

MINUTES  
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY  
August 13, 2014 7:30 a.m.  
**SPECIAL MEETING**

Members Present: Jeremy Heyer, Jill Streich, Susan Andersen, Trey Becker and Nancy Heiter. Absent: None. Others present: Heidi Nielsen, staff.

Becker called the meeting to order at 7:30 a.m.

Old Business.

Review Audit Proposals and Make Recommendation to Council. The additional proposals from Kronlage & Olson and Dennis Donovan were discussed. The Board agreed with Nielsen that based on the levels of each firm's experience with housing authority audits in combination with the cost proposed by each firm that the proposal that appears to be most beneficial is the proposal from TD&T. Streich made a motion to recommend acceptance to the City Council of TD&T's audit proposal. Andersen seconded the motion. Ayes: 5, Nays: 0. Motion carried.

New Business.

Review quotes for Washers/Dryers and Approve Purchase. Nielsen explained to the Board that the request for bids was sent to five different companies and the list consisted of certified suppliers of Speed Queen machines. The existing washers are Speed Queen and we have had very good luck with them. The requests allowed for the companies to submit quotes for an alternate brand that was equal in value. This was necessary to allow for comparison of the bids. The low bid was from Coin Mach for \$17,621.69. The second low bid was from T-J Service for \$19,180.00. Nielsen stated that according to City Policy the bid from the local business will be awarded if their bid is within 10% of the low bid. Nielsen requested approval of the bid for T-J Service because it not only meets the 10% requirement, it also allows for a more beneficial labor warranty. Streich asked where Coin Mach was located and said that we also need to be concerned with downtime on the machines waiting for service. Heiter made a motion to approve the purchase from T-J Service for \$19,180.00. Heyer seconded the motion. Ayes: 5, Nays: 0. Motion carried.

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

Charles City Housing and Redevelopment Authority

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Trey Becker, Chairperson

ATTEST:

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Heidi Nielsen, Director