

CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY

AGENDA

February 19, 2014, 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 16, 2014.....	1-2
IV.	Approval of Bills for February 2014.....	3
V.	Communications	4-27
	1. CFP Update	
	2. Rehab Update	
	3. Board Meeting Attendance Record	
	4. Monthly Rental Status Update	
	5. End Of Participation Tracker	
	6. Newsletters	
	7. Financial Statements	
VI.	Old Business	
VII.	New Business	
	1. Approve Audit Report for FYE 06/30/2013.....	28
	2. Approve Resolution 02-14 Civil Rights Certification.....	29-31
	3. Approve General Depository Agreement.....	32-34
	4. Consider Approval to Send Staff to Annual Iowa NAHRO Conference..	35-37
	5. Review Physical Needs Assessment Proposals and Make Recommendation to Council.....	38-40
VII.	Election of Officers.....	41
	1. Chairperson	
	2. Vice-Chairperson	
IX.	Review of By-Laws for Revisions	42-44
X.	Move to Adjourn	

Next regular meeting scheduled for Thursday, March 20, 2014
7:00 a.m., CCHRA Office

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
January 16, 2014 7:00 a.m.

Members Present: Trey Becker, Jeremy Heyer, and Jill Streich. Absent: Margaret Calvert and Karen Christensen. Others present: Heidi Nielsen, staff; and Susan Anderson

Call to Order. Vice-Chairperson Becker called the meeting to order at 7:02 a.m.

Public Comments. No public comments.

Amend-Approve Minutes of December 19, 2013. Streich moved, Heyer seconded the motion to approve the minutes of December 19, 2013 as presented. Ayes: 3, Nays: 0. Motion carried.

Approval of Bills. Heyer moved, Streich seconded the motion to approve payment of the revised bill listing totaling \$72,909.24. Ayes: 3, Nays: 0. Motion carried.

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

Old Business. None.

New Business.

Approve City Budgets for FY 2014-2015. The proposed budgets were presented and Nielsen pointed out the major variances from the current budget. The discussion centered on the reduction in HUD funding and the uncertainty in future funding. Heyer made a motion to approve the budgets for FY 2014-2015 and was seconded by Streich. Ayes: 3, Nays: 0. Motion carried.

Approve Policy Requiring Direct Deposit for HAP Payment and Approve Resolution 1-14 to Amend the Admin Plan. Nielsen explained that we haven't been able to offer direct deposit since the implementation of the City's new accounting software. Now that we are able to offer the service, staff represented a request to require all payments be made by direct deposit. Nielsen said that upon checking with HUD regarding the policy change we learned that such a policy is allowed however exceptions must be made for those wanting to opt out of the direct deposit. The change is to go into effect on March 1, 2014. Streich moved to approve Resolution 1-14 amending the Admin Plan to require direct deposit. Heyer seconded the motion. Motion carried on roll call vote. Ayes: Becker, Heyer, and Streich. Nays: 0 Motion carried on roll call vote.

Approve Repairs to Tractor. Nielsen explained that the drive shaft of the tractor was damaged beyond repair and that we were given three different options: either to repair the engine, replace the engine or replace the entire tractor. Since the tractor was only three years old, staff requested approval to replace the motor. Replacing the tractor with a new one would be cost prohibitive and would not be necessary. Nielsen said that the service shop recommended the entire engine replacement as the best option. Heyer made a motion to approve the repairs as requested and Streich seconded the motion. Ayes: 3, Nays: 0. Motion carried.

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

Charles City Housing and Redevelopment Authority

Board Chairperson

ATTEST:

Heidi Nielsen, Director

**Charles City Housing
Monthly Bill Listing
February 2014**

Bluhms Cedar Valley Electric	Replace 2 Heaters @ NCT/Bathroom Timers	977.71
Business Card	Monthly Backup Service	14.98
C.Naber & Associates	Accounting Fees	375.00
CEC	New DVR and Installation	9,759.29
Charles City Press	Legal Notice	18.23
Century Link	Phone Service	173.86
Cintas	Rug Service	115.80
Circle K Communications, Inc.	Radio Repairs for Camera	75.55
City of Charles City	Water/Sewer/URP/S8 Inspections	3,047.04
Don's Repair	Tractor Repairs/Parts/Snowblower	3,099.43
Estate of Ken Schneider	Security and Pet Deposit Refund	250.00
Foxen Floors & More	Carpeting Apt 2202	1,193.36
GE Capital	Copier Lease	230.51
HAPS	February HAP Payments	49,487.28
Iowa Dept. of Inspections & Appeals	Fraud Investigation	204.75
Iowa Department of Public Health	Lead Certification Renewals	180.00
Iowa Department of Transportation	Fuel	347.27
Iowa NAHRO	Iowa NAHRO Conference Fees	600.00
Iowa NAHRO	Iowa NAHRO Annual Membership	75.00
Jendro Sanitation	Trash Service	563.00
Mehmen's Painting	Painting Apts. 2202 and 6	290.00
Mick Gage Plumbing & Heating	Drain Clean Out at NCT	285.00
Mid American Energy	Electric/Gas/URP	10,104.99
NAHRO	Annual Membership	475.00
Nancy Valaderes	Security Deposit Refund	200.00
Pitney Bowes	Postage Meter Lease	47.74
Purchase Power	Postage	300.00
Quality Auto Service	Tires for Truck	1,065.76
Ron's Plumbing	Plumbing Repair/Supplies	194.00
Schueth Ace Hardware	Maintenance Items	1,289.62
Sherwin Williams	Paint	403.67
Superior Lumber	Maintenance Items	28.59
T-J Service	Stove Repairs	148.48
Teeter Specialty Company L.L.C.	Sundry/Work Order Forms	146.04
US Cellular	Phone Service	69.49
Wanda Huffman	Pet Deposit Refund	50.00
YARDI	Criminal Background Checks	10.50
TOTAL		85,896.94

REQUESTED ACTION: None - for your information only.

1. **Capital Fund Update.** We have had to draw down the remaining funds in our 2012 Capital Fund. HUD has changed the regulations and because we had all of the funds budgeted as operations, they all needed to be obligated and expended by March 1st or they would be recaptured. We still have almost \$10,000 left in the fund that is unobligated. What I did was draw down the entire balance remaining. Since we don't have any capital projects that we can use if for right now, I am going to transfer it into public housing to help offset some of my time spent on the administration of the fund. I had originally planned to use the remaining funds to cover the physical needs assessment, but we still have the entire amount from 2013 unobligated. In addition to the funding from 2014 which will be awarded soon. I anticipate the 2014 funding to be similar to the 2013 award.

Next year we have to submit our 5-year plan to HUD. By that time we should have all of the information from the needs assessment to help with budgeting and planning our capital improvement projects without having to budget the entire amount in operations.

We have spoken with the HUD's Labor Division concerning the parking lot project. The advice that we go from them was to refer the matter over to the City Attorney because Allied is in violation of the contract that they signed with us. John said that he will try to get the payroll reports that we are missing one more time before we get Ralph Smith involved.

2. **Rehab Update.** We have the updated information verified for the next five applications. One of the families is self-employed and we are having difficulty anticipating their gross income. Normally we use the previous year's income tax return and anticipate their next year's income to be the same. This will not work for this family because they have started two new businesses in addition to their existing one. Due to this, I am going to put their application on hold until they get their 2013 tax return done. If we use the income on their 2012 return the annual income will be understated. We will be moving forward with the four remaining applications and hope to meet with them and get enough information to start the historical clearances. If things go well, I anticipate that we will be going out for bid by late April or early May.
3. **Board Meeting Attendance Record.** This is attached for your review and creates accountability for meeting attendance and is only reviewed on an annual basis.
4. **Monthly Rental Status Update.**

Month of January 2014	Total Leased 1/1/14	New Leases	Removed Or Moved	Total Leased 1/31/14	Total On Waiting List	Offered Assistance	Removed
Terraces 132 Units	129	3	0	132	22	2	1
Morningside 15 Units	15	0	1	14	12	3	6
Section 8 197 Units	161	5	8	158	65	0	7

Declined Assistance (5) Over Income () Denied (1) Insufficient Address ()
Did not attend Briefing/Information Not Returned (8) Criminal Background Check ()
Voucher Expired () Purged ()
Terminations: PH () S8 (1)
Port Out: (3)

5. End of Participation Tracker. See attachment
6. Newsletters. See attachments
7. Financial Statements. January 2014 statements are attached.

**BOARD MEETING ATTENDANCE
JAN 2013 – DEC 2013**

2013	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Becker	X	X	X	X	X	X	X	X	X	X	X	X	12
Calvert	X	X	X	X	X	X	X	X	X	X	X	X	12
*Christensen											X	A	1
*Heyer		X	X	X	A	X	X	X	X	X	X	X	10
*Jenkins	X	X	X	X	X	X	A	A	A	A			6
*Soifer	X												1
Streich	X	X	A	A	A	X	X	X	A	X	X	X	8

* Indicates members beginning or ending terms during the calendar year (all shaded spaces indicate the member was not appointed to the board during that month)

"X" – In attendance
"A" – Absent

END OF PARTICIPATION
 TRACKER
 2013-2014

SECT8	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTALS
LEFT IN GOOD STANDING	2	2	2	2	2	1		2					11
ZERO HAP	2	2	2	2									8
MUTUAL REICISION							2						2
ANNUAL RE-EXAM SEARCHING		1	1					2					2
PORT-OUT ABSORBED						1							3
PORT-OUT SEARCHING			2			1							4
DECEASED													1
MOVED IN VIOLATION				3									5
EVICTED	1	1											2
UNAUTHORIZED LIVE-IN	1	1											2
VIOLATION OF FAMILY OBLIGATION	1	1	1										4
GAVE UP ASSISTANCE BEFORE 1 YEAR						1							1
FAILURE TO RENEW											1		1
FAILURE TO REPAY										1			1
FAILURE TO PROVIDE INFO													0
FAILURE TO FOLLOW THROUGH													0
FRAUD													0
UNREPORTED INCOME-2ND TIME			1										1
UTILITIES DISCONNECTED						2							2
CRIMINAL CONVICTION													0
VOUCHER EXPIRED													0
VOUCHER REVOKED													0
LEASED W/NEW LANDLORD				3	1	2							7
TOTALS	7	7	15	6	8	3	2	1	0	0	0	0	54
PUBLIC HOUSING													
LEFT IN GOOD STANDING	1	1	2	2	1	1	1	1					10
DECEASED	2	2				1	1						6
MOVED IN VIOLATION													0
TERMINATED FOR LEASE VIOLATIONS													0
EVICTED				1									1
UNAUTHORIZED LIVE-IN													0
FAILURE TO RENEW													0
FAILURE TO REPAY													0
FAILURE TO PROVIDE INFO													0
FAILURE TO FOLLOW THROUGH													0
CRIMINAL CONVICTION													0
OTHER													0
UTILITIES DISCONNECTED													0
TOTALS	3	3	2	3	1	2	2	1	0	0	0	0	17



TERRACE NEWS

February 2014 OFFICE HOURS 8 AM-4:30 PM (641)228-6661

February 20th at 7:00 a.m. is the monthly board meeting held at the office. This is open to the public.

February:

January 31 thru February 2 Cabin Fever Weekend - see attached Schedule for details.

Be sure to check the **Senior Center** Calendar that is attached for various Activities!

2 Happy Groundhog Day

14 Happy Valentine's Day

15 Matinee at the Charles Theater
watch the paper for details.

17 President's Day Office Closed

28 Chili Cook Off



LOOK WHO'S CELEBRATING A

Larry Shepard Apt. 56	1
Janice McGuire	9
Brenda Ringwald Apt.25	12
Keith Doyle Apt. 130	15
Donald Hubert Apt. 102	15
Richard Knight Apt. 104	15
Cole Heitz Apt. 108	17
Tom Gonyo	21
Carol Jones Apt. 97	25
Herman Eggers Apt. 73	28

TAX FILING HELP:

There is free income tax filing assistance available this year on Mondays,



beginning February

3rd through April 14th, from 9am-4pm at the NIACC center here in Charles City. Appointments can be made by calling 228-4634.

THE OFFICE WILL BE CLOSED ON MONDAY, FEBRUARY 17 IN HONOR OF PRESIDENTS DAY.



HELP US WELCOME YOUR NEW NEIGHBORS TO THE TERRACES!

Michelle Young Apt. 6 SCT

Charlene Fisher Apt. 50 SCT

Timothy Mennenga Apt. 115 NCT



Banned Individuals From Any Public Housing Property:

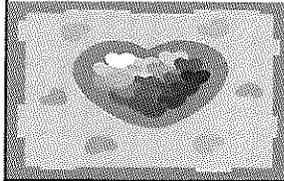
David "Boone" Mahnesmith, Roy Bode

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. §

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!

"Valentine's Day is the poet's holiday."



**By
Ted Kooser**

THE NO SMOKING POLICY IN ALL PUBLIC HOUSING UNITS IS NOW IN EFFECT. ABSOLUTELY NO SMOKING IS ALLOWED BY ANYONE; TENANTS OR GUESTS. TENANTS ARE RESPONSIBLE FOR THEIR GUESTS! IF IT IS FOUND THAT SOMEONE IS SMOKING IN YOUR UNIT, THE EVICTION PROCESS WILL BEGIN. NO SECOND CHANCES WILL BE GIVEN.



Resident Laundry Room Hours

- Sunday: Open All Day**
- Monday: Open until Noon & after 3:00pm**
- Tuesday: Open until 8:00am & after 3:00pm**
- Wednesday: Open until 8:00 am & after 3:00pm**
- Thursday: Open until 8:00am & after 3:00pm**
- Friday: Open until Noon & after 3:00pm**
- Saturday: Open All Day**

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.



SAFETY PRECAUTION:

As a precaution you should never leave your apartment with a washer or dryer still running. Appliances such as these should always be attended. This goes for cooking appliances also!

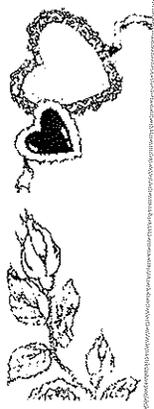
FEBRUARY 2014 MENU

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3	4	5	6	7
Chili with Beans Tangy Coleslaw Corn Bread Oranges & Pineapple	Baked Chicken Baked Potatoes Green Peas Raisin Applesauce Tomato Juice	Spaghetti w/Meat Sauce Broccoli French Bread Parmesan Cheese Apricot Halves	Roast Pork Sandwich Baked Beans Rice Raisin Pudding Raspberry Lemonade 	Ham Loaf Sweet Potatoes Calico Corn Strawberries
10	11	12	13	14
Tater Tot Casserole California Blend Vegetable WW Roll Mixed Fruit Salad	Crunchy Baked Fish Corn Spinach Mandarin Oranges Carrot Cake	Salisbury Steak Mashed Potatoes Mixed Vegetables Peaches OJ	Chicken and Asparagus Penne Tossed Vegetable Salad Garlic Bread Plums Tomato Juice	Pork Chow Mein/ Rice 3 Bean salad Hot Fruit Compote
17	18	19	20	21
Assorted Fish Roasted Red Potatoes Creamed Peas Bananas & Oranges Raspberry Lemonade	Beef Roast Mashed Potatoes Gravy Cooked Cabbage Peach Crisp	Egg - Potato Bake Asparagus Fruit Oat Muffin Apple Slices Tomato Juice	 Roast Turkey Sweet Potatoes Green Beans Apple Cranberry Salad Pumpkin Custard Dessert OJ	Stuffed Pepper Casserole Green Beans Garlic Bread Fruit Compote OJ
24	25	26	27	28
Ham & Bean Soup Cheese Bread Green Beans Strawberries & Bananas OJ	Baked Chicken Mashed Potatoes w/ Gravy Cranberry Brussels Sprouts Cinnamon Applesauce	Beef & Noodles Casserole Stewed Tomatoes Broccoli Raisin Salad w/ Walnuts Peach Crisp	Roast Pork Baked Potato Cabbage & Onion Oatmeal Fruit Bar Tomato Juice	Goulash Toss, Veg. Salad Corn Bread Fruited Jello

Monday	Tuesday	Wednesday	Thursday	Friday
<ul style="list-style-type: none"> American Heart Month American History Month Black History Month CANADA: Heart Month Canned Food Month Celebration of Chocolate Month Great American Pies Month International Boost Self-esteem Month International Embroidery Month Library Lovers' Month National Blah Buster Month 	<ul style="list-style-type: none"> National Bird Feeding Month National Cherry Month National Children's Dental Health Month National Snack Food Month National Weddings Month Potato Lovers' Month Return Shopping Carts to the Supermarket Month BIRTHSTONE - Amethyst (Sincerity) FLOWERS - Violet (Alt. - Primrose) COLORS - Light Blue and Yellow 			
3 Halfway Point of Winter * * * * * 11:00-11:30 Living Better In CC 6:30 Bingo	4 9:00 Men's Pool 11:15 "Sharing Household Hints" with Judy Hauser Please bring a hint 1:00 Cards (to share)	5 9:00 Women's Pool 11:00-11:30 Living Better In CC	6 9:00 Open Pool 11:00 Program "Long Term Health Care Options" by Terri Cosselman	7 11:00-11:30 Living Better In CC 11:35 Nutritional Education
10 11:00-11:30 Living Better In CC 6:30 Bingo	11 9:00 Men's Pool 11:15 Music by Dick Knight 1:00 Cards	12 9:00 Women's Pool 10:30-12:00 Blood Pressure Clinic	13 9:00 Open Pool 11:15 Music by Roger Wedeking 1:00 P.M. General Membership Mtg. <i>100% session</i>	14 Valentine's Day Wear Red Day 11:15 Program by Heidi Reams from Fossil Prairie Park
17 * U.S. Presidents' Day 10:15 Site Council Mtg. 11:00-11:30 Living Better in CC 6:30 Bingo	18 9:00 Men's Pool 11:15 Healthline "FCMC Cardiac Rehab" by Pat Townsend RN 1:00 cards	19 9:00 Women's Pool 11:00 Program by Jody & Dr. Flint "Travels to Africa"	20 9:00 Open Pool 11:00 Bingo	21 11:00-11:30 Living Better In CC Celebrate Birthdays
24 11:00-11:30 Living Better In CC 6:30 Bingo	25 9:00 Men's Pool Program Pending 1:00 Cards	26 9:00 women's Pool 11:00-11:30 Living Better In CC Blue Jeans Day	27 9:00 Open Pool 11:15 Music ; by Jack Tynan Jam Session	28 * French Fry Friday 11:00 - 11:30 Living Better In CC



Feb. 2014





Dietary Guidelines

Healthy food habits can help you reduce three of the major risk factors for heart attack -- high blood cholesterol, high blood pressure and excess body weight. They'll also help reduce your risk of stroke, because heart disease and high blood pressure are major risk factors for stroke. The American Heart Association Eating Plan for Healthy Americans is based on these new dietary guidelines, released in October 2000:

- Eat a variety of fruits and vegetables. Choose 5 or more servings per day.
- Eat a variety of grain products, including whole grains. Choose 6 or more servings per day.
- Include fat-free and low-fat milk products, fish, legumes (beans), skinless poultry and lean meats.
- Choose fats and oils with 2 grams or less saturated fat per tablespoon, such as liquid and tub margarines, canola oil and olive oil.
- Balance the number of calories you eat with the number you use each day. (To find that number, multiply the number of pounds you weigh now by 15 calories. This represents the average number of calories used in one day if you're moderately active. If you get very little exercise, multiply your weight by 13 instead of 15. Less-active people burn fewer calories.)
- Maintain a level of physical activity that keeps you fit and matches the number of calories you eat. Walk or do other activities for at least 30 minutes on most days. To lose weight, do enough activity to use up more calories than you eat every day.
- Limit your intake of foods high in calories or low in nutrition, including foods like soft drinks and candy that have a lot of sugars.
- Limit foods high in saturated fat, trans fat and/or cholesterol, such as full-fat milk products, fatty meats, tropical oils, partially hydrogenated vegetable oils and egg yolks. Instead choose foods low in saturated fat, trans fat and cholesterol from the first four points above.
- Eat less than 6 grams of salt (sodium chloride) per day (2,400 milligrams of sodium).
- Have no more than one alcoholic drink per day if you're a woman and no more than two if you're a man. "One drink" means it has no more than 1/2 ounce of pure alcohol. Examples of one drink are 12 oz. of beer, 4 oz. of wine, 1-1/2 oz. of 80-proof spirits or 1 oz. of 100-proof spirits.

Following this eating plan will help you achieve and maintain a healthy eating pattern. The benefits of that include a healthy body weight, a desirable blood cholesterol level and a normal blood pressure. Every meal doesn't have to meet all the guidelines. It's important to apply the guidelines to your overall eating pattern over at least several days. These guidelines may do more than improve your heart health. They may reduce your risk for other chronic health problems, including type 2 diabetes, osteoporosis (bone loss) and some forms of cancer. (from www.americanheart.org)

I-Can't-Believe-I-Like-My-Veggies Dip

Source: Better Homes and Gardens

Ingredients: 1- 8-ounce carton fat-free dairy sour cream or one 8-ounce tub cream cheese

1- 8-ounce carton plain fat-free yogurt

1- 0.4-ounce envelope Ranch dry salad dressing mix (does not contain buttermilk solids)

Cut-up vegetables

Directions : Put the sour cream or cream cheese, yogurt, and dressing mix in a medium mixing bowl.

Stir together with a wooden spoon. If using cream cheese, beat with an electric mixer on medium speed until smooth. Serve dip with cut-up vegetables. Makes about 2 cups (32, 1-tablespoon servings).

Nutrition facts per serving:

calories: 11 total fat: 0g saturated fat: 0g cholesterol: 0mg sodium: 80mg carbohydrate: 2g fiber: 0g protein: 1g

Free Printable Word Search Puzzles

Valentine's Day

Find and circle all of the words that are hidden in the grid.
The remaining letters spell a popular Valentine's Day item.

```

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

```

ADMIRER	COUPLE	FLOWERS	LOVERS
ADORE	CRUSH	FONDNESS	PARTNER
AFFECTION	CUPID	FOREVER	PROPOSAL
ATTRACTION	DARLING	FRIENDSHIP	RELATIONSHIP
BEAU	DATE	GIFT	RESTAURANT
BELOVED	DEAR	GIRLFRIEND	ROMANCE
BOYFRIEND	DEVOTION	HEARTS	ROSES
CANDLES	FANCY	JEWELRY	SENTIMENT
CANDY	FEBRUARY	LIKE	SUITOR
CHOCOLATES	FLAME	LOVEBIRDS	SWEETHEART

Did you enjoy this puzzle? Visit: <http://www.puzzles.ca/wordsearch.html>

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Melt in your mouth Strawberry Cupcakes

Ingredients

Cupcakes

- 5 oz egg whites (about 4 egg whites, room temperature)
- 8.75 oz cake flour
- 11.5 oz sugar
- 3.5 tsp baking powder
- 1/2 tsp plus 1/8 tsp baking soda
- 1 tsp salt
- 1/2 cup whole milk or buttermilk (room temperature)
- 3.5 oz shortening or unsalted butter (room temperature)
- 8 oz sour cream (room temperature)
- 2 tsp vanilla extract
- 1 1/2 cups chopped strawberries

Icing

- 1/2 cup salted butter
- 1/2 cup shortening
- 4 cups powdered sugar
- 6 tbsp strawberry puree

Instructions

Cupcakes

1. Put your eggs into a separate bowl. Add a splash of milk to the eggs to loosen them up so that they'll mix into your batter quicker later.
2. Combine all your dry ingredients (flour, sugar, baking soda, baking powder, salt) into a large bowl and whisk together.
3. Add your milk, sour cream and shortening/butter. Beat for 80 seconds or more, no less. This builds the cake's structure.
4. Add your eggs in two parts, mixing about 30 seconds between each addition or until combined.
5. Add vanilla extract and strawberries and mix in with spatula.
6. Bake at 350 degrees for 20 minutes.

Icing

1. Beat the shortening and butter until smooth.
2. Add 2 cups of powdered sugar. Mix until combined.
3. Mix in the strawberry puree.
4. Add the rest of the powdered sugar and mix until smooth.



MORNINGSIDE NEWS

February 2014 OFFICE HOURS 8 AM-4:30 PM (641)228-6661

February 20th at 7:00 a.m. is the monthly board meeting held at the office. This is open to the public.

Did you know you can have your rent automatically deducted from your bank account? Call the office to sign up! If you pay your rent with cash please have the exact amount. We do not keep change on hand.

FEBRUARY:

January 31 thru February 2

Cabin Fever weekend see attached schedule for Details.

2 Groundhog Day

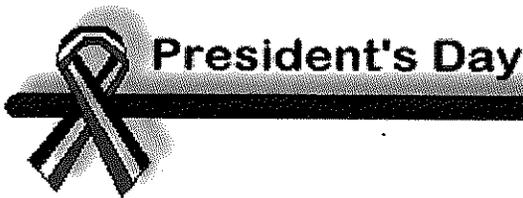
14 Valentine's Day

15 there is to be a matinee at the Charles Theatre. Watch the paper for details.

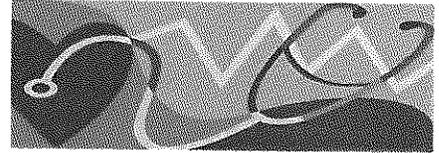
17 President's Day **Office Closed**

28 Chili Cook Off

THE CHARLES CITY HOUSING OFFICE WILL BE CLOSED ON **MONDAY, FEBRUARY 17, 2014** TO HONOR **PRESIDENT'S DAY.**



"Valentine's Day is the poet's Holiday. Ted Kooser



FYI....

We have had some questions about the rent-reimbursement program. Any resident at Morningside 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.

TAX FILING HELP:

There is free income tax filing assistance available this year on Mondays,



beginning February 3rd through April 14th, from 9am-4pm at the NIACC center here in Charles City. Appointments can be made by calling 228-4634.

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

Strawberries and Cream Puppy Chow

Ingredients

- 5 oz white chocolate or white vanilla candy melts
- 5 oz red candy melts (Found in craft stores like Michaels and Hobby Lobby)
- 5 cups rice chex cereal, divided in 2 parts
- 1/2 cup strawberry cake mix
- 1/2 cup powdered sugar
- M&Ms

Instructions

1. Put 2 1/2 cups rice chex cereal into a medium bowl.
2. Slowly melt white chocolate in the microwave, stopping it every 30 seconds or so to make sure it doesn't burn.
3. Add melted white chocolate to chex cereal and lightly stir to coat evenly. Be careful to not break the chex cereal too much.
4. Add the powdered sugar to the white chocolate covered chex cereal and lightly stir to coat evenly with powdered sugar. You could add the chex cereal and powdered sugar to a zip lock bag, then shake, but save yourself the bag.
5. Repeat the same process with the red candy melts and strawberry cake mix (instead of the powdered sugar).
6. Allow to dry completely and then combine the two kinds of puppy chow together and add M&Ms.

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 2014.
To make an appointment call: 641-257-6111.

Childhood Immunization Clinics

- Wednesday, Feb. 5th: 9:00 am-12:00 pm
- Monday, Feb 10th: 1:00 pm—4:00 pm
- Thursday, Feb 20th: 9:00 am-12:00 pm
- Tuesday, Feb. 25th: 9:00 am-12:00pm



WIC CLINICS

Feb. 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
MUST MAKE
APPOINTMENT



Friday, January 31st

Library Book Sale	Charles City Library	9AM-5PM
Empty Bowls Soup Fundraiser -Purchase handmade bowls, benefits Food Pantry and the CC Arts Center	Arts Center	5-7PM
Lunar New Year Party -Enjoy hot tea and rice cakes, learn about this Asian holiday.	Arts Center	5-7PM
Girls JV Basketball vs. Oelwein	Comet Gym	6:15PM
White Out Roller skating -\$3/member; \$5/non-member; White Out=Dress in White	YMCA	6:30-8:15PM
Girls Varsity Basketball vs. Oelwein	Comet Gym	7:30PM

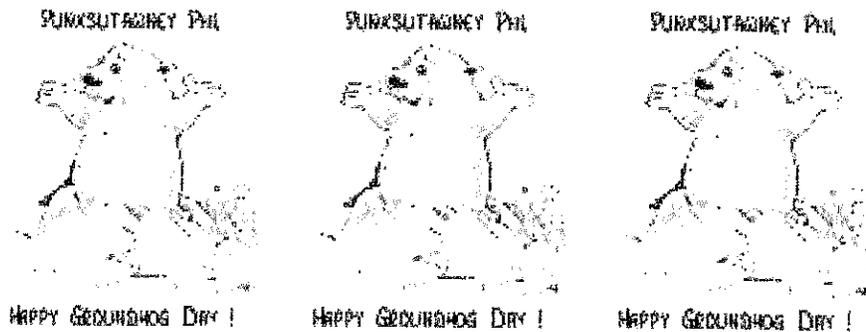
Saturday, February 1st

Craft & Home Business Expo	National Guard Armory	9AM-3PM
Kid's Day	Floyd County Museum	9AM-11AM
Jewelry Making Workshop -Sponsored by Friends of the Library. For more information call (641) 257-6319	Charles City Library TBD	
Library Book Sale	Charles City Library	10:30AM-5PM
Cross Country Skiing & Snowshoeing -\$5 for equipment rental; equipment provided by Crawdaddy Outdoors.	Wildwood	11AM-3PM
Quilt-a-Thon & Make-It & Take-It -Arm knitting, finger knitting, appliqué, and tatting demonstrations	Stitches	11AM-6PM
Cookie Stacking Contest	Hy-Vee	1-2 PM
Snowflake Make & Take	The Main Event	1-3PM
Genealogy 1 on 1 -Using the library's genealogy databases, a local genealogist will guide participants in researching their family history. There are a limited number of sessions, call (641) 257-6319 to register.	Charles City Library	1-5PM
Matinee Showing of <i>Walking With Dinosaurs</i> -Regular admission, doors open at 1PM	Charles Theatre	2PM
Owl Hike -Trek through the woods with Floyd County Naturalists as you discover more about the nocturnal hunters. Sponsored by Floyd County Conservation, for more information/pre-register, call (641) 756-3490. Located at 2543 Glass Road, Marble Rock.	Tosanak Recreation Area	5PM
Hypnotist Show -Show by local hypnotist Doug Klinkel	Pub on the Cedar	5PM
Live Music	Pub on the Cedar	9PM

Sunday, February 2nd

Matinee Showing of <i>Walking With Dinosaurs</i> -Regular admission, doors open at 1 PM	Charles Theatre	2PM
Library Book Sale	Charles City Library	11AM-3PM
Tubing, Sledding & Ice Skating -Free and open to the public, bring your ice skates, sleds and snow tubes! Warm up around the fire in the dining hall with hot chocolate and other refreshments. Located at 1260 River Road. Floyd. www.cedarspringscamp.com	Cedar Springs Camp	1-5PM
Family Swim -Non-member: \$3/kid; \$8/adult or \$12/family	YMCA	1-4PM
Super Bowl Sunday Special -1/2 off sports fabric special	Stitches	1-4PM

*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*



Take Our Groundhog Day Quiz

To celebrate another Groundhog Day on February 2, we thought you would enjoy a fun way to learn a few facts about the annual event in Pennsylvania that attracts national and even world wide attention.

As most of you know, if Punxsutawney Phil sees his shadow it means six more weeks of winter.

But, just what is a groundhog? And what are the origins of this tradition?

No need to travel to Gobbler's Knob for the answers. Sit back, relax and read on! Try and answer our 10 Groundhog Day questions.

1) Who was Punxsutawney Phil named after?

- A: Pope Phillip
- B: John Philip Sousa
- C: Dr. Phil
- D: King Phillip

- 2) Groundhogs are also known as...
- A: Guinea Pigs
 - B: Capybaras
 - C: Marmots
 - D: Hamsters
- 3) Groundhogs are the largest member of which family?
- A: Bear
 - B: Squirrel
 - C: Weasel
 - D: Badger
- 4) When it is alarmed a groundhog can..
- A: Whistle
 - B: Smack lips
 - C: Burp
 - D: Hiss
- 5) Which group in the US began the Groundhog Day custom?
- A: Irish
 - B: Dutch
 - C: English
 - D: Germans
- 6) Groundhog Day is similar to..
- A: Candlemas Day
 - B: Bunsen's Day
 - C: Sadie Hawkins Day
 - D: Eupedia Day

7) A groundhog normally lives for...

- A: 0-to-2 years
- B: 2-to-8 years
- C: 8-to-12 years
- D: 12-to-14years

8) Groundhogs normally hibernate...

- A: After the first frost
- B: After the first snowfall
- C: After the first full moon
- D: The first time the sun doesn't shine after Thanksgiving

9) Groundhogs can:

- A: Climb trees and swim
- B: Climb trees, but cannot swim
- C: Swim, but cannot climb trees
- D: Can neither climb trees nor swim

10) Bill Murray appeared in the movie *Groundhog Day*. He starred as a weatherman who did not want to report on what he called a...

- A: Weather-forecasting weasel
- B: Weather-forecasting rat
- C: Weather-forecasting skunk
- D: Weather-forecasting ferret

Answers:

1: Answer (D) Punxsutawney Phil was named after King Philip. As the legend goes, King Phillip was actually an Indian chief called Metacom who adopted the English name.

2: Answer (C) Groundhogs are also known as Marmots as well as woodchucks. Their diet usually consists of grass, plants, fruits and tree bark.

3: Answer (B) Groundhogs are members of the squirrel family of which there are more than 200 species.

4: Answer (A) Groundhogs can whistle when alarmed. That's why they are sometimes referred to as a "whistle pig."

5: Answer (D) Germans who settled in Pennsylvania started the Groundhog Day custom to America. Germans are among Pennsylvania's earliest settlers.

6: Answer (A) Groundhog Day is similar to Candlemas Day. One saying states, "For as the sun shines on Candlemas Day, so far will the snow swirl in May...."

7: Answer (B) A groundhog normally lives anywhere from 2-to-8 years. However, a groundhog can live longer in captivity.

8: Answer (A) Groundhogs normally hibernate after the first frost. They then sleep until spring.

9: Answer (A) Groundhogs can climb trees and swim. They dig too.

10: Answer (B) Bill Murray, who played Phil the weatherman, referred to the groundhog as a 'weather-forecasting rat.' Interesting movie Groundhog Day was not filmed in Pennsylvania but in Woodstock, Illinois.

How well did you score? Now we just have to sit back and wait to see if Phil sees his shadow or not.

Valentine's Day Word Search

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

Arrow
 Be Mine
 Candy
 Card
 Chocolate
 Couples
 Cupid

Date
 Diamond
 February
 Feelings
 Flowers
 Friendship
 Gift

Hand holding
 Heart
 Hugs
 Kisses
 Love
 Lovers
 Romance

Roses
 Stroll
 Suitors
 Valentine





CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 1/2014, FISCAL 7/2014

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
174-533-4300	INTEREST - SECTION 8	1,200.00	101.63	623.20	51.93	576.80
174-533-4440	STATE GRANT-SEC 8	.00	.00	.00	.00	.00
174-533-4504	FRAUD-SEC 8	4,500.00	297.00	1,287.00	28.60	3,213.00
174-533-4505	HUD CONTRIB-SEC 8	625,000.00	48,959.00	330,797.00	52.93	294,203.00
174-533-4509	ADMIN FEE/HTH-SEC 8	90,000.00	6,380.00	43,193.00	47.99	46,807.00
174-533-4710	REIMBURSED EXP-SEC 8	1,000.00	.00	111.00	11.10	889.00
174-533-4715	REFUNDS-SEC 8	1,000.00	.00	168.00	16.80	832.00
	SECTION 8 VOUCHER TOTAL	722,700.00	55,737.63	376,179.20	52.05	346,520.80
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	57,000.00	3,046.53	18,834.48	33.04	38,165.52
174-533-6040	OVERTIME SALARY - SECTION 8	.00	.00	39.01	.00	39.01
174-533-6110	FICA - SECTION 8	4,361.00	211.99	1,316.02	30.18	3,044.98
174-533-6130	IPERS -SECTION 8	5,091.00	272.07	1,675.35	32.91	3,415.65
174-533-6150	HEALTH INS - SECTION 8	24,800.00	1,553.78	10,876.46	43.86	13,923.54
174-533-6151	LIFE INS - SECTION 8	250.00	16.83	117.82	47.13	132.18
174-533-6160	WORK COMP - SECTION 8	1,680.00	.00	.00	.00	1,680.00
174-533-6170	UNEMPLOYMENT - SECTION 8	500.00	.00	129.07	25.81	370.93
174-533-6199	EMPLOYEE BEN-SEC 8	.00	.00	.00	.00	.00
174-533-6230	STAFF TRAINING - SECTION 8	4,000.00	.00	1,317.93	32.95	2,682.07
174-533-6380	UTILITY ALLOT - SECTION 8	17,000.00	806.00	6,854.00	40.32	10,146.00
174-533-6401	ACCOUNTING FEES - SECTION 8	3,000.00	210.00	1,660.00	55.33	1,340.00
174-533-6420	CONTRACT SERVICES - SECTION 8	3,000.00	583.00	4,621.50	154.05	1,621.50
174-533-6423	SPECIAL SERVICE - SECTION 8	300.00	.00	.00	.00	300.00
174-533-6445	HC VOUCHER PAY-SEC 8	600,000.00	47,123.38	330,016.30	55.00	269,983.70
174-533-6518	SUNDRY-OFF EXP-SEC 8	3,000.00	.00	785.36	26.18	2,214.64
	SECTION 8 VOUCHER TOTAL	723,982.00	53,823.58	378,243.30	52.24	345,738.70
174-910-6910	TRANSFER OUT - SECTION 8 VOUCH	5,000.00	.00	.00	.00	5,000.00
	TRANSFERS IN/OUT TOTAL	5,000.00	.00	.00	.00	5,000.00
	SECTION 8 VOUCHER TOTAL	6,282.00	1,914.05	2,064.10	32.86	4,217.90

CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 1/2014, FISCAL 7/2014

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-532-4300	INTEREST-PUBLIC HOUSING	23,500.00	1,993.08	13,674.81	58.19	9,825.19
173-532-4504	FRAUD-PUBLIC HOUSING	4,000.00	131.00	1,103.50	27.59	2,896.50
173-532-4506	DWELLING RENT-PUBLIC HOUSING	425,000.00	33,866.00	247,642.78	58.27	177,357.22
173-532-4507	EXCESS UTILITY-PUBLIC HOUSING	10,500.00	136.00	4,944.00	47.09	5,556.00
173-532-4508	CONTRIB-OTHER-PUBLIC HOUSING	13,000.00	964.75	7,001.10	53.85	5,998.90
173-532-4710	REIMBURSED EXP-PUBLIC HOUSING	7,000.00	801.00	1,811.11	25.87	5,188.89
173-532-4781	OPER SUBSIDY-PUBLIC HOUSING	.00	15,398.00	101,989.00	.00	101,989.00-
	PUBLIC HOUSING TOTAL	483,000.00	53,289.83	378,166.30	78.30	104,833.70
173-910-4830	TRANSFER IN - PUBLIC HOUSING	.00	.00	1,500.00	.00	1,500.00-
	TRANSFERS IN/OUT TOTAL	.00	.00	1,500.00	.00	1,500.00-
173-532-6010	SALARY - PUBLIC HOUSING	101,000.00	10,936.26	55,926.63	55.37	45,073.37
173-532-6040	OVERTIME SALARY-PUBLIC HOUSING	2,000.00	.00	.00	.00	2,000.00
173-532-6070	LABOR/MAINT-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6110	FICA - PUBLIC HOUSING	7,880.00	766.15	3,842.00	48.76	4,038.00
173-532-6130	IPERS - PUBLIC HOUSING	9,198.00	904.24	4,897.22	53.24	4,300.78
173-532-6150	HEALTH INS - PUBLIC HOUSING	37,000.00	2,330.66	16,314.62	44.09	20,685.38
173-532-6151	LIFE INS - PUBLIC HOUSING	375.00	25.24	176.70	47.12	198.30
173-532-6160	WORK COMP - PUBLIC HOUSING	2,520.00	.00	.00	.00	2,520.00
173-532-6170	UNEMPLOYMENT - PUBLIC HOUSING	750.00	.00	193.61	25.81	556.39
173-532-6198	EMP BEN MAINT-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6199	EMPLOYEE BEN-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6230	STAFF TRAINING-PUBLIC HOUSING	8,000.00	.00	1,135.79	14.20	6,864.21
173-532-6370	GAS - PUBLIC HOUSING	35,000.00	4,424.58	12,094.38	34.56	22,905.62
173-532-6371	UTILITIES - PUBLIC HOUSING	45,000.00	4,757.37	23,884.80	53.08	21,115.20
173-532-6374	WATER - PUBLIC HOUSING	16,500.00	1,289.15	8,719.86	52.85	7,780.14
173-532-6379	OTH UTIL-PUBLIC HOUSING -SEWER	23,000.00	1,796.43	12,070.46	52.48	10,929.54
173-532-6401	ACCOUNTING FEES-PUBLIC HOUSING	4,000.00	165.00	1,670.00	41.75	2,330.00
173-532-6408	TORT LIABILITY - PUBLIC HOUSIN	24,000.00	.00	.00	.00	24,000.00
173-532-6411	LEGAL FEES - PUBLIC HOUSING	2,000.00	.00	1,824.00	91.20	176.00
173-532-6415	COPIER LEASE - PUBLIC HOUSING	1,500.00	230.51	1,688.57	112.57	188.57-
173-532-6420	CONTRACT SERVICES - PUBLIC HOU	16,000.00	834.25	6,735.29	42.10	9,264.71
173-532-6441	TENANT SERVICES-PUBLIC HOUSING	6,000.00	.00	2,440.28	40.67	3,559.72
173-532-6442	PILOT-PUBLIC HOUSING	34,000.00	.00	32,985.69	97.02	1,014.31
173-532-6516	REFUNDS-PUBLIC HOUSING	1,000.00	.00	.00	.00	1,000.00
173-532-6518	SUNDRY-OFF EXP-PUBLIC HOUSING	25,000.00	1,232.19	11,203.15	44.81	13,796.85
173-532-6599	MAINT MATERIALS-PUBLIC HOUSING	50,000.00	4,146.85	25,426.59	50.85	24,573.41
173-532-6725	CAP OUTLAY-EQUI-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6750	CAP IMPR BLDG-PUBLIC HOUSING	.00	.00	.00	.00	.00
	PUBLIC HOUSING TOTAL	451,723.00	33,838.88	223,229.64	49.42	228,493.36
173-536-6010	SALARY - PH MAINT	72,000.00	9,118.61	43,746.26	60.76	28,253.74
173-536-6040	OVERTIME SALARY - PH MAINT	2,000.00	1,587.61	2,971.38	148.57	971.38-
173-536-6110	PICA - PH MAINT	5,661.00	808.06	3,497.76	61.79	2,163.24

CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 1/2014, FISCAL 7/2014

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-536-6130	IPERS - PH MAINT	6,609.00	865.65	4,059.77	61.43	2,549.23
173-536-6150	HEALTH INS - PH MAINT	6,900.00	573.08	4,011.56	58.14	2,888.44
173-536-6151	LIFE INS - PH MAINT	100.00	8.37	58.59	58.59	41.41
173-536-6160	WORK COMP - PH MAINT	1,800.00	.00	.00	.00	1,800.00
173-536-6170	UNEMPLOYMENT - PH MAINT	550.00	.00	110.06	20.01	439.94
173-536-6181	UNIFORM ALLOWANCE - PH MAINT	450.00	.00	450.00	100.00	.00
	PUBLIC HOUSING MAINTENANC TOTA	96,070.00	12,961.38	58,905.38	61.32	37,164.62
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	98,793.00-	6,489.57	97,531.28	98.72-	196,324.28-

MEETING DATE: 2/19/14

RE: Approve Audit Report for FYE 06/30/2013

REQUESTED ACTION: Review audit report with John Olson from Kronlage & Olson and approve the report.

Comments: John Olson will be attending the meeting to report on the audit. There will be time available for any questions on the report. The audit reports will be distributed at the meeting.

Once the report is approved, the audited financial statements and supporting documents will be submitted to HUD for approval. The submission deadline is March 31st.

MEETING DATE: 2/19/14

RE: Approve Resolution 02-14 Annual Civil Rights Certification

REQUESTED ACTION: Approve Resolution 02-14 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. 02-14

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 19th DAY OF FEBRUARY, 2014.

Board Chairperson

ATTEST:

Heidi Nielsen, Director

Civil Rights Certification

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 08/30/2011

Civil Rights Certification

Annual Certification and Board Resolution 02-14

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 with Disabilities Act of 1990, and will affirmatively further fair housing.

Charles City Housing + Redevelopment Authority
PHA Name

IAC02
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	Title
Signature	Date

form HUD-50077-CR (1/2009)

OMB Approval No. 2577-0226

REQUESTED ACTION: Approve and sign General Depository Agreement with CUSB.

Comments: One of our findings from the audit is concerning the lack of a signed General Depository Agreement with Cresco Union Savings Bank. We are required under the Annual Contributions Contract (ACC) to have a current agreement on file with our bank which spells out the obligations of the bank.

The City contracted with CUSB back in 2008 to provide all banking services to the City. At that time I was under the impression that the City was going to take care of the paperwork. And while they did get a resolution passed from the City Council spelling out the terms of the depository agreement with the bank, they didn't complete the agreement with HUD. Jody Meyer told me that the only thing that I needed to do was to set up the direct deposits. If she did take care of the agreement, we cannot find a copy of it.

By approving and signing the agreement, we will be in compliance with our ACC and the finding will be resolved.

General Depository Agreement

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

OMB No. 2577-0270
exp. 09/30/2013

This Agreement, entered into this 20th day of February, 2014 by and between Charles City Housing & Redevelopment Authority

(herein called the "PHA/IHA"), a duly organized and existing public body corporate and politic of the City of Charles City

and Cresco Union Savings Bank

(herein called the "Depository"), located at 1407 S. Grand Avenue, Charles City, Iowa 50616

Witnesseth:

Whereas, the Department of Housing and Urban Development (herein called "HUD") has entered into one or more contracts (herein called the "Contract" with the PHA/IHA for the purpose of providing financial assistance to develop and operate lower income housing projects, as authorized by the United States Housing Act of 1937, as amended (42 USC 1437, et seq.); and

Whereas, under the terms of the Contract the PHA/IHA is required to select as depositories of its funds financial institutions whose deposits or accounts are insured by either — the Federal Deposit Insurance Corporation or the National Credit Union Share Insurance Fund as long as this Agreement is in force and effect.

Now Therefore, in consideration of the mutual covenants herein-after set forth, the parties hereto agree as follows:

1. The deposits and accounts of the Depository shall continue to be insured by either — the Federal Deposit Insurance Corporation or the National Credit Union Share Insurance Fund.

2. All monies deposited by the PHA/IHA with the Depository shall be credited to the PHA/IHA in a separate interest bearing deposit or interest bearing accounts, designated

General Account

Accounts" (herein the "Accounts"). Any portion of PHA/IHA Funds not insured by a Federal insurance organization shall be fully (100%) and continuously collateralized with specific and identifiable U.S. Government or Agency securities prescribed by HUD. Such securities shall be pledged and set aside in accordance with applicable law or Federal regulations. The PHA/IHA shall have possession of the securities (or the PHA/IHA will take possession of the securities) or an independent custodian (or an independent third party) holds the securities on behalf of the PHA/IHA as a bailee (evidenced by safe keeping receipt and a written bailment for hire contract) and will be maintained for the full term of deposit. The Depository may substitute other securities as collateral to equal or increase the value. If PHA/IHA is an agency of an Indian tribe, the collateral shall be in United States bonds and otherwise as may be prescribed for public funds by the United States Secretary of the Treasury.

3. Except as stated in Paragraph 5, the Depository shall honor any (a) check or other order to pay from the Accounts, or (b) directive to purchase investment securities with monies from the Accounts or to sell securities, if such order or directive is in

writing and signed on behalf of the PHA/IHA by an officer or member designated by resolution of the Board of Directors of the PHA/IHA to have such authority. To assist the Depository in its obligation, the PHA/IHA shall furnish the Depository with a certified copy of the resolution.

4. Any securities received from the PHA/IHA or purchased by the Depository with monies from the Accounts shall be considered to be a part of the Accounts and shall be held by the Depository in safe-keeping for the PHA/IHA until sold. Interest on such securities and the proceeds from the sale thereof shall be deposited in the Account upon receipt.

5. If the Depository received written notice from HUD that no withdrawals by the PHA/IHA from the Accounts are to be permitted, the Depository shall not honor any check or other order to pay from the Accounts or directive to purchase or sell securities, or permit any withdrawals by the PHA/IHA from said Accounts until the Depository is authorized to do so by written notice from HUD.

6. The Depository is not obligated to be familiar, and shall not be charged, with knowledge of the provisions of the Contract, and shall be under no duty to investigate or determine whether any action taken by either the PHA/IHA or HUD in respect of the Accounts are consistent with or are authorized by the Contract or whether either PHA/IHA or HUD is in default under the provisions of the Contract. The Depository shall be fully justified in accepting and acting on, without investigation, any certificate or notice furnished to it pursuant to the provisions of this Agreement and which the Depository shall in good faith believe to have been duly authorized and executed on behalf of the party in whose name the same purports to have been made or executed.

7. The rights and duties of the Depository under this Agreement shall not be transferred or assigned by the Depository without the prior written approval of the PHA/IHA and HUD.

This Agreement may be terminated by either party hereto upon thirty days' written notice to the other party, and HUD. The rights and duties of the Depository hereunder shall not be transferred or assigned nor shall this Agreement be terminated during any period in which the Depository is required to refuse to permit withdrawals from the Accounts as provided in Paragraph 5.

~~investment by the PHA/IHA. Such securities shall not be considered to be a part of the Account pursuant to Paragraph 4 hereof but shall be held by the Depository as custodian or trustee for the PHA/IHA in a separate account established for that purpose by the Depository (herein the "Securities Account"). The Securities Account shall be designated:~~

8. HUD is intended to be a third party beneficiary of this Agreement and may sue to enforce its provisions and to recover damages for failure to carry out its terms.

9. The Depository shall promptly notify the PHA/IHA of crediting or depositing of any monies in the Accounts.

10. The provisions of this Agreement may not be modified by either Party without the prior written approval of HUD.

11. Previous General Depository or Savings Depository Agreements, if any, entered into between the Depository and the PHA/IHA are hereby terminated and all monies and securities of the PHA/IHA on deposit with or held by the Depositories pursuant to the terms of said Agreement shall continue to be held for account of the PHA/IHA pursuant to and in accordance with the provisions of this Agreement.

~~12. At no time shall the PHA/IHA Funds in the Accounts be permitted to exceed the amount insured by Federal deposit insurance (herein the "Insured Amount"). At any such time as the amount of funds in the Accounts reach the Insured Amount, whether by the accrual of interest or otherwise, the Depository shall promptly, as directed by the PHA/IHA, and in an amount sufficient to limit the funds in the Accounts to the Insured Amount, either: (a) remit payment to the PHA/IHA or (b) on behalf of the PHA/IHA, purchase securities approved for~~

~~income or other proceeds from securities held in the Securities Account shall, as directed by the PHA/IHA, upon receipt, be paid to or on behalf of the PHA/IHA; provided, however, that such proceeds shall, to the extent consistent otherwise with the provisions of this Paragraph, be deposited in the Accounts. If the Depository receives written notice from HUD pursuant to Paragraph 5 hereof that no withdrawals by the PHA/IHA from the Accounts are to be permitted, the Depository shall not honor any directive from the PHA/IHA to sell securities, or permit any withdraws by the PHA/IHA, from the Securities Account until the Depository is authorized to do so by written notice from HUD. During the pendency of such restrictions on the Accounts and the Securities Account, the Depository, except as directed in writing by HUD, shall not remit any payment to the PHA/IHA for the purpose of limiting the amount of funds in the Account to the Insured Amount but shall instead purchase securities approved for investment by the PHA/IHA and hold such securities in the Securities Account (For use only in certain States that have statutes that prohibit Public Housing Agencies and Indian Housing Authorities from implementing paragraph 2.)~~

In Witness Whereof, the PHA/IHA and the Depository have caused this Agreement to be executed in their respective names and their respective seal to be impressed hereon and attested as of the date and year first above written.

Charles City Housing & Redevelopment Authority
PHA/IHA

(SEAL)
ATTEST:
By _____

Chairman

Secretary _____

Cresco Union Savings Bank
Depository

By _____

(SEAL)
ATTEST:

Note: Strike paragraphs 11 and 12 if not applicable.

MEETING DATE: 2/19/14 **RE:** Consider Approval to Send Staff to Annual NAHRO Conference

REQUESTED ACTION: Approve sending staff to the Annual Iowa NAHRO Conference April 31-May 2 in Des Moines.

Comments: Approval is being requested to send Heidi and Stacy 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 final agenda hasn't been published. The preliminary agenda provides some continuing education for Stacy. This conference is also being held in conjunction with the North Central Regional Conference so there will be housing officials from nine different states in attendance.

The anticipated expense is \$1,100.00. The City has already approved the travel. If we register prior to March 7, 2014 we will get the early bird rate and save a combined \$100 on the registration. The registration fees have increased over last years because they are hosting the regional conference this year. The conference information is attached.



JOIN US FOR THE
APRIL 29 - MAY 2, 2014
IA NAHRO SPRING AND
NCRC NAHRO
REGIONAL CONFERENCE



NCRC/Iowa NAHRO 2014 Annual Conference
April 30, 2014 – May 2, 2014
Des Moines Downtown Marriott
700 Grand Ave.
Des Moines, Iowa 50309

Please complete a registration form for each attendee. Registrations and payment must be received by March 7, 2014 to receive the Early Bird rate. **Registrations will not be accepted without payment.**

Name: _____
Agency: _____
Address: _____
Phone: _____
Email: _____

CONFERENCE FEES: (Please Circle)

Iowa NAHRO members (\$100 scholarship assistance through IA NAHRO):

- \$300.00 – Iowa NAHRO Member Early Bird Rate by March 7, 2014
- \$350.00 – Iowa NAHRO Member after March 7, 2014 and before April 15, 2014

MN, MI, OH, NE, IN, WI, IL NAHRO members

- \$400.00 –NAHRO Member Early Bird Rate by March 7, 2014
- \$450.00 – NAHRO Member after March 7, 2014 and before April 15, 2014

All other registrants (non-NAHRO members)

- \$450 – Early Bird Rate by March 7, 2014
- \$500 – after March 7, 2014 and before April 15, 2014

\$25.00 – Iowa Cubs Game Scholarship Event Tuesday, April 29, 2014. Pick-up to begin at 5:30 p.m. from the downtown Marriott to Principal Park with 2 shuttles running. Return shuttle beginning at approximately 9:30 p.m. from Principal Park to downtown Marriott.

\$150.00 – Commissioners Training 1 day Registration

If you prefer to mail in your payment, please make checks payable to: Iowa NAHRO

Each Registration includes:

Lunch on 4/30 & 5/1

Exhibition / Reception on both 4/30 and 5/1 from 4:30p.m. – 6:30 p.m.

Admission to the Networking Event on 4/30 at the Marriott for Karaoke Heroes 7pm -11pm

Admission to the Awards banquet, Dinner, and the Mentalist, Jon Stetson, internationally acclaimed intuitionist

Refreshments at all morning and afternoon breaks

PAYMENT MUST BE SUBMITTED WITH YOUR REGISTRATION

HOTEL INFORMATION:

Des Moines Downtown Marriott, 700 Grand Ave., West Des Moines, Iowa. (515) 245-5500.

Special Room rate is \$99.00 plus tax. There is a \$19 per day parking fee at the hotel

Book your group rate: Iowa NAHRO Conference >> online now!

If calling, please ask for the Iowa NAHRO room block.

Room block expires at 5:00 p.m. - Wednesday, April 7, 2014.

Please Indicate the Session/Tracks You are Interested in Attending:

___ Iowa Cubs Game (Tuesday evening) Limited to 60 attendees, includes roundtrip transportation

___ One-Day Sampling Tech Refresher Course (All Day Wednesday)

___ Commissioners – Building a Better Board (All Day Thursday)

___ CD&R Tour Des Moines. Limited to 44 attendees. Pick up to begin at 8:00 a.m. on Thursday, May 1, departing the Marriott no later than 8:30 a.m. with a tour of the Martin Luther King Jr. neighborhood revitalization efforts/processes with several stops (single family homes) and tour Central Iowa Shelter & Services campus (Project Based Vouchers). Return by 12:00 noon to downtown Marriott.

PLEASE SEND REGISTRATIONS WITH PAYMENTS PAYABLE TO "IOWA NAHRO" BY APRIL 15, 2014 TO:

IOWA NAHRO
c/o Cathy Burtness
Mason City Housing Authority
22 N. Georgia, Suite 214
Mason City, Iowa 50401

Cancellations must be received in writing no later than April 15, 2014 to receive a refund.

REQUESTED ACTION: Make recommendation to City Council to award contract for the Physical Needs Assessment/Energy Audit/504 Assessment to Nelrod Company for \$10,399.00.

Comments: We have received three proposals from companies to do the physical needs assessment, energy audit, and 504 assessment. Each proposal was reviewed to ensure that they met the requirements outlined in our request. The following requirements were assessed point values were awarded to each of the proposals based on these requirements:

1. Verifiable and successful experience in performing Green Physical Needs Assessments and Energy Audits with blower door (air infiltration) testing for public housing agencies. (20 points maximum)
2. Approach and experience in conducting Green Physical Needs Assessment, Energy, and Section 504 audits. (20 points maximum)
3. Staff. Description of organization's staff and experience in HUD capital improvement programs, and facility inspections, cost estimating, green, physical needs assessments and energy audit projects, and copies of required certifications. (20 points maximum)
4. Timing. Proposers shall describe start and schedule of activities to be performed. (15 points maximum)
5. Total Responsiveness to RFP (10 points maximum)
6. All proposers must carry the following insurance policies: required workmen's compensation, general liability, and professional liability of no less than \$1 million and non-owners auto insurance. Please provide evidence of insurance. (5 points maximum)
7. Fixed Price. Total Price of services to be provided shall be described. Include hourly rates by positions, total labor and travel expenses. (5 points maximum)
8. Minority business enterprise, Section 3 business concern, and/or women owned business. (5 points maximum)

The table outlines the evaluation of each of the proposals:

	Nelrod Company	EMG	Alloy Specialty
Experience – 20	20	20	15
Approach -20	20	20	10
Staffing – 20	20	15	15
Timeline – 15	15	15	15
Responsiveness – 10	10	8	5
Insurance – 5	5	0	2
Price – 5	5	5	3
MBE/WBE/ Section 3 - 5	5	0	0
Total Points	100	83	65
Total Proposed Cost	\$10,399	\$20,800	\$5,560

The Nelrod Company received all possible points. They addressed all areas and outlined the process that they use, the staff experience and references were very detailed, because of this they received all possible points. This may be a little misleading however, because they wrote the sample proposal that we used so they knew exactly what we were looking for. They were also the only company who is minority owned and a section 3 employer. Being a Section 3 employer means that they provide employment opportunities to low-income individuals.

EMG scored high in most of the areas with a total of 83 points. They missed some of the points because they neglected to provide some of the required certifications and HUD forms, didn't address insurance coverage, and didn't mention the required 504 transition plan. They also came in the highest at \$20,800.

Alloy Specialty only scored 65 points. They consistently failed to provide us with the required information. For instance they didn't reference the required air infiltration testing, they didn't provide us with enough detail concerning the staff experience, and they didn't provide enough verification on insurance coverage. However, the biggest thing that they neglected to address was the 504 assessment and transition plan. Even though they were the least expensive at \$5,560; if we were to award the contract to them, we wouldn't get a useable assessment.

The Nelrod Company actually worked with HUD to construct the database that is used to submit the data to HUD and both Nelrod and EMG beta tested the database. Each individual proposal will be available at the meeting for review.

Taking the previous information into consideration, we would like to award the contract to the Nelrod Company for \$10,399. The cost estimate based on information provided by HUD came in at around \$16,000. Both EMG and Nelrod appear to be able to provide us with all of the information that we need for the assessments and audit; however, EMG's proposed cost was twice that of Nelrod's.

Because the cost of the contract exceeds \$10,000, we are required to present the information to the City Council for approval prior to awarding the contract. The information will be on the agenda for the Council meeting on March 3rd.

Election of Officers

Chairperson.

_____ moved to nominate _____ as
Chairperson. _____ seconded the motion. _____
moved that all nominations cease and _____ seconded
the motion. Roll call: Heyer, Huxsol, Becker, Anderson, Streich.

Vice-Chairperson.

_____ moved to nominate _____ as Vice-
Chairperson. _____ seconded the motion.
_____ moved that all nominations cease and
_____ seconded the motion. Roll call: Huxsol, Becker,
Anderson, 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 3rd 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