

CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY

AGENDA  
**SPECIAL MEETING**

August 13, 2014, 7:30 a.m.  
at  
501 Cedar Terrace South, Charles City, IA 50616

- I. Call Meeting to Order
- II. Old Business
  - 1. Review Audit Proposals and Make Recommendation to Council..... 1
- III. New Business
  - 1. Review Quotes for Washers/Dryers and Approve Purchase..... 2
- IV. Move to Adjourn

**\*\*\*\*\*Note time difference, meeting is at 7:30 a.m.\*\*\*\*\***

Next regular meeting scheduled for Thursday, August 21, 2014 at 7:00 a.m.

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**MEETING DATE:** 8/13/14

**RE:** Review Audit Proposals and Make  
Recommendation to Council

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**REQUESTED ACTION:** Review Audit proposals and approve proposal from TD&T for \$7,800 for the FYE 06/30/2014 Audit.

**Comments:** A Request for Proposals was sent to nine different CPA firms: Hogan-Hansen, Gardiner Thomsen, Clifton Gunderson, McGladery & Pullen, Schnurr & Co., Tostrud & Temp, TD&T, Renner & Berchem, and Lines Murphy.

We received a proposal on July 15, 2014 from TD&T for \$7,800, and as directed by the Council, proposals were requested from Kronlage & Olson and Dennis Donovan. Kronlage & Olson submitted a proposal for \$8,500 and Dennis Donovan's proposal was for \$8,000. Each proposal was reviewed and when you factor in experience in addition to cost, the proposal from TD&T offers the most favorable terms and the least risk for the audit.

TD&T's references were contacted and they were all happy with TD&T stating that they were pleasant to work with and were receptive to answering questions that arise during the year. In addition, all three references operate multi-family housing and are required to submit their audited financial information to HUD through the Real Estate Assessment Center and TD&T did not have any difficulty certifying the submissions. TD&T has been doing the audits for one of them for the past thirty years.

The proposals will be available for review at the meeting or anytime during regular office hours prior to the meeting.

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**MEETING DATE:** 8/13/14

**RE:** Review Quotes for Washers and Dryers and  
Approve Purchase

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**REQUESTED ACTION:** Review quotes for the purchase of new coin operated washers and dryers for the Terrace laundry rooms and approve purchase.

**Comments:** As we have previously discussed, our existing washers and dryers were purchased in 1998 and they are starting to require frequent repairs. We plan to replace all nine washers and nine dryers including the stackable dryers. However, we will be purchasing two ADA compliant front load washers and seven top load washers. We will not need any ADA compliant dryers because the stackable units and controls are accessible from a wheelchair.

I have asked for a trade-in value for the existing machines. But after speaking with a few of the suppliers, it doesn't appear that they are interested. I have spoken with a local landlord and they indicated that they would be interested in a couple of them. Otherwise, we can place an ad in the paper for sealed bids or take them to the auction, providing they are all still working by then.

Our current machines are Speed Queen and we would like to stay with that brand. So we contacted suppliers who would be able to supply and service Speed Queen, giving them the option to provide quotes on machines that are equal in quality to the Speed Queen. The suppliers contacted were: Jetz Service Company from West Des Moines, T-J Service from Charles City, Washburn Laundry from Cedar Rapids, and BDS Laundry Systems from St. Paul. They all indicated an interest in submitting a quote with the deadline being August 11<sup>th</sup>. All quotes submitted will be available at the meeting.

The cost estimate for the machines including set-up and installation is between \$20,000 and \$25,000. At the current cost of \$1.50 per wash and \$.75 to dry, not taking utilities and maintenance into consideration, it will take approximately two years to recoup the expense.