,824.29
174-910-6910	TRANSFER OUT - SECTION 8 VOUCH	.00	.00	.00	.00	.00
	TRANSFERS IN/OUT TOTAL	.00	.00	.00	.00	.00
	SECTION 8 VOUCHER TOTAL	104,500.00	18,488.74	38,212.27	36.57	66,287.73

---

**MEETING DATE:** 2/21/13

**RE:** Approve Resolution 01-13 Annual Civil Rights Certification

---

**REQUESTED ACTION:** Approve Resolution 01-13 Annual Civil Rights Certification.

**Comments:** President Bush passed the Housing and Economic Recovery Act of 2008 (HERA) on July 30, 2008. Sections 2701 and 2702 of Title VII of the Act amends section 5A of the 1937 Housing Act and exempts qualified agencies from completing and submitting an Annual Plan. However, it requires the following civil rights certification to be done and submitted annually:

The Charles City Housing and Redevelopment Authority will carry out the public housing program of the agency in conformity with the VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing.

A qualified agency is one who administers fewer than 550 combined public housing and section 8 units, is not designated as troubled and has not had a failing score under SEMAP during the prior 12 months.

# RESOLUTION NO. 01-13

## ANNUAL CIVIL RIGHTS CERTIFICATION

### Charles City Housing and Redevelopment Authority

WHEREAS, the Charles City Housing and Redevelopment Authority provides housing for low income families through various programs which are funded primarily through agreements with the United States Department of Housing and Urban Development; and

WHEREAS, Section 2072 of HERA requires each qualified public housing agency to make the following civil rights certification:

The Charles City Housing and Redevelopment Authority will carry out the public housing program of the agency in conformity with the VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing, and

WHEREAS, the Charles City Housing and Redevelopment Authority meets the definition of qualified agency as defined by the act,

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Charles City Housing and Redevelopment Authority that the Authority has reviewed the preceding civil rights certification and will operate the programs of the agency in compliance with the certification to the fullest extent possible, and; authorize their approval for its submission to the Department of Housing and Urban Development.

PASSED AND APPROVED BY THE CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY ON THIS 21st DAY OF FEBRUARY, 2013.

---

Margaret Calvert, Chairperson

ATTEST:

---

Heidi Nielsen, Director

**Civil Rights Certification**

**U.S. Department of Housing and Urban Development**  
Office of Public and Indian Housing  
**Expires 4/30/2011**

**Civil Rights Certification**

**Annual Certification and Board Resolution**

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioner, I approve the submission of the Plan for the PHA of which this document is a part and make the following certification and agreement with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing.

Charles City Housing & Redevelopment Authority

IA002

\_\_\_\_\_  
PHA Name

\_\_\_\_\_  
PHA Number/HA Code

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)	
Name of Authorized Official	Margaret Calvert
Title	Board Chairperson
Signature	Date 02/21/2013

---

**MEETING DATE:** 2/21/13

**RE:** Approve Resolution No. 2-13 to Close Out CFP  
IA05P00250110

---

**REQUESTED ACTION:** Discuss options regarding independent audit of CFP 2010, IA05P00250110.

**Comments:** We have received a letter from HUD (attached) approving the close out of the 2010 CFP program. However, they are requesting that the Board determine whether an independent audit will be conducted for the program. Since we are included in the City's auditing process, this additional independent audit is not a requirement.

As part of the City's annual audit, the CFP program had been reviewed. It is necessary for the board to decide if an additional independent audit should be conducted. If you decide not to request the audit, it is necessary to approve Resolution No. 2-13, which states that the Board is not requesting an audit of the program close out, and submit it to HUD.

# Actual Modernization Cost Certificate

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing

OMB Approval No. 2577-0157 (exp. 01/31/2014)

## Comprehensive Improvement Assistance Program (CIAP) Comprehensive Grant Program (CGP)

**Public reporting burden** for this collection of information is estimated to average 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Paperwork Reduction Project (2577-0044 and 0157), Office of Information Technology, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

**Do not send this form to the above address.**

This collection of information requires that each Housing Authority (HA) submit information to enable HUD to initiate the fiscal closeout process. The information will be used by HUD to determine whether the modernization grant is ready to be audited and closed out. The information is essential for audit verification and fiscal close out. Responses to the collection are required by regulation. The information requested does not lend itself to confidentiality.

HA Name: <b>Charles City Housing &amp; Redevelopment Authority</b>	Modernization Project Number: <b>IA05P00250110</b>
---	---

The HA hereby certifies to the Department of Housing and Urban Development as follows:

1. That the total amount of Modernization Cost (herein called the "Actual Modernization Cost") of the Modernization Grant, is as shown below:

A. Original Funds Approved	\$ 171,676
B. Funds Disbursed	\$ 171,676
C. Funds Expended (Actual Modernization Cost)	\$ 171,676
D. Amount to be Recaptured (A-C)	\$
E. Excess of Funds Disbursed (B-C)	\$

- That all modernization work in connection with the Modernization Grant has been completed;
- That the entire Actual Modernization Cost or liabilities therefor incurred by the HA have been fully paid;
- That there are no undischarged mechanics', laborers', contractors', or material-men's liens against such modernization work on file in any public office where the same should be filed in order to be valid against such modernization work; and
- That the time in which such liens could be filed has expired.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Signature of Executive Director & Date:

X *Heidi Nielsen*

July 12, 2012

For HUD Use Only

**The Cost Certificate is approved for audit:**

Approved for Audit (Director, Office of Public Housing / ONAP Administrator)

Date:

X

*12/27/12*

**The audited costs agree with the costs shown above:**

Verified: (Designated HUD Official)

Date:

X

Approved: (Director, Office of Public Housing / ONAP Administrator)

Date:

X



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
KANSAS/MISSOURI STATE OFFICE  
REGION VII  
Gateway Tower II, Room 200  
400 State Avenue  
Kansas City, KS 66101-2406  
HUD Home Page: [www.hud.gov](http://www.hud.gov)

Ms. Heidi Nielson  
Executive Director  
Charles City Housing Authority  
501 Cedar Terrace South  
Charles City, IA 50516

Dear Ms. Neilson:

This is to inform you that we have reviewed and approved the Actual Modernization Cost Certificate (AMCC), HUD-52839 or HUD-53001 as submitted for completion of Capital Fund Program IA05P00250110. The certificate (copy enclosed) is approved, subject to fiscal audit verification.

Your next fiscal audit must include a review and reconciliation of the HUD-52839 or HUD-53001 as submitted. Please ensure that your fee accountant has properly posted all modernization expenditures in order to assist you with the final close-out of the program.

Some housing authorities are relieved of certain audit requirements by the Single Audit Act. Our Office strongly urges, however, that all modernization programs be fully closed through an independent audit. If you determine that an audit is not required and that one will not be conducted in order to close-out your modernization program, you must notify our Office of this determination. Your notification must include evidence of a Board resolution supporting the determination that an audit will not be conducted.

Should you have any questions or require additional information, please contact Bill Miller of my staff at (913) 551-5532.

Sincerely,

A handwritten signature in cursive script that reads "Carrie Dobbins".

Carrie Dobbins  
Director  
Technical Division

Enclosure

RESOLUTION NO. 01-13

CLOSE OUT CFP IA05P00250110  
SINGLE AUDIT ACT

CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY

WHEREAS, the Charles City Housing and Redevelopment Authority provides housing for low income families through various programs which are funded primarily through agreements with the United States Department of Housing and Urban Development; and

WHEREAS, the Charles City Housing and Redevelopment Authority has completed improvements to the public housing complexes utilizing funds made available from the Capital Fund Program (CFP) for a total amount of \$171,676.00; and

WHEREAS, all required reports have been filed with the Department of Housing and Urban Development for the final close out procedures and have been accepted; and

WHEREAS, the Charles City Housing and Redevelopment Authority is not required to comply with the Single Audit Act, the Board has discussed the option to request an independent audit of CFP 2010, IA05P00250110 program,

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Charles City Housing and Redevelopment Authority it was determined that it would not be necessary for an independent audit of the referred program in view of the fact that it is included in the City of Charles City audit contract for review and verification.

PASSED AND ADOPTED BY THE CHARLES CITY HOUSING AND  
REDEVELOPMENT AUTHORITY ON THIS 21st DAY OF February 2013.

\_\_\_\_\_  
Margaret Calvert, Chairperson

ATTEST:

\_\_\_\_\_  
Heidi Nielsen, Director

**REQUESTED ACTION:** Purchase new fire extinguishers through the CC Fire Department to replace the existing extinguishers which are expired.

**Comments:** Our existing fire extinguishers were purchased twelve years ago. We are required to weigh and tag them annually. However, this year due to their age, we must also send them off to be hydro tested. This creates two different issues. The first is that we don't have any extinguishers while they are being tested. The second is that it will cost \$49 per extinguisher for the hydro testing. The purchase price for a new fire extinguisher is much less.

Curt Teeter checked with their suppliers and they are able to get 140 - 2.5 pound ABC Fire Extinguishers for \$35 a-piece. They use two different suppliers: Superior Extinguishers and Heiman Fire Equipment. Both suppliers quoted the same price of \$35. Curt has recommended that we purchase them through Superior because they are able to get us the whole order sooner than Heiman.

The total cost would be \$4,900 and will be funded by the 2011 capital improvement fund. The fire department would be given the old extinguishers to use for fire extinguisher training.

---

**MEETING DATE:** 2/21/13    **RE:** Consider Approval to Send Staff to Annual NAHRO Conference

---

**REQUESTED ACTION:** Approve sending staff to the Annual NAHRO Conference April 17-19 in West Des Moines.

**Comments:** Approval is being requested to send Heidi, Stacy, and the new staff member to the Conference. Julie will be covering the office.

Attending the conference enables us to network with the other Iowa Housing Authorities and the HUD staff and take advantage of the trainings offered and sessions on regulatory updates.

The anticipated expense for all three of us will be \$1,500.00.

---

**MEETING DATE:** 2/21/13

**RE:** Review Plans and Cost Estimate for Parking Lot Improvements and make Recommendation to Proceed with Project

---

**REQUESTED ACTION:** Review plans and cost estimate submitted by TeKippe Engineering and make recommendation to City Council to proceed with project.

**Comments:** TeKippe Engineering has submitted the plans for the parking lot improvements at South Cedar Terrace. The cost estimate for the project is \$99,962. The proposed design is attached for your review.

If we proceed with the improvements we will have an additional 21 parking stalls. In addition, it will bring our total of ADA compliant handicap accessible stalls to 6, 4 of which are van accessible

# TEKIPPE ENGINEERING

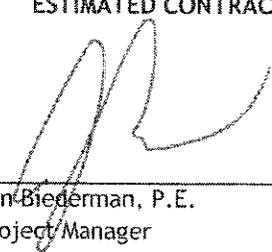
A Division of

**FEHR GRAHAM**  
ENGINEERING & ENVIRONMENTAL

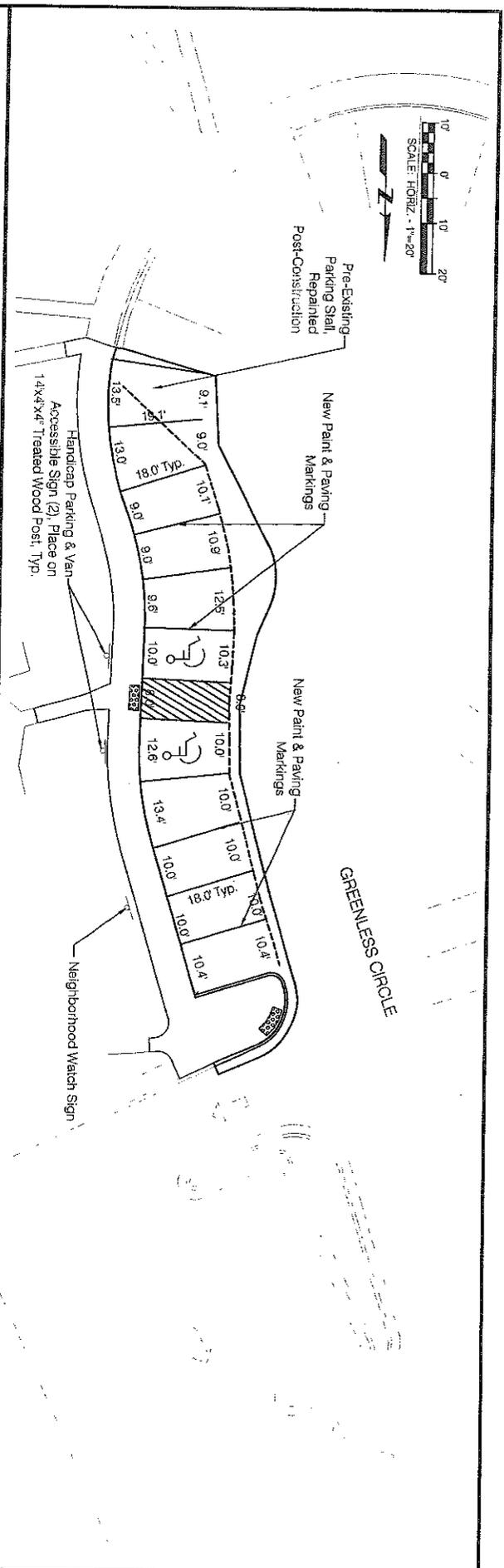
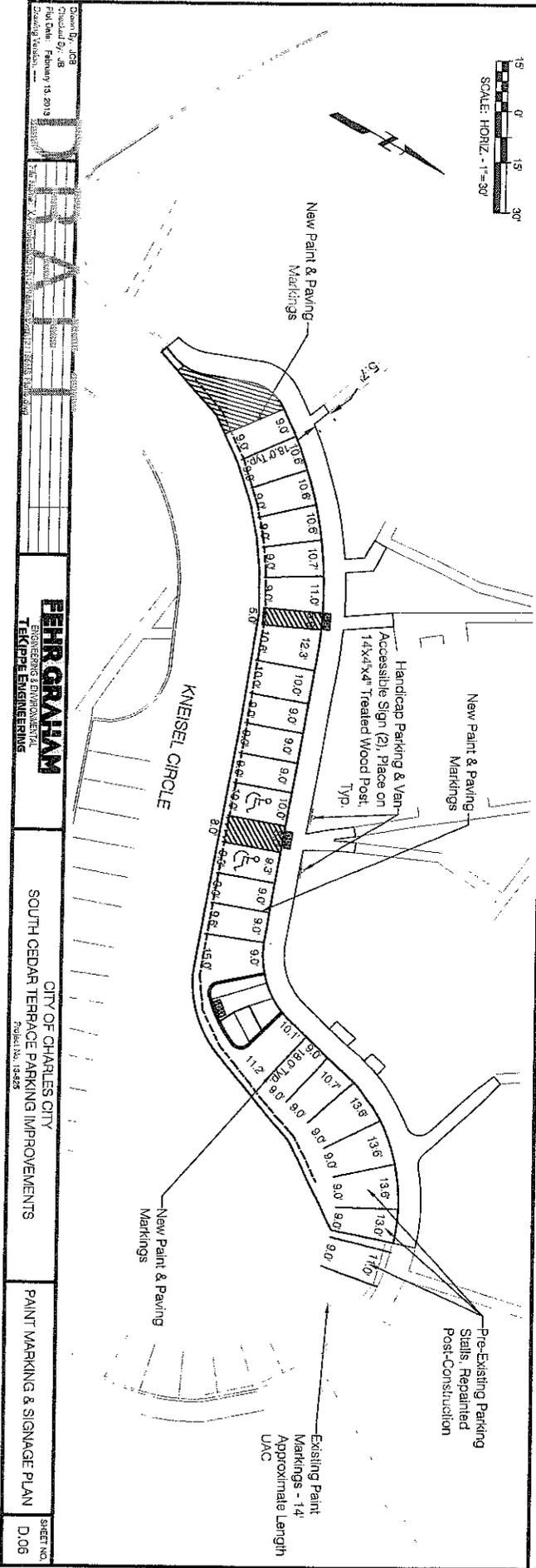
Preliminary Opinion of Probable Cost  
South Cedar Terrace Parking Improvements, City of Charles City, Iowa

No.	Code	Description	Quantity	Unit	Unit Price	Total Price
1	1050-110-A-0	Construction Staking	1	LS	\$ 3,000.00	\$ 3,000
2	1070-206-A-3	Traffic Control	1	LS	\$ 2,000.00	\$ 2,000
3	1090-105-D-0	Mobilization	1	LS	\$ 3,500.00	\$ 3,500
4	2010-108-C-0	Clearing and Grubbing	1	LS	\$ 5,500.00	\$ 5,500
5	2010-108-E-0	Excavation, Class 10	525	CY	\$ 8.00	\$ 4,200
6	2010-108-I-0	Subbase, 6" Thick	1050	SY	\$ 4.75	\$ 4,988
7	2010-108-I-0	Subbase, 4" Thick	475	SY	\$ 3.25	\$ 1,544
8	5020-108-I-0	Curb Box Replacement	5	EA	\$ 300.00	\$ 1,500
9	6010-108-B-0	Neenah Type M Trench Frame w/ Grated Cover (R-4996-B2) - 6.5' Long	4	EA	\$ 1,500.00	\$ 6,000
10	7030-108-A-0	Removal of Sidewalk	327	SY	\$ 6.00	\$ 1,962
11	7010-108-A-0	Pavement, PCC, 6.5" Thick	967	SY	\$ 42.00	\$ 40,614
12	7030-108-E-0	Curb Faced Sidewalk, PCC, 5" Thick	402	SY	\$ 44.00	\$ 17,688
13	7030-108-G-0	Detectable Warning	50	SF	\$ 40.00	\$ 2,000
14	7040-108-H-0	Pavement Removal, HMA	66	SY	\$ 5.00	\$ 330
15	7040-108-I-0	Curb and Gutter Removal	483	LF	\$ 3.00	\$ 1,449
16	7040-108-K-0	Saw Cut, Full Depth	546	LF	\$ 3.00	\$ 1,638
17	9010-108-A-0	Conventional Seeding, Fertilizing, and Mulching	0.1	AC	\$ 5,000.00	\$ 500
18	9100-108-A-0	Painted Pavement Markings, Waterborne or Solvent Based	1.00	LS	\$ 750.00	\$ 750
19	9090-102-C-0	Remove and Reinstall Sign per Plan	1	Each	\$ 100.00	\$ 100
20	9090-102-F-0	Sign - Handicap Parking, Install	4	Each	\$ 175.00	\$ 700

ESTIMATED CONTRACT AMOUNT \$ 99,962

  
\_\_\_\_\_  
Jon Biederman, P.E.  
Project Manager

Dated: February 12, 2013



Election of Officers

Chairperson.

\_\_\_\_\_ moved to nominate \_\_\_\_\_ as

Chairperson. \_\_\_\_\_ seconded the motion. \_\_\_\_\_  
moved that all nominations cease and \_\_\_\_\_ seconded  
the motion. Roll call: Heyer, Calvert, Becker, Jenkins, Streich.

Vice-Chairperson.

\_\_\_\_\_ moved to nominate \_\_\_\_\_ as Vice-

Chairperson. \_\_\_\_\_ seconded the motion.

\_\_\_\_\_ moved that all nominations cease and  
\_\_\_\_\_ seconded the motion. Roll call: Calvert, Becker,  
Jenkins, Streich, Heyer.

BY-LAWS  
OF  
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY  
CITY OF CHARLES CITY, IOWA

ARTICLE I  
Authority

A. Name. The Department of the City of Charles City responsible for the administration of its public housing shall operate under the name of the Charles City Housing and Redevelopment Authority, hereinafter referred to as “the Authority.”

B. Legal Status. The Authority does not constitute a separate and independent agency under Chapter 405 of the Iowa Code, but rather is a department of the municipality administered by a board of commissioners appointed by the mayor pursuant to Chapter 26 of the Charles City Code of Ordinances.

C. Location. The offices of the Authority shall be at 501 Cedar Terrace South Charles City, Iowa, or at such other location as designated by the City Council of the City of Charles City.

ARTICLE II  
Board of Commissioners

A. Powers. The Board of Commissioners shall have those powers as delegated by the City Council of Charles City pursuant to Chapter 27 of the Charles City Code of Ordinances.

B. Meetings. The Board of Commissioners shall meet as follows:

1. Regular Meetings--Regular meetings shall be held on the 3<sup>rd</sup> Thursday of each month at 7:00 a.m.

2. Special Meetings--Special meetings may be called by the chairperson, by the executive director, by the city administrator, or by any three commissioners upon two days' prior written notice to each commissioner. Such notice shall give the time, date, location and agenda items for the meeting. Attendance by a commissioner shall constitute a waiver of notice.

3. Annual Meeting--The Board of Commissioners shall hold an annual meeting in the month of February immediately following the regular meeting of the Board for that month, at which time the Commissioners shall elect officers for the forthcoming year.

4. Official Action--Three Commissioners shall constitute a quorum and a majority vote shall be necessary to approve any measure. All votes shall be by voice vote unless a Commission member requests a formal roll call, in which case the individual vote of each Commissioner shall be noted in the minutes. All measures upon which a vote is taken shall be in the form of a written resolution.

5. Order of Business--At the regular meetings of the Authority, the following shall be the order business:

- a. Call meeting to order and record Commissioners present and absent;
- b. Public Comment
- c. Amend and/or approve minutes of previous meeting;
- d. Approve bills;
- e. Communications;
- f. Unfinished business;
- g. New business;
- h. Adjourn.

6. Open Meetings--All meetings of the board shall be open to the public and notice thereof shall be given the public in compliance with Chapter 21 of the Iowa Code.

### ARTICLE III

#### Officers

A. Officers. The officers of the Authority shall be a chairperson and a vice-chairperson chosen from among the Commissioners by election at the annual meeting of the Board of Commissioners of the Authority and to serve for a term of one year.

B. Duties. A chairperson shall preside at all meetings of the Board of Commissioners and is authorized to sign all legal documents on behalf of the Authority. The vice-chairperson shall perform the duties of the chairperson in his or her absence.

C. Vacancy. In the case of the resignation, death or removal of the chairperson, the vice-chairperson shall serve as chairperson until the next regular meeting of the Board of Commissioners, at which time a new chairperson shall be appointed to serve until the next annual meeting of the Authority. Upon the death, resignation or removal of the vice-chairperson, a replacement shall be appointed by the Commissioners at their next regular meeting to serve until the next annual meeting of the Board of Commissioners.

### ARTICLE IV

#### Executive Director

A. Appointment. The City of Charles City may employ an Executive Director who shall have general supervision over the administration of its business and affairs of the Authority, subject to direction of the City Administrator and the Board of Commissioners.

B. Duties. The duties of the Executive Director shall include the following:

1. Consultation with the Board of Commissioners on all matters of Authority business.
2. Preparation of agendas and notices for Commission meetings.
3. Acting as secretary for Commission meetings and, in such capacity, keeping accurate minutes of all Commission meetings.
4. Supervision of all funds received by the Authority and oversight of all expenditures made by the Authority. Accurate financial records shall be maintained to document all such financial transactions.
5. Regular consultation with the City Administrator regarding Authority business.
6. Attendance at Council meetings when issues concerning the Authority are before the Council.
7. Supervision of other Authority employees; hiring and firing of employees subject to approval by the City Administrator and the City Council.
8. Such other duties and functions as assigned by the Board of Commissioners and the City Administrator.

ARTICLE V  
Amendments

The By-Laws of this Authority may be amended by the Board of Commissioners at a regular or special meeting, but only upon an affirmative vote by at least three members of the Board.

---

Adoption by Resolution No. 02-09 February 19, 2009  
Adopted Revisions February 2006  
Adopted Revisions June 2002  
Adopted Revised Resolution No. 01-01 February 15, 2001  
Adopted by Resolution No.116-96 June 11, 1996