

CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY

AGENDA

June 20, 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 May 23, 2013..... 1
- IV. Approval of Bills for June, 2013 2
- V. Communications 3-17
 - 1. Capital Fund Program Update
 - 2. Rehab Update
 - 3. Software/Inspection Update
 - 4. Depreciation Schedule
 - 5. Monthly Rental Status Update
 - 6. End of Participation Tracker
 - 7. Newsletters
 - 8. Financial Statements
- VI. Old Business
- VII. New Business
 - 1. Consider Approval of Resolution 05-13, Writing Off Accounts Receivables..... 18-19
 - 2. Consider Approval of Contract for Upgrade of Copier 20
 - 3. Consider Approval of Contract for Routine Plumbing Repairs..... 21
 - 4. Consider Approval of Contract for Routine Heating Repairs 22
 - 5. Consider Approval of Contract for Routine Electrical Repairs..... 23
 - 6. Consider Approval of Contract for Painting Services..... 24
 - 7. Consider Approval of Contract Extension for Pest Control Services..... 25
 - 8. Discuss Adoption of “No Smoking” Policy to Eliminate Smoking in all Apartments.. 26
- VIII. Move to Adjourn

Next regular meeting scheduled for Thursday, July 18, 2013, 7:00 a.m., CCHRA Office

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
May 23, 2013 7:00 a.m.

Members Present: Margaret Calvert, Sally Jenkins, and Trey Becker. Absent: Jill Streich, and Jeremy Heyer. Others Present: Heidi Nielsen, staff

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

Public Comments. None.

Amend-Approve Minutes of April 16, 2013. Jenkins moved, Becker seconded the motion to approve the minutes of April 16, 2013 as presented. Ayes: 3, Nays: 0. Motion carried.

Approval of Bills. Jenkins moved, Becker seconded the motion to approve the revised bill listing totaling \$85,651.68. Ayes: 3, Nays: 0. Motion carried.

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

Old Business. None.

New Business.

Consider Purchase of Inspection Module for Housing Pro. Staff explained that with reduced staff the software will allow the inspections to be completed more efficiently and the software could also be used for the Public Housing inspections. However, by purchasing the software we would incur an annual support fee also. Whether to fund the software out of the capital fund or split the cost between Public Housing and Section 8 operating budgets was also discussed. The decision was made to split the cost for the software between Public Housing and Section 8's operating budgets. Jenkins made a motion to approve the purchase. Becker seconded the motion. Ayes: 3, Nays: 0.

Being no further business, Becker moved, Jenkins seconded the motion to adjourn. Ayes: 3. Nays: 0. Motion carried.

Charles City Housing and Redevelopment Authority

Margaret Calvert, Chairperson

ATTEST:

Heidi Nielsen, Director

Customer	Description	Amount
Allied Manatts Group L.L.C.	sand bags	15.00
Betty Wendel	security deposit refund	135.69
Business Card	travel expenses, back-up service	1,040.94
C.Naber & Associates	accounting fees	375.00
CDW-G	lpad, batter back-up	635.76
Cedar Valley Printing	office items	222.54
CenturyLink	phone service	
Cintas	rug service	161.55
City of Charles City	water/sewer/URP/S8 inspections	
Consumer Credit Counseling Service	homeownership expense	125.00
Don's Repair	maintenance items	77.67
Estate of Daniel Nash	security deposit refund	200.00
GE Capital	copier lease	516.67
HAPS	June HAPS	50,344.38
Iowa Department of Public Health	lead recert Curt Teeter	60.00
Iowa Department of Transportation	fuel	273.76
Jendro Sanitation	trash service	563.00
K-Mart	office clock	24.99
Mehmen's Painting	painted #12	120.00
Mid American Energy	electric/gas/URP	
Nan McKay	Admin plan revision	224.00
Naomi Bienfang	meal reimbursement	44.82
Nelda Shepard	tenant referral	50.00
Pitney Bowes	meter lease	47.74
Quality Auto Service	new tires for Dodge Nitro	497.33
Ron's Plumbing	plumbing services	883.44
Sandra Holt	security deposit refund	230.00
Schueth Ace Hardware	maintenance items	344.93
Sherwin Williams	paint	146.15
Sisson & Associates	annual insurance	20,309.00
Stacy Cleveland	meal reimbursement	
Stock Glass	screen repair	95.00
Superior Lumber	maintenance items	274.92
T-J Service	service call	40.00
US Cellular	cell phone service	68.56
YARDI	credit check/criminal background	42.00
		78,189.84

REQUESTED ACTION: None - for your information only.

1. Capital Fund Update. The City Council awarded the contract for the foundation repairs to Midwest Basement Systems to repair the foundation with the push pier system. We are waiting for the company to get our job scheduled.

The preconstruction meeting has been held for the parking lot project. The trees have been removed and locates have been done in preparation of the project. There is a possibility that there may be a change order done to incorporate the addition of some sidewalk. One of the residents has asked that we put a sidewalk in that would make it easier for her to get to the laundry room at South Cedar Terrace. Her apartment is by the highway and there is no direct route to the laundry room or the office. I don't have an estimate for the sidewalk yet, but it will be high enough to make Davis/Bacon wage rates kick in and since we are already working on a Davis/Bacon project it would be less expensive to add it to this project. Otherwise we will have to get estimates independent of the project and jobs this small don't usually generate much interest

2. Rehab Update. We have contracted with an outside consultant to review the projects and provide us with independent cost estimates. We should have the estimates and his opinion on the scope of the projects by June 19th. Once we have the estimates and report we will have the information that we need to either proceed with awarding the contracts or rejecting the bids and starting the procurement process over.
3. Software/HQS Inspection Update. We are in the process of scheduling the install of the inspection module and the training. However, we have pushed back Naomi's HQS training until August to give her more time to master the rent calculation/housing specialist part of her position. The fire department will continue to do the inspections until September 1. It is our plan to postpone the install and training until the first part of August.
4. Depreciation Schedule. Each year the Board must pass a resolution to remove all items disposed of through the year from the depreciation schedule. This fiscal year there were no items disposed of so there will not be a resolution. There were also no items added to the schedule this year.
5. **Monthly Rental Status Update.**

Month of May 2013	Total Leased 5/1/13	New Leases	Removed Or Moved	Total Leased 5/31/13	Total On Waiting List	Offered Assistance	Removed
Terraces 132 Units	131	2	3	130	10	7	4
Morningside 15 Units	13	1	0	14	13	0	0
Section 8 197 Units	178	3	7	174	41	6	6

Declined Assistance (4) Over Income () Denied (2) Insufficient Address ()
Did not attend Briefing/Information Not Returned (4) Criminal Background Check ()
Voucher Expired (3) Purged ()
Terminations: PH () S8 (3)
Port Out: (2)

6. End of Participation Tracker. See attachment
7. Newsletters. See attachments
8. Financial Statements. May 2013 statements are attached.

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	2	2	1	1	1	17
ZERO HAP						1		2		1			4
MUTUAL RECISSION	1								1		1		3
ANNUAL RE-EXAM SEARCHING		1						1			1	2	5
PORT-OUT ABSORBED	2			1			1		1	2			7
PORT-OUT SEARCHING	3		1	1		4		1					9
DECEASED								1					1
MOVED IN VIOLATION	3	2				1	1			1		1	9
EVICTED												1	1
UNAUTHORIZED LIVE-IN	1			1					2	1			5
VIOLATION OF FAMILY OBLIGATION					2							1	1
GAVE UP ASSISTANCE BEFORE 1 YEAR													
FAILURE TO RENEW				1			1			1			3
FAILURE TO REPAY	1								1	1			3
FAILURE TO PROVIDE INFO	1				1					1			2
FAILURE TO FOLLOW THROUGH													0
FRAUD									1				1
UNREPORTED INCOME-2ND TIME													0
UTILITIES DISCONNECTED		1											1
CRIMINAL CONVICTION													0
VOUCHER EXPIRED	2	1			2							3	0
VOUCHER REVOKED													0
LEASED W/NEW LANDLORD			1	2	1		1	1	1	10		1	8
TOTALS	18	6	4	7	8	7	6	4	10	8	3	10	79
PUBLIC HOUSING													
LEFT IN GOOD STANDING	2	2			1	1	1	1		1	1	2	12
DECEASED	1	1	2		1	1	1	1				1	8
MOVED IN VIOLATION										1	1		2
TERMINATED FOR LEASE VIOLATIONS						1							0
EVICTED													0
UNAUTHORIZED LIVE-IN							1						2
FAILURE TO RENEW									1				0
FAILURE TO REPAY													0
FAILURE TO PROVIDE INFO													0
FAILURE TO FOLLOW THROUGH													0
CRIMINAL CONVICTION				1									1
OTHER													0
UTILITIES DISCONNECTED									1				1
TOTALS	3	3	2	1	3	3	1	2	2	2	3	3	25



TERRACE NEWS

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

June 20th 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!

Ken Schneider— Apt.6	3
Carnette Starr— Apt. 85	6
Gary Cline— Apt. 101	6
Bonnie Friedrich— Apt. 70	6
Emily Adams-	7
David Lutz— Apt. 24	19
Lydia King— Apt. 38	21

June:

1: Whitewater Weekend-**POSTPONED UNTIL JUNE 29 DUE TO HIGH WATERS**

1: City Wide Garage Sales, 1st Week in June

2: Municipal Band Concert, 7:30pm @ Central Park

8: Relay for Life, Central Park, 3-10PM

8: Cedar Valley Engine Club Tractor Ride

14: Party in the Park-see schedule

14: Flag Day

15: Freewill Donation Movie, 2pm @ Charles Theatre, sponsored by Families Making Connections & Proud Parent Association

16: Municipal Band Concert, 7:30pm @ Central Park

22: Iowa Games Whitewater Event

28: Party in the Park-see schedule

**reminder-each Wednesday afternoon and Saturday morning is Farmer's Market @ Central Park!

SAVE THE DATE!

The annual summer party will be held on July 24th! We have a "Vegas-style" illusionist for entertainment this year! More information will be out later this month. Hope to see you there!

SAY HELLO TO YOUR NEW NEIGHBORS!

Shirley Temple NCT

ENJOY YOUR NEW HOME!

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.

A couple of reminders to pet owners. Don't forget to pick up after them when outside. That includes in your yard area and if you are on a walk. Also, all pets are to be on a leash or chain when outside. For dog owners, please be sure that your dog does not bark excessively, both inside your apartment and while outside.



PET RESTRICTION:

Just a reminder there are breed restrictions for the type of dogs allowed at the Terraces. This includes visiting pets as well. If you want to know which breeds are not allowed please call the office.

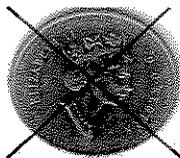
MOWING SEASON:

Mowing season is here! Please remember that if you have any lawn furniture on the grass area it needs to be moved when the guys are mowing! Also, when they are on the mowers or when they are using the weed eater please do not approach them. If you need something, call the office.



Are you registering all overnight guests 18 yrs. or older? Not doing so is a lease violation, which could result in termination!

PLEASE BE AWARE THE LAUNDRY MACHINES WILL NOT ACCEPT CANADIAN QUARTERS. DO NOT GIVE THEM TO YOUR HOME HEALTH TO USE.



LAUNDRY ROOMS:

Both laundry rooms have air conditioner units. To help lower the heat and humidity in there please run the air conditioner instead of opening the windows. Thanks!

TORNADO SAFETY TIPS:

TORNADO TIPS: When weather is threatening, keep listening to your radio or TV station, which will broadcast tornado watches and warnings, and inform you when the danger is over. Also, listen for the City TORNADO SIREN, which will signal a tornado warning and an all-clear when the danger is past.

A Tornado WATCH is when weather conditions are such that a tornado could develop. A Tornado WARNING is when an actual tornado has been seen nearby, so take cover immediately.

Follow these instructions: Go into your bathroom, close the door, sit or lie down on the floor or in the tub and cover yourself with a rug or blanket for protection, and STAY THERE. During the storm, DO NOT look outside to see what is going on. STAY AWAY from windows. You should not try to leave your apartment. Stay inside until the storm passes and the city tornado siren blows the all-clear signal.

If you leave your home before or after the storm, PLEASE notify the office where you are and if you are O.K. in the event we need to look for residents after the storm.

RESPECTABLE NEIGHBORS....

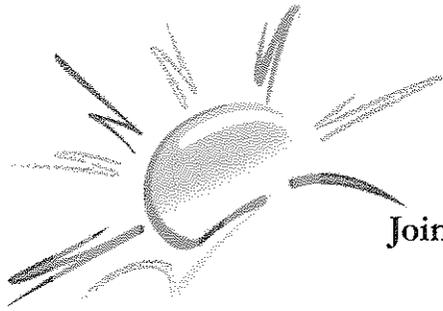
Now that the weather is getting nicer to be outside enjoying the fresh air we need to put out the reminder that each of you need to be respectable neighbors to one another. This means being aware of the other's space, keep your space nice and clean, not to "over-visit" unless invited. Also, for those who smoke outside please be sure to smoke away from opened windows (yours and your neighbor's) to avoid having the smoke smell travel inside. Be a good neighbor and remember the "golden rule"...treat others as you want to be treated!

DISTURBING NEIGHBORS:

Please be neighborly and be aware of the noise levels coming from your apartment. There really isn't a time when voices, TV's, music, etc. should be heard on the outside of your apartment. Disturbing neighbors with excess noise is a lease violation, which could be cause for lease termination.

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.



Party in the Park Schedule 2013

Join us on the following Friday nights
from 5-9 pm in Central Park

Schedule, subject to change

Friday, May 31

Sponsors: Charles City Press; First Security Bank & Trust;
Kwik Star; L&J Industries; Larry Pump, CPA

Music: Copper Box

Kickoff to Charles City Challenge: WhiteWater Weekend,
The Time of the Tractor

Friday, June 14

Sponsors: Central Park Dentistry; First Citizens National Bank;
McDonalds; Schueth Ace Hardware; Valero

Music: PV & the Phantoms

Zipline (funded in part by Charles City Hotel/Motel Tax)

Friday, June 28

Sponsors: Party in the Park Contributors

Music: Exit 113

Water Night!

Friday, July 12

Sponsors: Cambrex; Cedar River Harley-Davidson; CUSB; Edward Jones; Verizon
Wireless-Z Wireless

Music: Randy Burk & the Prisoners

All-American Lumberjack Show & Sports Camp (funded in part by Charles City
Hotel/Motel Tax)

Friday, July 26

Sponsors: Allied-Manatts; Charles City Electronics;
Mike Molstead Motors; Mitas; Rustic Corner

Music: Chocolate Crackers

Euro-Bungee (sponsored by Mitas)

Friday, August 9

Sponsors: Dennis Donovan, PC; Perry Novak Electric;
Quality Auto; Subway; Zoetis

Music: Endless Summer

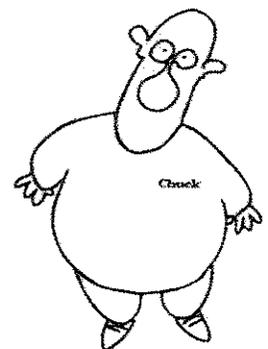
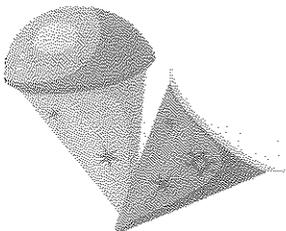
Free Kids Inflatables (sponsored by Zoetis)

FREE Admission!

Live Music, Food, Drinks & Kids' Games

Community Revitalization of Charles City
401 N. Main • Charles City, IA 50616 • (641)228-2335

Visit www.charlescitychamber.com
for up to date information!



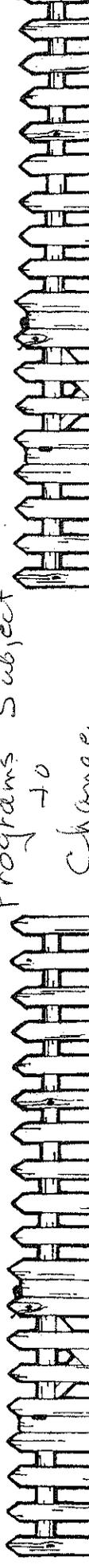
Reservations 228-3114 The Day before by 1:00 p.m. or at least by 8:30 a.m. the day of

JUNE 2013 MENU*				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3	4	5	6	7
Salisbury Ground Beef Baked Potato Mixed Vegetables Peach Crisp Raspberry Lemonade	Hot Pork Sandwich [w/ WW Bread and Potatoes w/Gravy] Carrots/Broccoli Oatmeal Raisin Bar	Creamed Chicken Biscuit Green Beans Strawberries Tomato Juice	Hearty Veg Beef Soup Corn Bread Banana Half Cinnamon Apples w/ Crunchy Topping	Lasagna Green Beans Fruit Dessert
10	11	12	13	14
Swiss Style Gr. Beef Baked Potato Triple Salad Blushing Pears	Turkey Roast Potatoes Cooked Cabbage & Onions Strawberries OJ	Cod Loin Sweet Potato Wedges Succotash Pineapple/Cherry Crisp Raspberry Lemonade	Golden Baked Chicken Scalloped Potatoes Harvard Beets Sunshine Salad	BBQ Pork on WW Bun California Blend or Chop-Chop Salad Potato Salad Peaches
17	18	19	20	21
Chicken & Noodle Casserole Brussel Sprouts Apricots Coconut Cream Pie 1/2 WW Bread	Taco Salad Corn Plums Royal Brownie Tomato Juice	Brats Potato Salad Fruit Cup Root Beer Floats	Goulash Spinach French Bread Oatmeal Fruit Bar OJ	Crunchy Baked Fish Parsleyed Potatoes Creamed Peas Fruited Pudding Raspberry Lemonade
24	25	26	27	28
Lemon Herb Chicken Mexican Rice Santa Fe Corn Pears WW Roll OJ	Spaghetti Broccoli WW Garlic Bread Oatmeal Fruit Bar Apricots Raspberry Lemonade	Roast Beef Potatoes w/ Gravy Squash Apple Crisp OJ	Shepherd's Pie Asparagus Apple Raisin Salad Royal Brownie WW Bread	Baked Chicken Potato Salad Garden Beans Cranberry/Peach Crisp w/ Ice Cream Tomato Juice

Menus subject to change if needed

Monday	Tuesday	Wednesday	Thursday	Friday
<ul style="list-style-type: none"> * Adopt-a-shelter Cat Month * American Rivers Month * CANADA: Stroke Awareness Month * Cancer from the Sun Month * Caregivers' Month * June Dairy Month * June Is Perennial Gardening Month * June Is Turkey Lovers' Month * National Accordion Awareness Month 	<ul style="list-style-type: none"> * National Candy Month * National Fresh Fruits and Vegetables Month * National Frozen Yogurt Month * National Iced Tea Month * National Rivers Month * National Rose Month * National Seafood Month 			<p><i>"Strange, but true... It's impossible to give a hug without getting one back." -Anonymous</i></p>
<p>3</p> <p>11:00-11:30 Living Better In CC</p> <p>6:30 Bingo</p>	<p>4</p> <p>9:00 Men's Pool 11:15 Rediculous Bingo 1:00 Cards</p>	<p>5</p> <p>9:00 women's Pool 11:00-11:30 Living Better In CC</p>	<p>6</p> <p>National Yo-yo Day 9:00 Open Pool 11:15 "The Titanic" by Robert Keyes</p>	<p>7</p> <p>11:15 "Cooking with Herbs & Spices" by Megan Conlon RD LD Reg.Dietician from Hy-Vee</p>
<p>10</p> <p>11:00-11:30 Living Better In CC</p> <p>6:30 Bingo</p>	<p>11</p> <p>9:00 Men's Pool 11:15 Music by Dick Knight 1:00 cards</p>	<p>12</p> <p>9:00 Women's Pool 11:00-11:30 Living Better In CC</p>	<p>13</p> <p>9:00 Open Pool 11:15 Music by Roger Wedeking 1:00 General Membership Mtg. Jam Session</p>	<p>14</p> <p> U.S.: Flag Day 11:00-11:30 Living Better In CC Celebrate Father's Day</p>
<p>17</p> <p>10:15 Site Council Mtg. 11:00-11:30 Living Better In CC</p> <p>6:30 Bingo</p>	<p>18</p> <p>9:00 Men's Pool 11:15 Healthline "Skin Care" by ET Nursing 1:00 Cards</p>	<p>19</p> <p>Juneteenth 9:00 Women's Pool 11:00 Polka Fest with Music by Polka Prost</p>	<p>20</p> <p>9:00 Open Pool 11:15 Music by Tim Howland</p>	<p>21</p> <p>• Summer Begins 11:15 Music by Jack Tynan</p>
<p>24</p> <p> Full Moon 11:00-11:30 Living Better In CC</p> <p>6:30 Bingo</p>	<p>25</p> <p>9:00 Men's Pool 11:15 Music by Carol Miller Joyce Cook</p>	<p>26</p> <p>9:00 Women's Pool 11:00-11:30 Living Better in CC 11:30 Chef Charles</p>	<p>27</p> <p>9:00 Open Pool 11:15 McDonald Bingo Jam Session</p>	<p>28</p> <p>11:00-11:30 Living Better in CC 11:30 "Caption Telephone" by Lori Sporrer</p>

Programs Subject to Change





MORNINGSIDE NEWS

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

June 20th 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.

The way your patios look reflects on the entire complex. Please be sure to not let your patios become overly cluttered. Also, only patio or lawn furniture is to be left out on your patios. Indoor furniture must be brought back inside your apartment.

June:

1: Whitewater Weekend-**POSTPONED UNTIL JUNE 29 DUE TO HIGH WATERS**

1: City Wide Garage Sales, 1st Week in June

2: Municipal Band Concert, 7:30pm @ Central Park

8: Relay for Life, Central Park, 3-10PM

8: Cedar Valley Engine Club Tractor Ride

14: Party in the Park-see schedule

14: Flag Day

15: Freewill Donation Movie, 2pm @ Charles Theatre, sponsored by Families Making Connections & Proud Parent Association

16: Municipal Band Concert, 7:30pm @ Central Park

22: Iowa Games Whitewater Event

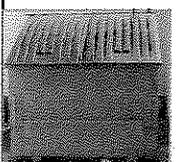
28: Party in the Park-see schedule

**reminder-each Wednesday afternoon and Saturday morning is Farmer's Market @ Central Park!

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.



PLEASE READ!

ALL trash is to be taken to the dumpster, NOT left anywhere else. Having trash around is a lease violation! Also, please break down empty boxes when putting them in the dumpsters!

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

Looking for a unique experience? Stroll through acres of native Iowa prairie, discover & collect ancient sea life from the quarry are and visit the company that unearthed these treasures.

Education at Fossil & Prairie Park Preserve and Center

The Fossil & Prairie Center contains exhibits that explain and connect the various components of the Fossil & Prairie Park Preserve. Exhibits include: Rockford Brick & Tile Co. Winnebago River, Devonian Fossils, Iowa's Prairies, and local wildlife.

Location Located in the western portion of Floyd County, 1 mile west of Rockford on County Road B47 (215th Street).

Features

- Interpretative Visitor Center
- 1880's Log Cabin
- Fossil Quarry
- Rockford Brick & Tile Co. Beehive kilns
- Native Prairie
- Hiking trails
- Wetland area



Hours

The Fossil & Prairie Center is open from Memorial Day to Labor Day from 1-4 p.m. Daily. Open weekends in May, September, & October.
The Fossil & Prairie Park Preserve is open from Sunrise to Sunset.

Fees

There is no admission fee to the Fossil & Prairie Center.

GREAT PARENT/CHILD EVENTS

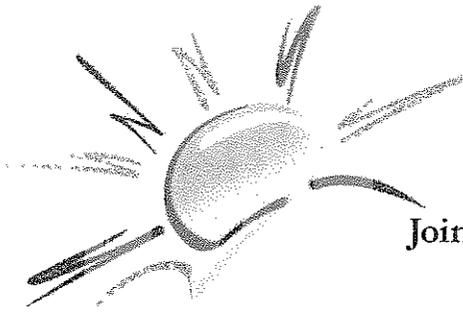


FOR YOUR INFORMATION:
MOPS(Mothers with preschoolers): call St. John Lutheran Church @ 228-3397
Our Kids Count: call Central Preschool @ 228-6803

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

Childhood Immunization Clinics
Tuesday, June 4th: 9:00 am-12:00 pm
Wednesday, June 12th: 9:00 am—12:00 pm
Thursday, June 20th: 9:00 am-12:00 pm
Wednesday, June 26th: 1:00 pm-4:00 pm

WIC CLINICS
June 25, 26, & 27
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



Party in the Park Schedule 2013

Join us on the following Friday nights
from 5-9 pm in Central Park

Schedule, subject to change

Friday, May 31

Sponsors: Charles City Press; First Security Bank & Trust;
Kwik Star; L&J Industries; Larry Pump, CPA

Music: Copper Box

Kickoff to Charles City Challenge: WhiteWater Weekend,
The Time of the Tractor

Friday, June 14

Sponsors: Central Park Dentistry; First Citizens National Bank;
McDonalds; Schueth Ace Hardware; Valero

Music: PV & the Phantoms

Zipline (funded in part by Charles City Hotel/Motel Tax)

Friday, June 28

Sponsors: Party in the Park Contributors

Music: Exit 113

Water Night!

Friday, July 12

Sponsors: Cambrex; Cedar River Harley-Davidson; CUSB; Edward Jones; Verizon
Wireless-Z Wireless

Music: Randy Burk & the Prisoners

All-American Lumberjack Show & Sports Camp (funded in part by Charles City
Hotel/Motel Tax)

Friday, July 26

Sponsors: Allied-Manatts; Charles City Electronics;
Mike Molstead Motors; Mitas; Rustic Corner

Music: Chocolate Crackers

Euro-Bungee (sponsored by Mitas)

Friday, August 9

Sponsors: Dennis Donovan, PC; Perry Novak Electric;
Quality Auto; Subway; Zoetis

Music: Endless Summer

Free Kids Inflatables (sponsored by Zoetis)

FREE Admission!

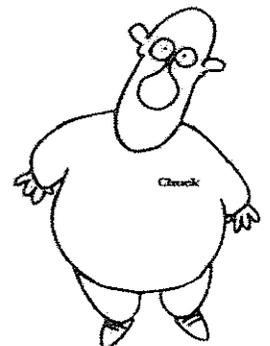
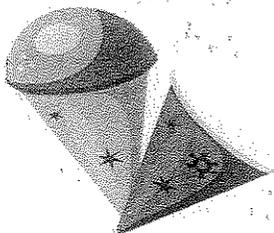
Live Music, Food, Drinks & Kids' Games

Community Revitalization of Charles City

401 N. Main • Charles City, IA 50616 • (641)228-2335

Visit www.charlescitychamber.com

for up to date information!



CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 5/2013, FISCAL 11/2013

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
174-533-4300	INTEREST - SECTION 8	2,300.00	108.85	1,418.66	61.68	881.34
174-533-4440	STATE GRANT-SEC 8	.00	.00	.00	.00	.00
174-533-4504	FRAUD-SEC 8	4,500.00	661.00	3,279.00	72.87	1,221.00
174-533-4505	HUD CONTRIB-SEC 8	570,000.00	48,389.00	515,485.00	90.44	54,515.00
174-533-4509	ADMIN FEE/HTH-SEC 8	85,000.00	6,850.00	85,038.00	100.04	38.00
174-533-4710	REIMBURSED EXP-SEC 8	1,000.00	.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	56,008.85	605,796.66	91.26	58,003.34
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	59,500.00	2,860.10	52,806.92	88.75	6,693.08
174-533-6040	OVERTIME SALARY - SECTION 8	.00	.00	.00	.00	.00
174-533-6110	FICA - SECTION 8	4,552.00	198.61	3,673.50	80.70	878.50
174-533-6130	IPERS -SECTION 8	5,159.00	247.96	4,293.67	83.23	865.33
174-533-6150	HEALTH INS - SECTION 8	23,648.00	1,479.88	22,679.59	95.90	968.41
174-533-6151	LIFE INS - SECTION 8	240.00	16.64	236.60	98.58	3.40
174-533-6160	WORK COMP - SECTION 8	1,400.00	.00	.00	.00	1,400.00
174-533-6170	UNEMPLOYMENT - SECTION 8	499.00	.00	185.68	37.21	313.32
174-533-6199	EMPLOYEE BEN-SEC 8	.00	.00	.00	.00	.00
174-533-6230	STAFF TRAINING - SECTION 8	3,500.00	.00	3,463.50	98.96	36.50
174-533-6380	UTILITY ALLOT - SECTION 8	16,000.00	994.00	8,397.00	52.48	7,603.00
174-533-6401	ACCOUNTING FEES - SECTION 8	2,800.00	210.00	2,464.00	88.00	336.00
174-533-6420	CONTRACT SERVICES - SECTION 8	10,000.00	546.85	8,622.29	86.22	1,377.71
174-533-6423	SPECIAL SERVICE - SECTION 8	200.00	.00	.00	.00	200.00
174-533-6445	HC VOUCHER PAY-SEC 8	600,000.00	50,832.38	540,604.02	90.10	59,395.98
174-533-6518	SUNDRY-OFF EXP-SEC 8	3,000.00	1,500.00	3,244.53	108.15	244.53
	SECTION 8 VOUCHER TOTAL	730,498.00	58,886.42	650,671.30	89.07	79,826.70
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	66,698.00	2,877.57	44,874.64	67.28	21,823.36

CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 5/2013, FISCAL 11/2013

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-532-4300	INTEREST-PUBLIC HOUSING	21,500.00	1,866.91	20,565.51	95.65	934.49
173-532-4504	FRAUD-PUBLIC HOUSING	4,000.00	601.00	2,590.82	64.77	1,409.18
173-532-4506	DWELLING RENT-PUBLIC HOUSING	420,000.00	36,879.00	389,866.00	92.83	30,134.00
173-532-4507	EXCRSS UTILITY-PUBLIC HOUSING	11,000.00	1,446.00	8,094.00	73.58	2,906.00
173-532-4508	CONTRIB-OTHER-PUBLIC HOUSING	11,000.00	830.50	10,463.75	95.13	536.25
173-532-4710	REIMBURSED EXP-PUBLIC HOUSING	2,000.00	.00	2,333.55	116.68	333.55-
173-532-4781	OPER SUBSIDY-PUBLIC HOUSING	.00	15,659.00	77,278.00	.00	77,278.00-
	PUBLIC HOUSING TOTAL	469,500.00	57,282.41	511,191.63	108.88	41,691.63-
173-910-4830	TRANSFER IN - PUBLIC HOUSING	.00	.00	.00	.00	.00
	TRANSFERS IN/OUT TOTAL	.00	.00	.00	.00	.00
173-532-6010	SALARY - PUBLIC HOUSING	100,000.00	7,024.73	84,795.78	84.80	15,204.22
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	7,727.00	481.17	5,818.34	75.30	1,908.66
173-532-6130	IPERS - PUBLIC HOUSING	8,757.00	609.05	7,346.11	83.89	1,410.89
173-532-6150	HEALTH INS - PUBLIC HOUSING	35,472.00	2,219.82	30,283.39	85.37	5,188.61
173-532-6151	LIFE INS - PUBLIC HOUSING	360.00	24.96	354.89	98.58	5.11
173-532-6160	WORK COMP - PUBLIC HOUSING	2,100.00	.00	830.00	39.52	1,270.00
173-532-6170	UNEMPLOYMENT - PUBLIC HOUSING	750.00	.00	670.79	89.44	79.21
173-532-6198	EMP BEN MAINT-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6199	EMPLOYEE BEN-PUBLIC HOUSING	.00	79.70	533.48	.00	533.48-
173-532-6230	STAFF TRAINING-PUBLIC HOUSING	7,500.00	1,087.71	6,717.17	89.56	782.83
173-532-6370	GAS - PUBLIC HOUSING	30,000.00	3,590.05	29,560.37	98.53	439.63
173-532-6371	UTILITIES - PUBLIC HOUSING	40,000.00	3,173.17	39,343.65	98.36	656.35
173-532-6374	WATER - PUBLIC HOUSING	16,000.00	1,332.86	14,335.58	89.60	1,664.42
173-532-6379	OTH UTIL-PUBLIC HOUSING -SEWER	22,000.00	1,655.38	19,068.93	86.68	2,931.07
173-532-6401	ACCOUNTING FEES-PUBLIC HOUSING	3,000.00	165.00	2,584.00	86.13	416.00
173-532-6408	TORT LIABILITY - PUBLIC HOUSING	21,000.00	20,309.00	20,309.00	96.71	691.00
173-532-6411	LEGAL FEES - PUBLIC HOUSING	2,000.00	104.00	572.00	28.60	1,428.00
173-532-6415	COPIER LEASE - PUBLIC HOUSING	1,500.00	.00	1,550.01	103.33	50.01-
173-532-6420	CONTRACT SERVICES - PUBLIC HOU	14,000.00	718.44	12,941.04	92.44	1,058.96
173-532-6441	TENANT SERVICES-PUBLIC HOUSING	6,000.00	.00	5,490.25	91.50	509.75
173-532-6442	PILOT-PUBLIC HOUSING	33,434.00	.00	33,434.60	100.00	.60-
173-532-6516	REFUNDS-PUBLIC HOUSING	100.00	.00	58.00	58.00	42.00
173-532-6518	SUNDRY-OFF EXP-PUBLIC HOUSING	16,000.00	6,123.04	21,913.25	136.96	5,913.25-
173-532-6599	MAINT MATERIALS-PUBLIC HOUSING	44,000.00	3,081.24	46,120.28	104.82	2,120.28-
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	612,700.00	51,779.32	384,630.91	62.78	228,069.09
173-536-6010	SALARY - PH MAINT	68,850.00	5,190.79	63,336.68	91.99	5,513.32
173-536-6040	OVERTIME SALARY - PH MAINT	2,800.00	252.12	3,004.14	107.29	204.14-
173-536-6110	FICA - PH MAINT	5,421.00	405.95	4,962.15	91.54	458.85

CITY OF CHARLES CITY
 REVENUE & EXPENSE REPORT
 CALENDAR 5/2013, FISCAL 11/2013

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-536-6130	IPERS - PH MAINT	6,143.00	471.89	5,699.04	92.77	443.96
173-536-6150	HEALTH INS - PH MAINT	6,550.00	545.79	6,012.06	91.79	537.94
173-536-6151	LIFE INS - PH MAINT	100.00	8.37	83.70	83.70	16.30
173-536-6160	WORK COMP - PH MAINT	1,000.00	4,855.00	4,855.00	485.50	3,855.00-
173-536-6170	UNEMPLOYMENT - PH MAINT	528.00	.00	337.12	63.85	190.88
173-536-6181	UNIFORM ALLOWANCE - PH MAINT	450.00	.00	450.00	100.00	.00
	PUBLIC HOUSING MAINTENANC TOTA	91,842.00	11,729.91	88,739.89	96.62	3,102.11
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	269,042.00-	6,226.82-	37,820.83	14.06-	306,862.83-

MEETING DATE: 6/20/13 **RE:** Approve Resolution No05-13 Writing Off Accounts Receivables

REQUESTED ACTION: Approve Resolution No. 05-13 to remove uncollectible accounts from the records.

Comments: As required by HUD, at least annually we must review our outstanding accounts receivable accounts and determine which ones appear to be uncollectible. It is recommended that the "uncollectible" accounts should be written off the books to reflect a better collection record. It is important to note that even though accounts are written off, effort is made to continue to collect the debt. Also, if an account is written off and the person reapplies for assistance, they are not eligible until the debt is paid in full or we can no longer collect due to the statute of limitations. Anyone who owes us money is entered into a nationwide database that all housing agencies can check.

Charles City Housing and Redevelopment Authority

RESOLUTION NO. 05-13

RESOLUTION APPROVING THE REMOVAL OF UNCOLLECTIBLE ACCOUNTS FOR THE CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY AS REQUIRED BY DHUD FOR FYE 06/30/13

WHEREAS, the Charles City Housing and Redevelopment Authority makes efforts to collect on accounts as a result of damage claims, unreported income and other actions that result in payment made on behalf of program participants or others debts claimed due to the Housing Authority, and

WHEREAS, a listing of past due accounts has been prepared totaling \$2,390.37, and

NOW, THEREFORE, BE IT RESOLVED, by the Charles City Housing and Redevelopment Authority Board of Commissioners that the following accounts be written off, however, all collection efforts will continue where possible:

<u>Public Housing</u>		
Sacueza	Morningside, unpaid rent	\$ 44.00
Dunning	Morningside, unreported income/damages	<u>\$ 230.37</u>
		\$ 274.37
<u>Section 8</u>		
Sibbitts	Section 8, unreported income	\$ 655.00
Chapman	Section 8, unreported income	\$ 111.00
Roe	Section 8, unreported income	\$ 479.00
Vilmain	Section 8, unreported income	<u>\$ 871.00</u>
		\$2,116.00
Total		\$2,390.37

June 20, 2013

Margaret Calvert, Chairperson

Heidi Nielsen, Director

REQUESTED ACTION: Consider approval contract with Marco to upgrade copier to a Konica Bizhub 423.

Comments: We have been leasing our current Bizhub 420 copier for the past six years. For the first four years our lease payment had been \$226.61 a month. The last two years we renewed our lease for \$172.23 a month. In addition, we have been paying approximately \$45 a month for our copies.

Even though the existing copier is functional, it has been requiring more frequent repairs. However, the main reason we need to upgrade to the newer model is because the old copier isn't compatible with our operating system. Because of this, we haven't been able to use some of the networking features of the copier.

The new lease is for 60 months at \$230.51 per month and includes the equipment, supplies, and service. It also includes 7,250 copies per month. We will only have to pay for any copies over that amount. The only other extra expenses would be for staples, paper, and networking troubleshooting services.

REQUESTED ACTION: Consider approval of plumbing contract with Ron's Plumbing effective July 1, 2013 through June 30, 2015.

Comments: Every two years we review our contracted expenses to determine we are receiving services at a reasonable price. The current plumbing contract is expired.

Information and spec sheets were sent to the following contractors: Mick Gage Plbg. and Htg., Mills, Inc., Ron's Plumbing, Friedrich Plumbing & Heating, and Pederson Plumbing. Quotes were received from one contractor with the following rates:

		Monday-Friday 8:00 a.m. – 5:00 p.m.	Saturday	Sunday	Holidays
Previous Rates	Heating	\$30.00	\$45.00	\$45.00	\$45.00
Linderman Heating & Air	Heating	\$50.00	\$75.00	\$75.00	\$75.00

Although we only had one contractor submit a bid and the hourly rate has almost doubled, we would like to accept their bid. In the past month we have had to call Mick Gage and Mills to take care of some drain issues we were having. The hourly amounts that they billed us were higher than Ron's Plumbing. Three years ago Mills hourly rate was \$55.00. Even though the contracted hourly rate has increased significantly, it appears to be consistent with others in the industry.

REQUESTED ACTION: Consider approval of heating contract with Linderman Heating & Air effective July 1, 2013 through June 30, 2015.

Comments: Every two years we review our contracted expenses to determine we are receiving services at a reasonable price. The current heating contract is expired.

Information and spec sheets were sent to the following contractors: Mick Gage Plbg. and Htg., Mills, Inc., Linderman Heating & Air, Friedrich Plumbing & Heating, and Pederson Plumbing. Quotes were received from one contractor with the following rates:

		Monday-Friday 8:00 a.m. – 5:00 p.m.	Saturday	Sunday	Holidays
Previous Rates	Heating	\$35.00	\$52.00	\$52.00	\$52.00
Linderman Heating & Air	Heating	\$60.00	\$90.00	\$90.00	\$90.00

Although we only had one contractor submit a bid and the hourly rate has almost doubled, we would like to accept their bid. In the past month we have had to call Mick Gage and Mills to take care of some drain issues we were having. The hourly amounts that they billed us were the same as Linderman's. Three years ago Mills hourly rate was \$55.00. Even though the contracted hourly rate has increased significantly, it appears to be consistent with others in the industry.

MEETING DATE: 5/20/13

RE: Consider Approval of Contract for Routine Electrical Repairs

REQUESTED ACTION: Consider approval of electrical contract with Bluhm's Cedar Valley Electric effective July 1, 2013 through June 30, 2015.

Comments: Every two years we review our contracted expenses to determine we are receiving services at a reasonable price. The current electrical contract with Hobert Electric is expired.

Information and spec sheets were sent to the following contractors: Bluhm's Cedar Valley Electric, Hobert Electric, Jensen Electric and Perry Novak Electric. We received quotes from Bluhm's and Jensen Electric:

	Monday-Friday 8:00 a.m. – 5:00 p.m.	Nights and Weekends	Holidays
Current Rates	\$43.00	\$64.50	\$86.00
Jensen Electric	\$44.00	\$46.00/\$50.00	\$50.00
Bluhm's Cedar Valley Electric	\$35.00	\$35.00/\$45.00	\$45.00

We have worked with Bluhm's Cedar Valley Electric and have found them to be very accommodating and have been happy with the quality of their work.

MEETING DATE: 5/21/13

RE: Consider Approval of Contract for
Painting Services

REQUESTED ACTION: Consider approval of painting contract with Art Mehmen effective July 1, 2013 through June 30, 2015.

Comments: Every two years we review our contracted expenses to determine we are receiving services at a reasonable price. We are currently working with Art Mehmen without a contract. The last time we went out for bids he said that he would honor is current rates but didn't want to sign a contract. We approved this request because the only other bids that we got were significantly higher than his rates.

Information and spec sheets were sent to the following contractors: Steve Patten, Tami Molitor, Roger Poohl, Marie Kellogg, Rick Burton, Art Mehmen, and Judy Latch. Quotes were received from Art Mehmen and Rick Burton with the following rates:

Total Cost of Services	Proposed Rates		Current Rates
	Rick Burton	Art Mehmen	Art Mehmen
2 bd. 2 story Morningside	\$ 425.00	\$135.00	\$ 120.00
3 bd. 2 story Morningside	\$ 495.00	\$150.00	\$ 135.00
1 bd. South & North Cedar Terrace	\$ 250.00	\$120.00	\$ 105.00
2 bd. South Cedar Terrace	\$ 290.00	\$130.00	\$ 115.00
EXTRAS when ordered:			
Ceilings shall be charged at a rate of	\$.10/sq.ft.	\$.20/sq.ft.	\$.05/sq.ft.
Additional time for applying Kilz			\$15.00/hr.
WORK AVAILABILITY:	As needed	As needed	As needed

We have been very satisfied with the quality of Art's work and his availability.

MEETING DATE: 6/20/13

RE: Consider Approval Contract Extension for Pest Control Services

REQUESTED ACTION: Consider approval of extending the contract with Plunkett's Pest Control effective July 1, 2013 through June 30, 2015.

Comments: We have been using the new process for preventative service proposed by Pluketts in 2010. Under the new process they treated the exteriors of the apartments twice a year and then came four times to monitor for infestations. By going to this system we eliminated the need to spray inside of the units. All of the other pest control companies still want to treat the interiors of the units. We have been using this system for the past three years and haven't had an increase in the amount of infestations that were treated and there wasn't an increase in the complaints from the residents due to insects.

The current exterminating contract automatically renews each month and can be ended with a written 90 day notice. They are proposing extending the contract for two additional two years at the existing cost of \$1,132.40. Any time they would need to come to treat an apartment for bugs outside of the quarterly visits, there is an additional trip/treatment charge just as it has been for the past three years. So far this fiscal year we have only been billed an additional \$75.00 for extra treatments.

MEETING DATE: 6/20/13

RE: Consider Adoption of "No Smoking" Policy to Eliminate Smoking in all Apartments

REQUESTED ACTION: Discuss adoption of going 100% smoke free in all apartments.

Comments: In 2007 we adopted our current "no smoking" policy. However, we still have some buildings where it is permitted. In addition, we grandfathered the current smokers and allowed them to continue to smoke in the unit even if it was in a designated non-smoking building. Since that time, HUD has published two notices regarding providing 100% smoke free living.

We have recently had several units rented by heavy smokers vacated. It has taken Steve and Joe two weeks to clean them and make them ready for occupancy. We have estimated that it has cost around \$800-\$1000 to clean each unit. And there are an increasing amount of studies that are showing the dangers of second hand smoke not only to the occupants of a unit, but to the neighbors due to the smoke infiltration from one unit to the next. In addition, the second hand smoke has a negative impact on the health of our employees who are exposed to it as well.

We would like to adopt a policy to eliminate smoking in all of our units and common areas. At this time, we are still considering allowing smoking outside of the units. But, we already get complaints from non-smoking neighbors when smoke enters an open window. Some housing authorities have instituted set-backs and allowed smoking outside as long as they are 15-20 ft. from a residential unit. Others have set up designated smoking areas.

If we go 100% smoke free, we plan to contact the public health department to see what smoking cessation programs are available for the residents if they choose to quit. While initially we may lose some residents, most of the housing authorities who have already gone smoke free say that they haven't lost any residents. Last year we had a resident meeting to see if they were in favor of going smoke free. We had about 15 residents attend and most of the residents who were smokers didn't object. The residents who objected the most were non-smokers.