

CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY

AGENDA

March 20, 2014, 7:00 a.m.

at

501 Cedar Terrace South, Charles City, IA 50616

- I. Roll Call – Call Meeting to Order
- II. Public Comment
- III. Amend-Approve Minutes of February 19, 2014 1-3
- IV. Approval of Bills for March 2014 4
- V. Communications 5-16
 - 1. CFP Update
 - 2. Rehab Update
 - 3. Physical Needs Assessment Update
 - 4. Iowa Offset
 - 5. Monthly Rental Status Update
 - 6. End of Participation Tracker
 - 7. Newsletters
 - 8. Financial Statements
- VI. Old Business
- VII. New Business
 - 1. Approve Resolution 03-14 Adopting Revised By-Laws..... 17-21
- VIII. Move to Adjourn

Next regular meeting scheduled for **Thursday, April 17, 2014**
7:00 a.m., CCHRA Office

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
February 19, 2014 7:00 a.m.

Members Present: Susan Andersen, Trey Becker, Chris Huxsol, Jeremy Heyer, and Jill Streich. Absent: None. Others present: John Olson, CPA Kronlage & Olson; and Heidi Nielsen, staff.

Call to Order. Vice Board-Chairperson Becker called the meeting to order at 7:05 a.m.

Public Comments. None

Amend-Approve Minutes of January 16, 2014. On motion by Streich and a second by Heyer, the minutes of January 16, 2014 were approved as presented. Ayes: 5, Nays: 0. Motion carried.

Approval of Bills. Streich moved, Heyer seconded the motion to approve payment of the revised bill listing totaling \$86,171.94. Ayes: 5, Nays: 0. Motion carried.

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

Old Business. None

New Business.

Approve Audit Report for FYE 06/30/2013. John Olson discussed letters submitted with the audit report and reviewed the audit report. He was available to answer questions. Heyer made a motion to approve acceptance of the audit report for FYE 06/30/2013. Streich seconded the motion. Ayes: 5, Nays: 0. Motion carried.

Approve Resolution 02-14 Civil Rights Certification. Staff explained that HUD requires the Housing Authority to submit this certification annually in lieu of submitting an Annual Plan. The purpose of the certification is to ensure that the agency agrees to comply with all fair housing laws. Streich made a motion to approve Resolution 02-14. Huxsol seconded the motion. Roll Call: Ayes: Heyer, Huxsol, Streich, Andersen, and Becker, Nays: 0. Motion carried on roll call vote.

Approve General Depository Agreement. According to Nielsen, this agreement is required by HUD and as a result of the audit it was discovered that when the City contracted with CUSB for the City's banking the agreement wasn't completed. She explained the purpose of the agreement and pointed out that the agreement requires the Housing Authority funding to be deposited in a separate interest bearing account. Since the funds are currently in the City's account, the plans are to address this with the new City Administrator next month. Streich motioned to approve the agreement and Andersen seconded the motion. Ayes: 5, Nays: 0. Motion carried.

Consider Approval to Send Staff to Annual NAHRO Conference. Staff requested approval to send staff members to the Annual Iowa NAHRO Conference in Des Moines. Nielsen informed the board that the registrations must be sent in now to take advantage of the early bird registration even though the conference isn't until the end of April and that because the conference is still two months away the agenda isn't finalized. However, there will be training opportunities available for Stacy. Streich stated that while there is enough money in the budget there won't be any left for additional trainings. Nielsen replied that as of now there are no plans to any additional conferences. She also noted that the City has approved the travel pending board approval. Streich made a motion to approve the request, Huxsol seconded the motion. Ayes: 5, Nays: 0. Motion Carried.

Review Physical Needs Assessment Proposals and Make Recommendation to Council. Staff presented the board with the scoring criteria used in determining the most advantageous proposal and each of the firm's scores. The board reviewed the scores and proposed costs of each of the firms. Nielsen explained why the proposal from Nelrod would be the best fit. While both Nelrod and EMG would be able to complete all requested work, EMG proposed cost was twice that of Nelrod with Nelrod's cost at \$10,399. She also indicated that the initial cost estimate was about \$16,000 which is between the high and low proposals. Streich made a motion to make a recommendation to the City Council to award the contract for the Physical Needs Assessment to Nelrod. Heyer seconded the motion. Ayes: 5, Nays: 0. Motion Carried.

Election of Officers

Chairperson: Streich moved to nominate Becker as Chairperson. Heyer seconded the motion. Huxsol moved that all nominations cease and Andersen seconded the motion. Roll call: Ayes: Heyer, Huxsol, Becker, Andersen, Streich. Nays: None. Motion carried.

Vice-Chairperson: Streich moved to nominate Heyer as Vice-Chairperson. Huxsol seconded the motion. Streich moved that all nominations cease and Andersen seconded the motion. Roll call: Ayes: Huxsol, Becker, Andersen, Streich, Heyer. Nays: None. Motion carried.

Review of By-Laws for Revision. The by-laws were reviewed and it was agreed that Article II.B.3 should be changed to move the annual meeting from following the regular meeting to during the regular meeting after new business. Staff will make the recommended changes and prepare revised By-Laws for approval at the March meeting.

Being no further business, Streich made a motion; Huxsol seconded the motion to adjourn. Ayes: 5. Nays: 0. Motion carried.

Charles City Housing and Redevelopment Authority

Trey Becker, Chairperson

ATTEST:

Heidi Nielsen, Director

Charles City Housing
 Monthly Bill Listing
 March 2014

Customer	Description	Amount
C.Naber & Associates	accounting fees	375.00
CenturyLink	phone service	174.19
Charles City Electronics	cell phone pouch	19.99
Charles City Press	for rent ads	408.00
Cintas	rug service	115.80
City of Charles City	water/sewer/trash/URPS/s8 Inspections	3,520.96
Don's Repair	snow blower repairs	304.90
GE Capital	copier lease payment	230.51
HAPS	March 1 HAPS	47,966.15
Iowa Department of Transportation	fuel	323.81
Jendro Sanitation	trash service	563.00
Lessin Supply Co.	belts for snow blower	79.00
Linderman Heating & Air, LLC	maintenance repairs	262.00
Mehmen's Painting	painted 2210	170.00
Michaels Band Box	cleaned carpets 2210	202.32
Mick Gage Plumbing & Heating	jet sewer line SCT	415.00
Mid American Energy	electric/gas/URPS	10,436.96
Noah, Smith & Schuknecht, P.L.C.	legal service	169.00
Pitney Bowes	meter lease	47.74
Reliable Office Supplies	copy paper/trash bags	64.42
Ron's Plumbing	maintenance repairs	801.68
Schueth Ace Hardware	maintenance items	628.49
Sherwin Williams	paint	154.90
Superior Lumber	maintenance items	671.11
T-J Service	NCT washer service	100.00
US Cellular	cell phone service	69.49
YARDI	criminal background checks	31.50
		68,305.92

REQUESTED ACTION: None - for your information only.

- 1. **Capital Fund Update.** The 2014 Capital Fund appropriations have been approved by congress and they are up slightly from last year. While we haven't received the award yet from HUD, I anticipate receiving the same or a little more than we did in 2013.

The City is still working with Allied to get the remaining payroll reports that we need to close out the parking lot project. I want to give John the opportunity to get them without having to take legal action. The City has a good working relationship with Allied and I wouldn't want to negatively impact their relationship. With that being said, if it takes much longer I won't hesitate getting Ralph Smith involved because right now we are not in compliance with Davis-Bacon.

- 2. **Rehab Update.** We have met with the next four applicants and completed the initial inspection and visual risk assessments for lead based paint. Paul is working on the specifications and the proposed projects have been sent to the state to receive historical clearance on the properties prior to construction. If the state were to determine that the properties have any historical value, we must change the way the properties are rehabbed to retain the historic characteristics. However, due to the age most of the properties I don't anticipate any surprises. One of the properties appears to need a substantial amount of work. Once we determine what the cost will be, we will have to re-evaluate the project to see if it is feasible.
- 3. **Physical Needs Assessment Update.** The City Council awarded the contract to Nelrod Company at the March 3rd meeting. The contracts have been executed and they will be contacting us to set up the initial meetings.
- 4. **Iowa Offset.** So far this year we have been able to collect \$3,726 from the state income tax refund program. This is from seven former program participants who left owing money either from not reporting income or damages to their units. This year the state has started notifying the tax payers up front when there is a match to their social security number. This gives them the opportunity to come in and pay us so the balance, if any, on their refund isn't held up by the debt.

5. Monthly Rental Status Update.

Month of February 2014	Total Leased 2/1/14	New Leases	Removed Or Moved	Total Leased 2/28/14	Total On Waiting List	Offered Assistance	Removed
Terraces 132 Units	132	1	1	132	22	2	0
Morningside 15 Units	14	0	0	14	11	2	1
Section 8 197 Units	158	2	2	158	56	0	0

Declined Assistance () Over Income () Denied () Insufficient Address ()
 Did not attend Briefing/Information Not Returned (1) Criminal Background Check ()
 Voucher Expired () Purged ()
 Terminations: PH () S8 ()
 Port Out: (2)

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

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	1								11
ZERO HAP	2	2	2	2				2					8
MUTUAL RECISSION													2
ANNUAL RE-EXAM SEARCHING		1	1						2	1			2
PORT-OUT ABSORBED					1				1	1			4
PORT-OUT SEARCHING			2		1				1	1			5
DECEASED								1					1
MOVED IN VIOLATION				3	1								5
EVICTED	1	1											2
UNAUTHORIZED LIVE-IN	1	1	1										4
VIOLATION OF FAMILY OBLIGATION	1	1	1		1		1						7
GAVE UP ASSISTANCE BEFORE 1 YEAR													0
FAILURE TO RENEW								1					1
FAILURE TO REPAY													0
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													0
TOTALS	7	7	15	3	1	2	8	1	2	0	0	0	56
PUBLIC HOUSING													
LEFT IN GOOD STANDING	1	1	2	2	1	1	1	1	1				11
DECEASED	2	2				1	1	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	1	1	1	0	0	0	18



TERRACE NEWS

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

March 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!

Karen Funte- Apt. 67	2
Joan Adams- Apt. 71	3
Garry Tibbetts- Apt. 57	7
Emma Seckar- Apt. 90	7
Michael Andersen- Apt. 94	12
Glady Kleman- Apt. 33	12
Charlene Fisher- Apt. 50	15

SAY HELLO TO YOUR NEW NEIGHBOR!
JAMES SUHR
APT#45 SCT
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.

March:

- 1:** Kids Day @ Floyd Co. Museum, 9-11am
- 5:** Anyone Can Draw, class with Nicole Fullard. 4 week series, 5:30-5pm @ Art Center. 228-6284 for info.
- 7-9:** Watercolor Batik class with Ann Schneklath, @ Art Center. 228-6284
- 9: Daylight Saving-Spring Ahead!**
- 9:** Matinee, Over the Hedge, Charles Theatre, 2pm
- 13:** Old Time Music Jamboree, 7pm @ Senior Center. Doors open @ 6pm
- 15:** Matinee, Ratatouille, Charles Theatre, 2pm
- 15:** 3rd Annual Cedar River Shiver! 3pm
- 16:** FOLLIES 2014 Baby Boomer Years: SH-BOOM. Grace Episcopal Church bus trip to Cedar Rapids for 2pm matinee. Call Nancy to reserve: 228-5328 cost is \$95
- 17:** Happy St. Patrick's Day!
- 19:** Slinger Chiropractic hosts North Iowa Wellness Movement, 6pm-FREE. Topic "Winning the Battle of the Mind" RSVP 228-3142
- 22:** Friends of the Library Tom Sawyer Adventure Day, 1pm @ Zastrow Room
- 27:** Old Time Music Jamboree, 7PM @ Senior Center

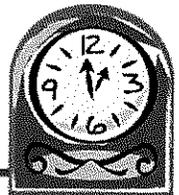


MARCH 9

REMEMBER?



Set Your Clocks Ahead!



NO SMOKING POLICY:

March 1st is the start of the 3rd month of this policy being in effect. These past few weeks we have been getting more frequent complaints from non-smokers who live next to smokers that they are smelling smoke in their apartment. With this policy in effect there should not be any incident of smoke migrating through the apartments via the vents or anything. The only place smoke should be smelled is outside.

If complaints are continually received action will be taken. Per the policy no second chances will be given. If after following up on a complaint we feel the tenant has been smoking in the unit then a 7-Day Notice to Cure will be given. Failure to follow through with the stipulations of that notice will result in termination of your lease.

REMINDER: THE E-CIGARRETTES ARE NOT ALLOWED TO BE SMOKED INSIDE YOUR UNIT!!

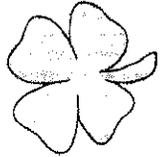
WINTER PARKING LOT ISSUES:

We have had one of the worst winters in many years. Every year we tend to have some parking lot issues with snow removal but this year there has been many issues. Please read this carefully. After a measureable snowfall has slowed down or stopped:

- Steve tries to get out very early to get the parking lots as clear as he can.
- Be careful to stay clear of his truck when plowing. If you have to leave when he is plowing in your area please move slowly.
- After he has cleared the main areas he will then try to get back to clear where your cars are parked. You need to watch for him to want to move your vehicle. A couple of pointers: when you go to move your vehicle clean your car off first then move to an already cleared area. DO NOT clean your car off in an already plowed area/spot! He will do his best to get as much cleaned as possible but if not all cars get moved he will be unable to clear the entire lot.
- If you are not able to drive you should not have a vehicle in our lot. If you do not plan to drive over the winter you need to find somewhere else to park it out of our parking lot unless you are able to move it upon request.

SNOW REMOVAL:

This winter has been a difficult one to stay on top of the snow removal. This last blizzard we had was probably the worst winter storm of the season. Horrible wet snow that turned into thick bumpy ice has been the result. It is bad all around town! Steve/Joe and the guys work very hard to try to get your walks clear so you are able to get around. They work in the cold and wind while we sit in the warmth. The ice that is out there now is so thick that they are unable to get it cleared as quickly as they'd like. It is going to take a lot more sunshine and warmer temperatures before the walks can be clear again. We would appreciate it if you would understand the situation and be patient. It is not necessary to call the office to tell us your walk is not clear because we already know. Thanks for your cooperation!

MARCH 2014 MENUS				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3 Hearty Veg Beef Soup Corn Bread Celery Sticks Peaches Trail Mix	4 Jambalaya Black Bean & Corn Salad Mandarin Oranges Garlic Bread	5 Crunchy Baked Fish Parsleyed Potatoes Green Beans Pineapple Crisp Raspberry Lemonade	6 Turkey Roast Potatoes w/Gravy Peas & Carrots Pumpkin Custard Tomato Juice	7 Egg & Potato Casserole Broccoli Banana Half Fruit Oat Muffin OJ
10 Swedish Meatballs Baked Potato w/ Sour Cream Harvard Beets Mixed Fruit Raspberry Lemonade	11 Turkey Tetrazini Garden Beans Hot Fruit Compote WW Roll Tomato Juice	12 Taco Soup Tortilla Chips Lettuce Salad Red Mandarin Orange Jell-O	13 Scalloped Potatoes & Ham California Blend Cranberry Pear Crisp OJ	14 Tomato Soup Tuna Salad Sandwich Apple Slices Bar
17 Creamed Chicken Over Biscuit Brussles Sprouts Pineapple Tomato Juice	18 Chili Cinnamon Roll Baby Carrots Chilled Pears Raspberry Lemonade	19 Liver & Onions -OR- Beef Patty Mashed Potatoes Mixed Vegetables Oatmeal Raisin Bar OJ	20 Meat Loaf Boiled Potatoes Spinach Au Gratin Strawberries Angel Food Cake	21 Crunchy Baked Fish Tartar Sauce Sweet Potato Wedges Creamed Peas Orange/Banana/Pineapple Tomato Juice
24 Italian Meatloaf Roasted Red Potatoes Lima Beans Hot Cinnamon Apples w/Crunchy Topping Raspberry Lemonade	25 Chicken Noodle Casserole Corn Salad Plums Oatmeal-Raisin Bar OJ	26 Turkey & Dumplings Asparagus Mixed Fruit OJ	27 Swiss Style Gr. Beef Squash Cooked Cabbage & Onions Blushing Pears Tomato Juice	28 Assorted Fish Peas Peaches Bread Pudding
31 Spaghetti Parmesan Cheese Broccoli Apricots French Bread		Each Meal Includes: + 1/3 of the Required Daily Intake for persons age 70+ + milk, condiments as appropriate  Sodium > 800mg		

Monday

Tuesday

Wednesday

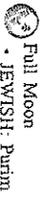
Thursday

Friday

<ul style="list-style-type: none"> * Colorectal Cancer Education & Awareness Month * Humorists Are Artists Month (HAAM) * Irish-American Heritage Month * Keep Your Shoe Laces Tied Month * Mental Retardation Awareness Month * Music Involvement Month * National Craft Month * National Frozen Food Month * National Kidney Month (U.S. & Canada) * National Noodle Month * National Nutrition Month (U.S. & Canada) 	<ul style="list-style-type: none"> * National Peanut Month * National Professional Social Work Month * National Sauce Month * National Umbrella Month * National Women's History Month * Red Cross Month (U.S. & Canada) * Youth Art Month * BIRTHSTONES - Bloodstone (Courage) (Alternate - Aquamarine) * FLOWERS - Jonquil or Daffodil * COLOR - White 			
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3	11:00-11:30 Living bBetter In CC	4	9:00 Men's Pool Mardi Gras Day Dress in bright colors make mask and other activities 1 p.m. cards	5	9:00 Women's Pool 11:00 Larry Wolff CC High School Princ Student Involment Student Technology	6	9:00 Open Pool 11:00 Program by Ron & Toni Noah "Travels to LAOS & Viet Nam"	7	11:00-11:30 Living Better In CC
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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 p.m. Cards	12	9:00 Women's Pool 11:15 "Battle of the Bulge" by Warren Nott	13	9:00 Open Pool 11:15 Music by Roger Wedeking 1:00 P.m. General Membership Mtg. Jam Session	14	11:00-11:30 Living Better In CC
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17	 St. Patrick's Day 10:15 Site Council Mtg 11:00-11:30 Living Better In CC 6:30 Bingo	18	 Full Moon JEWISH: Purim 9:00 Men's Pool 11:15 Healthline Mindy Ellsworth Dietition	19	9:00 Women's Pool 11:15 Program by Heidi Reams from Fossil Praire Park Rockford	20	 Spring Begins 9:00 Open Pool 11:00 Travels to Democratic Republic of the Congo by Patty Siemans	21	11:00-11:30 Living Better In CC
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24	11:00-11:30 Living Better In CC 6:30 Bingo	25	1:00 cards 9:00 Men's Pool 11:15 Music by Gloria Wyborny 1 P.M. Cards	26	9:00 women's Pool 11:00-11:30 Living Better In CC 11:40 "Make Brain- Healthy Life Choices"	27	9:00 Open Pool 11:00 Bingo Jam Session	28	11:00-11:30 Living Better In CC
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31	11:00-11:30 Living Better In CC 6:30 Bingo			
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MORNINGSIDE NEWS

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

March 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.

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.

March:

- 1:** Kids Day @ Floyd Co. Museum, 9-11am
- 5:** Anyone Can Draw, class with Nicole Fullard. 4 week series, 5:30-5pm @ Art Center. 228-6284 for info.
- 7-9:** Watercolor Batik class with Ann Schneklath, @ Art Center. 228-6284
- 9: Daylight Saving-Spring Ahead!**
- 9:** Matinee, Over the Hedge, Charles Theatre, 2pm
- 10-14:** CC Schools spring break week
- 13:** Old Time Music Jamboree, 7pm @ Senior Center. Doors open @ 6pm
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** HAPPY Saint Patrick's Day **



REMEMBER?

Set Your
Clocks
Ahead!



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

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

Childhood Immunization Clinics

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



WIC CLINICS

Mar. 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

CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 2/2014, FISCAL 8/2014

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
174-533-4300	INTEREST - SECTION 8	1,200.00	102.79	725.99	60.50	474.01
174-533-4440	STATE GRANT-SEC 8	.00	.00	.00	.00	.00
174-533-4504	PRAUD-SEC 8	4,500.00	531.00	1,818.00	40.40	2,682.00
174-533-4505	HUD CONTRIB-SEC 8	625,000.00	70,518.00	401,315.00	64.21	223,685.00
174-533-4509	ADMIN FEE/HTH-SEC 8	90,000.00	6,380.00	49,573.00	55.08	40,427.00
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	77,531.79	453,710.99	62.78	268,989.01
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	1,995.99	20,830.47	36.54	36,169.53
174-533-6040	OVERTIME SALARY - SECTION 8	.00	.00	39.01	.00	39.01
174-533-6110	FICA - SECTION 8	4,361.00	134.79	1,450.81	33.27	2,910.19
174-533-6130	IPERS -SECTION 8	5,091.00	178.24	1,853.59	36.41	3,237.41
174-533-6150	HEALTH INS - SECTION 8	24,800.00	1,553.78	12,430.24	50.12	12,369.76
174-533-6151	LIFE INS - SECTION 8	250.00	16.83	134.65	53.86	115.35
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	870.00	7,724.00	45.44	9,276.00
174-533-6401	ACCOUNTING FEES - SECTION 8	3,000.00	210.00	1,870.00	62.33	1,130.00
174-533-6420	CONTRACT SERVICES - SECTION 8	3,000.00	855.25	5,476.75	182.56	2,476.75
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	48,933.28	378,949.58	63.16	221,050.42
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	54,748.16	432,991.46	59.81	290,990.54
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	22,783.63	20,719.53	329.82	27,001.53

CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 2/2014, FISCAL 8/2014

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PBR CNT EXPENDED	UNEXPENDED
173-532-4300	INTEREST-PUBLIC HOUSING	23,500.00	1,822.33	15,497.14	65.95	8,002.86
173-532-4504	FRAUD-PUBLIC HOUSING	4,000.00	150.50	1,254.00	31.35	2,746.00
173-532-4506	DWELLING RENT-PUBLIC HOUSING	425,000.00	34,898.00	282,540.78	66.48	142,459.22
173-532-4507	EXCESS UTILITY-PUBLIC HOUSING	10,500.00	216.00	5,160.00	49.14	5,340.00
173-532-4508	CONTRIB-OTHER-PUBLIC HOUSING	13,000.00	.00	7,001.10	53.85	5,998.90
173-532-4710	REIMBURSED EXP-PUBLIC HOUSING	7,000.00	73.87	1,884.98	26.93	5,115.02
173-532-4781	OPER SUBSIDY-PUBLIC HOUSING	.00	15,398.00	117,387.00	.00	117,387.00-
	PUBLIC HOUSING TOTAL	483,000.00	52,558.70	430,725.00	89.18	52,275.00
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	7,074.38	63,001.01	62.38	37,998.99
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	474.92	4,316.92	54.78	3,563.08
173-532-6130	IPERS - PUBLIC HOUSING	9,198.00	607.22	5,504.44	59.84	3,693.56
173-532-6150	HEALTH INS - PUBLIC HOUSING	37,000.00	2,330.66	18,645.28	50.39	18,354.72
173-532-6151	LIFE INS - PUBLIC HOUSING	375.00	25.24	201.94	53.85	173.06
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	EMPLOYER BEN-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6230	STAFF TRAINING-PUBLIC HOUSING	8,000.00	780.00	1,915.79	23.95	6,084.21
173-532-6370	GAS - PUBLIC HOUSING	35,000.00	3,311.11	15,405.49	44.02	19,594.51
173-532-6371	UTILITIES - PUBLIC HOUSING	45,000.00	6,793.88	30,678.68	68.17	14,321.32
173-532-6374	WATER - PUBLIC HOUSING	16,500.00	1,275.86	9,995.72	60.58	6,504.28
173-532-6379	OTH UTIL-PUBLIC HOUSING -SEWER	23,000.00	1,694.18	13,764.64	59.85	9,235.36
173-532-6401	ACCOUNTING FEES-PUBLIC HOUSING	4,000.00	165.00	1,835.00	45.88	2,165.00
173-532-6408	TORT LIABILITY - PUBLIC HOUSING	24,000.00	.00	.00	.00	24,000.00
173-532-6411	LEGAL FEES - PUBLIC HOUSING	2,000.00	169.00	1,993.00	99.65	7.00
173-532-6415	COPIER LEASE - PUBLIC HOUSING	1,500.00	230.51	1,919.08	127.94	419.08-
173-532-6420	CONTRACT SERVICES - PUBLIC HOUSING	16,000.00	718.54	7,453.83	46.59	8,546.17
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	850.79	12,053.94	48.22	12,946.06
173-532-6599	MAINT MATERIALS-PUBLIC HOUSING	50,000.00	6,578.83	32,005.42	64.01	17,994.58
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	33,080.12	256,309.76	56.74	195,413.24
173-536-6010	SALARY - PH MAINT	72,000.00	5,931.44	49,677.70	69.00	22,322.30
173-536-6040	OVERTIME SALARY - PH MAINT	2,000.00	1,927.50	4,898.88	244.94	2,898.88-
173-536-6110	FICA - PH MAINT	5,661.00	590.25	4,088.01	72.21	1,572.99

CITY OF CHARLES CITY
REVENUE & EXPENSE REPORT
CALENDAR 2/2014, FISCAL 8/2014

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-536-6130	IPERS - PH MAINT	6,609.00	644.74	4,704.51	71.18	1,904.49
173-536-6150	HEALTH INS - PH MAINT	6,900.00	573.08	4,584.64	66.44	2,315.36
173-536-6151	LIFE INS - PH MAINT	100.00	8.37	66.96	66.96	33.04
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	9,675.38	68,580.76	71.39	27,489.24
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	9,803.20	107,334.48	108.65	206,127.48

MEETING DATE: 3/20/14

RE: Approve Resolution 03-14
Adopting Revised By-Laws

REQUESTED ACTION: Approve Resolution 03-14.

Comments: The By-Laws were reviewed at the February meeting and it was noted that they stated that the annual meeting was to be held in February after the regular meeting and historically the annual meeting has been held during the regular meeting. It was recommended that the By-Laws be revised to state that the annual meeting be held during the regular meeting. The revised By-Laws are attached. The last time the By-Laws were revised was in 2009.

RESOLUTION NO. 03-14

ADOPTION OF REVISED BY-LAWS Charles City Housing and Redevelopment Authority

WHEREAS, the Charles City Housing and Redevelopment Authority was created under Charles City's Municipal Code 27 pursuant to Chapter 403A of the Code of Iowa to administer its housing programs and as such the Housing Board has been authorized to draft and maintain the By-Laws governing the Board, and

WHEREAS, the Housing Board reviewed the By-Laws on February 19, 2014 during the annual meeting, and

WHEREAS, it was determined that Article II, Board of Commissioners, Section B, 3, Annual meeting, be revised to read, "3. Annual Meeting –The Board of Commissioners shall hold an annual meeting in the month of February during the regular meeting of the Board for that month, at which time the Commissioners shall elect officers for the forthcoming year.",

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Charles City Housing and Redevelopment Authority meeting in regular session on March 20, 2014, that the By-laws adopted by Resolution No. 02-09 are hereby rescinded, and in their place, the By-Laws attached hereto and by this reference are hereby adopted, affective as of the date of this action.

PASSED AND APPROVED BY THE CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY ON THIS 20th DAY OF MARCH, 2014.

Trey Becker, Chairperson

ATTEST:

Heidi Nielsen, Director

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 during 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 of Revisions Resolution No. 03-14 March 20, 2014
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