

CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY

AGENDA

December 18, 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 November 20, 2014. . . . . 1-2
- IV. Approval of Bills for December 2014 . . . . . 3
- V. Communications . . . . . 4-5
  - 1. CFP Update
  - 2. Rehab Update
  - 3. Personnel Update
  - 4. Monthly Rental Status Update
  - 5. End of Participation Tracker
- VI. Hearing – Adoption of Rent Increase..... 6
  - 1. Open Hearing
  - 2. Filing of Affidavit of Publication – 10/27/2014
  - 3. Written Comments or Objections \_\_\_\_\_
  - 4. Oral Comments or Objections \_\_\_\_\_
  - 5. Motion to Close Hearing \_\_\_\_\_ Second \_\_\_\_\_  
Vote: Ayes: \_\_\_\_\_  
Nays: \_\_\_\_\_
- VII. Old Business
  - 1. Approve Purchase of Replacement Cameras at Morningside ..... 7
- VIII. New Business
  - 1. Review Financial Reports..... 8-11
  - 2. Approve Resolution 11-14 to Adopt Passbook Rate..... 12-13
  - 3. Review Plans for 2015 Capital Improvement Projects..... 14-25
- IX. Move to Adjourn

Next regular meeting scheduled for Thursday, January 15, 2015,  
7:00 a.m., CCHRA Office

**HAPPY HOLIDAYS!**

MINUTES  
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY  
November 20, 2014 7:00 a.m.

Members Present: Jeremy Heyer, Susan Andersen, Stuart Coulson, Trey Becker, and Jill Streich. Absent: None. Others present: Heidi Nielsen, staff and Jenna Haglund, DHS.

Introductions were made and board member Streich's resignation from the board was announced.

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

Public Comments. None

Amend-Approve Minutes of October 16, 2014. Streich moved, Heyer seconded the motion to approve the minutes of October 16, 2014 as amended. Ayes: 5, Nays: 0. Motion carried.

Approval of Bills. Streich moved, Andersen seconded the motion to approve payment of the revised bill listing totaling \$74,591.88. Ayes: 5, Nays: 0. Motion carried.

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

Old Business. None

New Business.

Review Financial Reports. Nielsen reported that even though it appears we are on track with spending, she will be taking a closer look at the budget as the budget preparation process has begun for the City for the next fiscal year. There were no questions or concerns.

Approve Replacement Signs. The request was made to approve replacement of the signs at Morningside from Cedar River Signs. They were selected to replace the signs because they designed all of the other signs; then all signs at all locations would have the same design. Coulson made a motion to approve purchase of the signs for Morningside. Heyer seconded the motion. Ayes: 5, Nays: 0. Motion carried.

Prior to adjournment the board was asked for their input on current staffing issues. Many ideas were discussed, however, there was no clear solution to address the shortage of employees. Applications will continue to be accepted.

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

Charles City Housing and Redevelopment Authority

---

Trey Becker, Chairperson

ATTEST:

---

Heidi Nielsen, Director

Customer	Description	Amount
Bluhms Cedar Valley Electric 2008	electrical maintenance repairs	718.50
Business Card	computer backup, maintenance items	14.98
C.Naber & Associates	accounting fees	391.11
Cintas	rug service	102.92
City of Charles City	water/sewer/URPS/S8 Inspections	2,688.94
Do It All Services	snow removal	247.50
Don's Repair	equipment maintenance repairs	426.04
Foxen Floors & More	tile flooring suppliec	74.04
GE Capital	copier lease payment	240.51
Haila Reinhardt	tenant referral	50.00
HAPS	Dec.1 HAPS	45,773.82
Hockenson Plumbing	maintenance items	632.53
Iowa Department of Transportation	fuel	147.30
Iowa NAHRO	membership dues	75.00
Jendro Sanitation	trash service	643.00
Linderman Heating & Air, LLC	maintenance items	90.00
Mark Fisher	security deposit refund	200.00
Mason City Housing Authority	additional HAP due	15.39
Megan Fairholm	security deposit refund	125.00
Mehmen's Painting	contract painting	220.00
Mid American Energy	electric/gas	6,380.79
Noah, Smith & Schuknecht, P.L.C.	legal fees	1,232.00
Pitney Bowes	meter lease	54.09
Schueth Ace Hardware	maintenance items	713.45
Sherwin Williams	paint	93.87
Steve Merrill	security camera purchase	830.46
T-J Service	new stove	598.99
TD&T CPAs and Advisors, P.C.	audit fee	5,000.00
Teeter Specialty Company L.L.C.	office folders	594.12
Thomas Sosack	security deposit refund	250.00
US Cellular	cell service	72.31
Waggoner & Wineinger Architects, Inc.	capitol fund project payment	7,395.00
		<b>76,091.66</b>

REQUESTED ACTION: None - for your information only.

1. Capital Fund Update. Reed Wessman from Waggoner & Wineinger will be presenting the plans for the upcoming capital improvements at the December meeting.
2. Rehab Update. The final touches are being done on the specifications for the next three projects and plans have been made to start the procurement process on January 20<sup>th</sup>. The contracts will be awarded at the February 16<sup>th</sup> City Council Meeting. We are still working on selecting the final homeowner. The family that we were working with turned out to be over income making them ineligible to participate in the program. Information has been sent to the next person on the list. They have until December 18<sup>th</sup> to respond. We need to make sure that all of the projects are under contract by April 1<sup>st</sup> so we improve the probability of getting an extension.
3. Personnel Update. We are still struggling with the lack of employees to perform the snow removal. We have four people hired, and will be hiring a fifth by the end of December, However two of the five are high school students and two of them also have other jobs. In addition, Rick Burton has resigned his temporary position. So we are looking to fill that position also. We may have to look at a temp agency to fill the maintenance position. It may be several months before Steve is released to return to work.

**4. Monthly Rental Status Update.**

<b>Month of November 2014</b>	Total Leased 11/1/14	New Leases	Removed Or Moved	Total Leased 11/30/14	Total On Waiting List	Offered Assistance	Removed
Terraces 132 Units	130	2	2	130	25	3	4
Morningside 16 Units	14	0	2	12	4	1	2
Section 8 197 Units	164	6	13	157	52	20	2

Declined Assistance (5) Over Income ( ) Denied (2) Insufficient Address ( )  
 Did not attend Briefing/Information Not Returned (1) Criminal Background Check ( )  
 Voucher Expired (1) Purged ( )  
 Terminations: PH (1) S8 (2)  
 Port Out: ( )

5. End of Participation Tracker. See attachment

END OF PARTICIPATION  
TRACKER

2014-2015

SECT8	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTALS
LEFT IN GOOD STANDING	2	2	1	2	4	3							14
ZERO HAP													0
MUTUAL RECISION													0
ANNUAL RE-EXAM SEARCHING	1	1	1										2
PORT-OUT ABSORBED						3							3
PORT-OUT SEARCHING	1					3							4
DECEASED													0
MOVED IN VIOLATION				2	1								3
EVICTED													0
UNAUTHORIZED LIVE-IN	3	1											4
VIOLATION OF FAMILY OBLIGATION		2		1									3
GAVE UP ASSISTANCE BEFORE 1 YEAR													0
FAILURE TO RENEW						2							2
FAILURE TO REPAY													0
FAILURE TO PROVIDE INFO			1										1
FAILURE TO FOLLOW THROUGH													0
FRAUD													0
UNREPORTED INCOME-2ND TIME													0
UTILITIES DISCONNECTED													0
CRIMINAL CONVICTION													0
VOUCHER EXPIRED	1	4		1		1							7
VOUCHER REVOKED													0
LEASED W/NEW LANDLORD	1	2	4	1	5	2							10
TOTALS	9	12	7	7	5	14	0	0	0	0	0	0	44
<b>PUBLIC HOUSING</b>													
LEFT IN GOOD STANDING	2		1	3	2	3							11
DECEASED													0
MOVED IN VIOLATION	1												1
TERMINATED FOR LEASE VIOLATIONS			1										1
EVICTED					1								1
UNAUTHORIZED LIVE-IN													0
FAILURE TO RENEW		1											1
FAILURE TO REPAY													0
FAILURE TO PROVIDE INFO													0
FAILURE TO FOLLOW THROUGH													0
CRIMINAL CONVICTION													0
OTHER													0
UTILITIES DISCONNECTED													0
<b>TOTALS</b>	<b>3</b>	<b>1</b>	<b>2</b>	<b>4</b>	<b>4</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>16</b>

Proof of Publication

STATE OF IOWA  
Floyd County,

I, Christopher J. Hall, Publisher, (Editor) of the CHARLES CITY PRESS, in said county, do hereby state that I certify under penalty of perjury and pursuant to the laws of the State of Iowa that a notice, which is a true copy, has been printed and published each week for 1 consecutive weeks in the regular daily issues of said paper commencing with the issue of Friday on the 27<sup>th</sup> day of October A.D., 2014 and ending with the issue of, \_\_\_\_\_, 20    .

**Legal Notice**

The Charles City Housing and Redevelopment Authority will be amending its flat rent policies to comply with the statutory changes contained within, Public Law 113-76, the Fiscal Year 2014 Appropriation Act. The information is available for review at the Authority's Office, 501 Cedar Terrace South, Charles City, IA 50616. The Authority's hours of operation are 8:00 a.m. - 4:30 p.m., M-F. In addition, a public hearing will be held at the office of the Authority on December 18, 2014 at 7:00 a.m. The public is invited to attend to comment or may submit written comments to the Authority's office by that date.

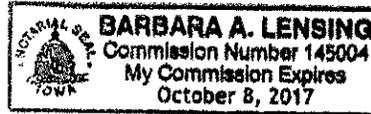
No. 16962  
10/27/14

Christopher J. Hall

Acknowledgement and charges  
for above services \$ 6<sup>88</sup>

Subscribed and sworn to before me this 27<sup>th</sup> day  
of October A.D., 2014

Barbara A. Lensing  
Notary Public in and for the State of Iowa



---

**MEETING DATE:** 12/18/2014

**RE:** Approve Purchase and installation of  
Replacement Security Cameras at  
Morningside

---

**REQUESTED ACTION:** Approve purchase of replacement cameras at Morningside from CEC including installation.

**Comments:** In October we received a quote from CEC for \$1,488.20 for replacement of one camera at Morningside. At that time, the decision was made to try to purchase a camera from a local installer to try to save money.

I have contacted Steve Merrill and Tom Bock to see if they would be able to provide us with estimates. What they found out was that the type of cameras and DVR that we have are system specific so you have to use the same cameras from the same manufacturer. They also found out that they can't purchase directly from the manufacturer and that CEC is the only company in Iowa who can.

In addition, since October we have had an additional camera start to fail. Both of these cameras are original to the system so they have been in service for about 8 years. It is my understanding that they have worked longer than anticipated, especially because they are exposed to the elements

The cost to replace the cameras will be approximately \$4,000. This amount includes the purchase of the new cameras for \$2,976.40 and about \$1,000 for installation. They charge an hourly rate of \$132 and we will need to rent a lift to reach the cameras. I would like to get the cameras ordered from CEC so we can proceed with the installation and make the system completely operational.

---

**MEETING DATE:** 12/18/14

**RE:** Review Financial Reports

---

**REQUESTED ACTION:** Review monthly operating reports.

**Comments:** The November 2014 operating reports are attached for your review.

CITY OF CHARLES CITY  
REVENUE & EXPENSE REPORT  
CALENDAR 11/2014, FISCAL 5/2015

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-532-4300	INTEREST-PUBLIC HOUSING	23,500.00	1,976.22	10,049.15	42.76	13,450.85
173-532-4504	FRAUD-PUBLIC HOUSING	4,000.00	236.00	999.35	24.98	3,000.65
173-532-4506	DWELLING RENT-PUBLIC HOUSING	425,000.00	35,343.00	181,485.00	42.70	243,515.00
173-532-4507	EXCESS UTILITY-PUBLIC HOUSING	9,500.00	188.00	4,010.00	42.21	5,490.00
173-532-4508	CONTRIB-OTHER-PUBLIC HOUSING	13,500.00	683.50	4,162.75	30.84	9,337.25
173-532-4710	REIMBURSED EXP-PUBLIC HOUSING	1,500.00	1,105.24	2,131.80	142.12	631.80-
173-532-4781	OPER SUBSIDY-PUBLIC HOUSING	180,000.00	15,623.00	78,462.00	43.59	101,538.00
	PUBLIC HOUSING TOTAL	657,000.00	55,154.96	281,300.05	42.82	375,699.95
173-910-4830	TRANSFER IN - PUBLIC HOUSING	.00	.00	1,989,835.30	.00	1,989,835.30-
	TRANSFERS IN/OUT TOTAL	.00	.00	1,989,835.30	.00	1,989,835.30-
173-532-6010	SALARY - PUBLIC HOUSING	76,500.00	6,865.06	36,665.54	47.93	39,834.46
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	6,500.00	460.58	2,481.22	38.17	4,018.78
173-532-6130	IPERS - PUBLIC HOUSING	8,300.00	613.03	3,274.21	39.45	5,025.79
173-532-6150	HEALTH INS - PUBLIC HOUSING	28,527.00	2,380.08	11,900.40	41.72	16,626.60
173-532-6151	LIFE INS - PUBLIC HOUSING	300.00	25.53	128.08	42.69	171.92
173-532-6160	WORK COMP - PUBLIC HOUSING	2,500.00	.00	.00	.00	2,500.00
173-532-6170	UNEMPLOYMENT - PUBLIC HOUSING	600.00	.00	63.59	10.60	536.41
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	5,000.00	.00	456.30	9.13	4,543.70
173-532-6370	GAS - PUBLIC HOUSING	38,000.00	1,271.26	7,195.10	18.93	30,804.90
173-532-6371	UTILITIES - PUBLIC HOUSING	49,000.00	3,217.19	17,776.16	36.28	31,223.84
173-532-6374	WATER - PUBLIC HOUSING	16,500.00	1,363.45	7,500.24	45.46	8,999.76
173-532-6379	OTH UTIL-PUBLIC HOUSING -SEWER	23,000.00	1,814.28	9,498.96	41.30	13,501.04
173-532-6401	ACCOUNTING FEES-PUBLIC HOUSING	3,000.00	165.00	1,380.00	46.00	1,620.00
173-532-6408	TORT LIABILITY - PUBLIC HOUSING	24,000.00	.00	.00	.00	24,000.00
173-532-6411	LEGAL FEES - PUBLIC HOUSING	2,500.00	322.00	322.00	12.88	2,178.00
173-532-6415	COPIER LEASE - PUBLIC HOUSING	2,800.00	240.51	1,433.06	51.18	1,366.94
173-532-6420	CONTRACT SERVICES - PUBLIC HOUSING	16,000.00	967.20	4,595.73	28.72	11,404.27
173-532-6441	TENANT SERVICES-PUBLIC HOUSING	2,000.00	.00	.00	.00	2,000.00
173-532-6442	PILOT-PUBLIC HOUSING	34,000.00	.00	.00	.00	34,000.00
173-532-6516	REFUNDS-PUBLIC HOUSING	1,000.00	.00	10.00	1.00	990.00
173-532-6518	SUNDRY-OFF EXP-PUBLIC HOUSING	25,000.00	1,655.86	6,445.89	25.78	18,554.11
173-532-6599	MAINT MATERIALS-PUBLIC HOUSING	50,000.00	6,398.64	27,134.02	54.27	22,865.98
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	417,027.00	27,759.67	138,260.50	33.15	278,766.50
173-536-6010	SALARY - PH MAINT	73,000.00	7,247.94	33,267.07	45.57	39,732.93
173-536-6040	OVERTIME SALARY - PH MAINT	3,100.00	82.35	649.15	20.94	2,450.85
173-536-6110	FICA - PH MAINT	5,660.00	535.54	2,468.44	43.61	3,191.56

CITY OF CHARLES CITY  
REVENUE & EXPENSE REPORT  
CALENDAR 11/2014, FISCAL 5/2015

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-536-6130	IPERS - PH MAINT	6,500.00	527.41	2,779.31	42.76	3,720.69
173-536-6150	HEALTH INS - PH MAINT	7,014.00	1,319.10	7,599.72	108.35	585.72-
173-536-6151	LIFE INS - PH MAINT	100.00	8.37	41.85	41.85	58.15
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	25.18	4.58	524.82
173-536-6181	UNIFORM ALLOWANCE - PH MAINT	450.00	.00	450.00	100.00	.00
	PUBLIC HOUSING MAINTENANC TOTA	98,174.00	9,720.71	47,280.72	48.16	50,893.28
173-910-6910	TRANSFER OUT - PUBLIC HOUSING	34,000.00	.00	1,989,835.30	5,852.46	1,955,835.30-
	TRANSFERS IN/OUT TOTAL	34,000.00	.00	1,989,835.30	5,852.46	1,955,835.30-
	PUBLIC HOUSING TOTAL	107,799.00	17,674.58	95,758.83	88.83	12,040.17

CITY OF CHARLES CITY  
REVENUE & EXPENSE REPORT  
CALENDAR 11/2014, FISCAL 5/2015

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
174-533-4300	INTEREST - SECTION 8	500.00	106.25	376.78	75.36	123.22
174-533-4440	STATE GRANT-SEC 8	.00	.00	.00	.00	.00
174-533-4504	FRAUD-SEC 8	4,500.00	79.00	1,698.00	37.73	2,802.00
174-533-4505	HUD CONTRIB-SEC 8	600,000.00	47,906.00	243,880.00	40.65	356,120.00
174-533-4509	ADMIN FEE/HTH-SEC 8	90,000.00	7,195.00	33,943.00	37.71	56,057.00
174-533-4710	REIMBURSED EXP-SEC 8	1,000.00	.00	.00	.00	1,000.00
174-533-4715	REFUNDS-SEC 8	1,000.00	.00	.00	.00	1,000.00
	SECTION 8 VOUCHER TOTAL	697,000.00	55,286.25	279,897.78	40.16	417,102.22
174-910-4830	TRANSFER IN - SECTION 8 VOUCH	.00	.00	65,956.72	.00	65,956.72-
	TRANSFERS IN/OUT TOTAL	.00	.00	65,956.72	.00	65,956.72-
174-533-6010	SALARY - SEC 8	33,000.00	2,107.90	12,633.02	38.28	20,366.98
174-533-6040	OVERTIME SALARY - SECTION 8	.00	.00	.00	.00	.00
174-533-6110	FICA - SECTION 8	3,000.00	141.74	856.10	28.54	2,143.90
174-533-6130	IPERS -SECTION 8	3,000.00	188.25	1,128.12	37.60	1,871.88
174-533-6150	HEALTH INS - SECTION 8	19,018.00	1,586.72	7,933.60	41.72	11,084.40
174-533-6151	LIFE INS - SECTION 8	200.00	17.02	85.39	42.70	114.61
174-533-6160	WORK COMP - SECTION 8	1,680.00	.00	.00	.00	1,680.00
174-533-6170	UNEMPLOYMENT - SECTION 8	400.00	.00	42.39	10.60	357.61
174-533-6199	EMPLOYEE BEN-SEC 8	.00	.00	.00	.00	.00
174-533-6230	STAFF TRAINING - SECTION 8	1,500.00	.00	419.61	27.97	1,080.39
174-533-6380	UTILITY ALLOT - SECTION 8	15,000.00	1,553.34	6,347.02	42.31	8,652.98
174-533-6401	ACCOUNTING FEES - SECTION 8	3,000.00	210.00	1,240.00	41.33	1,760.00
174-533-6420	CONTRACT SERVICES - SECTION 8	9,000.00	831.50	4,163.00	46.26	4,837.00
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	48,719.90	242,376.36	40.40	357,623.64
174-533-6516	REFUND INTEREST-SEC 8	.00	.00	.00	.00	.00
174-533-6518	SUNDRY-OFF EXP-SEC 8	3,000.00	.00	477.80	15.93	2,522.20
	SECTION 8 VOUCHER TOTAL	692,098.00	55,356.37	277,702.41	40.12	414,395.59
174-910-6910	TRANSFER OUT - SECTION 8 VOUCH	5,000.00	.00	65,956.72	1,319.13	60,956.72-
	TRANSFERS IN/OUT TOTAL	5,000.00	.00	65,956.72	1,319.13	60,956.72-
	SECTION 8 VOUCHER TOTAL	98.00-	70.12-	2,195.37	2,240.17-	2,293.37-

**REQUESTED ACTION:** Approve Resolution 11-14 to Adopt Passbook Rate

**Comments:** HUD regulations require us to apply the passbook rate to the cash value of assets greater than \$5,000 when calculating participant income. Then we compare the imputed value against the actual income generated by the assets. The larger amount of the two is included the participant's annual income.

In 2011 HUD directed us to reduce the rate to 0%. They have since determined that the individual housing agencies should set their own rate and review that rate on an annual basis. The passbook rate established must be within .75 percent of the current Savings National Rate. As of December 1, 2014 that rate was .06%. That means that our adopted rate must fall somewhere between -.69% and .81%, and the rate may not be less than 0%. The area passbook rates at the following area banks as of December 4, 2014 were:

First Security Bank	.10%
First Citizens Bank	.10%
Security State Bank	.20%
CUSB	.10%

We have discussed the rates and have decided that .10% should be set as our passbook rate. Imposing the higher rate will only affect residents and participants whose assets' cash value exceeds \$5,000. In addition, many times those with assets higher than that will have an actual income from their assets that exceeds the imputed value.

## RESOLUTION NO. 11-14

### ADOPTION OF PASSBOOK RATE

#### 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, according to 24 CFR § 5.609(b)(3), when determining annual income for families who apply for or receive assistance in the Housing Choice Voucher Program (HCV) and public housing programs, a public housing agency (PHA) includes in annual income the greater of either: (1) actual income resulting from all net family assets; or (2) a percentage of the value of such assets based upon the current passbook savings rate as determined by the U.S. Department of Housing and Urban Development (HUD) when a family has net assets in excess of \$5000; and

WHEREAS, HUD has issued Notice 2012-29 requiring all Housing Authorities to establish a passbook rate based on the current Savings National Rate and review them annually ; and

WHEREAS, the Savings National Rate on December 1, 2014 was .06% and the proposed rate of .10% is within the required .75% of that rate; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Charles City Housing and Redevelopment Authority that adoption of the proposed passbook rate of .10% is necessary to ensure that all rent calculations are in compliance with regulation.

PASSED AND ADOPTED BY THE CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY ON THIS 18<sup>TH</sup> DAY OF DECEMBER 2014.

\_\_\_\_\_  
Trey Becker, Chairperson

ATTEST:

\_\_\_\_\_  
Heidi Nielsen, Director

---

**MEETING DATE:** 12/18/14

**RE:** Review Plans for 2015 Capital Improvement  
Projects

---

**REQUESTED ACTION:** Review proposed plans and cost estimates for upcoming capital improvement projects.

**Comments:** Reed Wessman from Waggoner and Wineinger will be at the meeting to present the plans and answer any questions. The drawings and cost estimates are attached for your review. Also attached is a list of Section 504 non-conforming items within the design which due to physical constraints make it impractical or impossible to address. In addition, you have been provided with the proposed time frame for phase one.

We are still in the planning and design phase and no decisions will be made until the February meeting.

**WAGGONER & WINEINGER ARCHITECTS**

15 south federal ave.  
tel. 641/423-4165

[www-architects@wwa-architects.com](mailto:www-architects@wwa-architects.com)

mason city, ia 50401  
fax 641/423-4221

December 9, 2014

**Charles City Housing & Redevelopment Authority -  
2015 Capital Improvement Project – Phase One  
Project No. 14-120**

**Project Cost Estimate**

Morningside

Vinyl Siding Replacement	\$84,255
Handrails	\$14,597

South Cedar Terrace

Handrails	\$22,341
Window Replacement (324 windows)	TBD

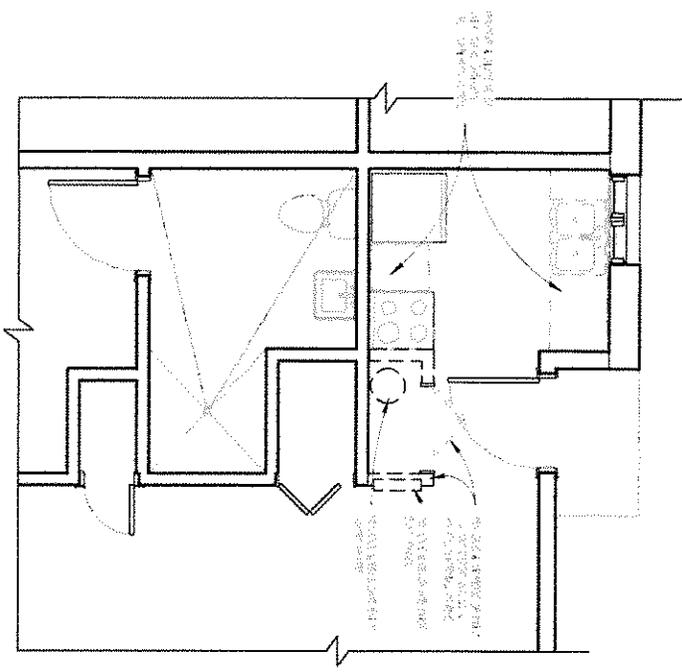
North Cedar Terrace

Handrails	\$56,078
Southeast Units Accessibility Renovation	\$44,392
Painting Windows	\$14,400

Subtotal \$236,063

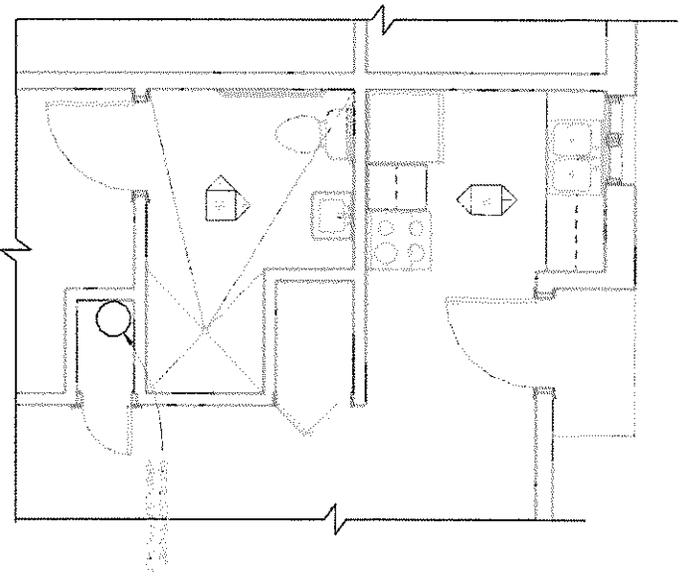
Interior Accessibility Renovations

North Cedar Terrace Southwest Units	\$45,772
South Cedar Terrace Units	\$95,312



NCT UNITS 129, 130, 131, & 132  
DEMOLITION PLAN

SCALE: 1/4" = 1'-0"



NCT UNITS 129, 130, 131, & 132  
FLOOR PLAN

SCALE: 1/4" = 1'-0"

CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY  
2015 CAPITAL IMPROVEMENT PROJECT - PHASE ONE  
CHARLES CITY, IA





**WAGGONER & WINEINGER ARCHITECTS**

15 south federal ave.  
tel. 641/423-4165

[www-architects@wwa-architects.com](mailto:www-architects@wwa-architects.com)

mason city, ia 50401  
fax 641/423-4221

December 9, 2014

**Charles City Housing & Redevelopment Authority -  
2015 Capital Improvement Project – Phase One  
Project No. 14-120**

**North Cedar Terrace – Southeast Accessible Unit Renovation Cost Estimate  
(Units 129, 130, 131, & 132)**

Demolition (Removal of existing walls, door, casework & associated work)	\$1,200
Electrical (Relocate electric panel, exhaust hood control, & associated work)	\$4,000
General Construction (Flooring, Drywall & associated work)	\$1,200
Plumbing (Relocate existing water heater)	\$1,000
Kitchen Casework (Accessible countertop, wall cabinets, & associated work)	<u>\$2,250</u>
Subtotal:	\$9,650
Miscellaneous & Contingency (15%)	<u>\$1,448</u>
Total (per unit)	\$11,098
Total for four units:	\$44,392





**WAGGONER & WINEINGER ARCHITECTS**

15 south federal ave.  
tel. 641/423-4165

[www-architects@wwa-architects.com](mailto:www-architects@wwa-architects.com)

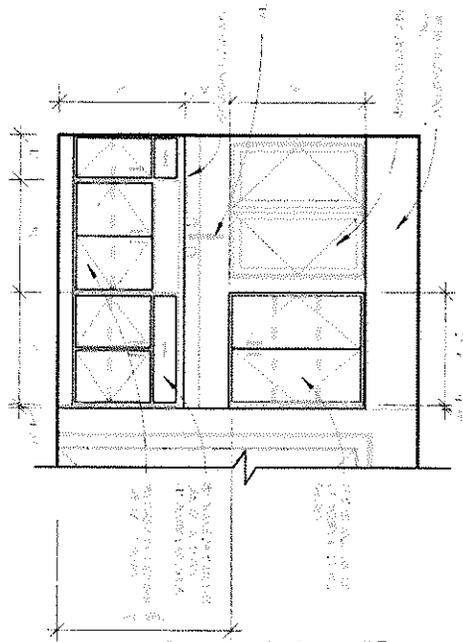
mason city, ia 50401  
fax 641/423-4221

December 9, 2014

**Charles City Housing & Redevelopment Authority -  
2015 Capital Improvement Project – Phase One  
Project No. 14-120**

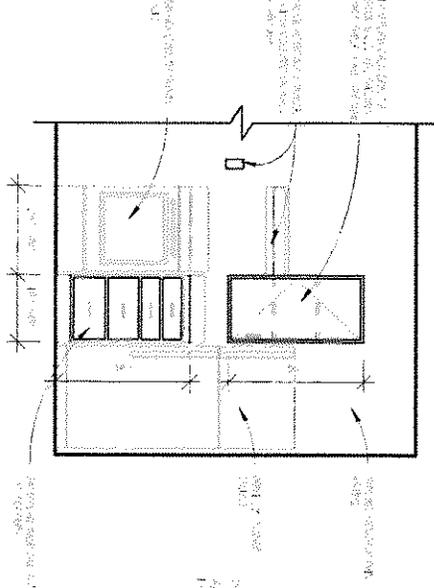
**North Cedar Terrace – Southwest Accessible Unit Renovation Cost Estimate  
(Units 81, 82, 83, & 84)**

Demolition (Removal of existing walls, door, casework & associated work)	\$1,200
Electrical (Relocate electric panel, exhaust hood control, & associated work)	\$4,000
Plumbing (Accessible vanity)	\$1,000
General Construction (Walls, grab bars, & associated work)	\$1,500
Kitchen Casework (Accessible countertop, wall cabinets, & associated work)	<u>\$2,250</u>
Subtotal:	\$9,950
Miscellaneous & Contingency (15%)	<u>\$1,493</u>
Total (per unit)	\$11,443
Total for four units:	\$45,772



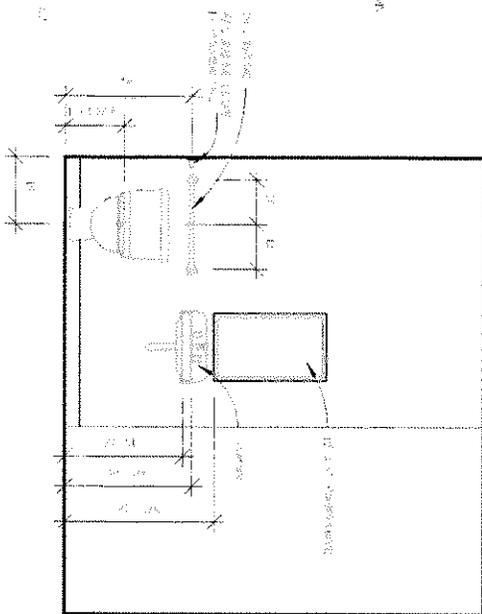
NCT TYP. ELEV. @ SINK

SCALE: 3/8" = 1'-0"



NCT TYP. ELEV. @ REFRIG.

SCALE: 3/8" = 1'-0"

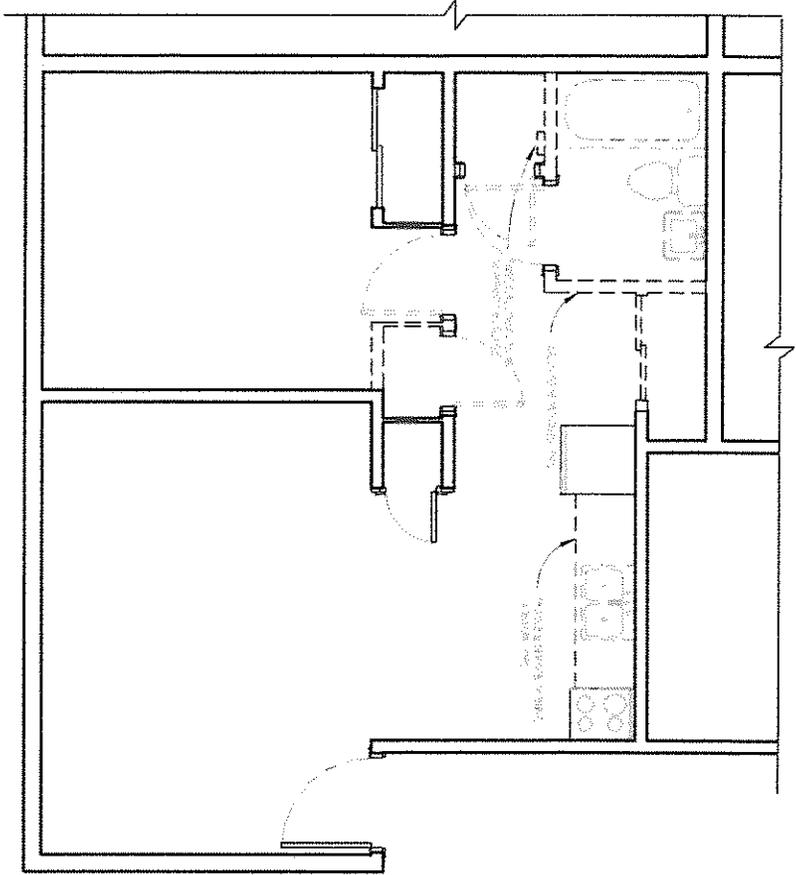


NCT BATHROOM REAR WALL ELEV.

SCALE: 3/8" = 1'-0"

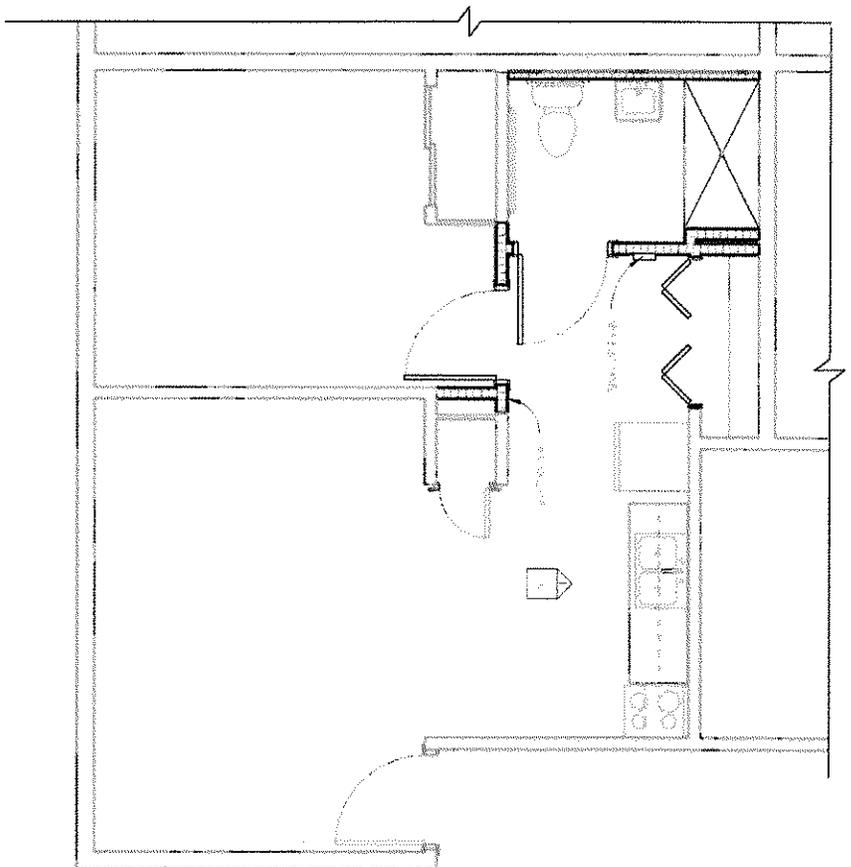
CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY  
 2015 CAPITAL IMPROVEMENT PROJECT - PHASE ONE  
 CHARLES CITY, IA





SOUTH CEDAR TERRACE UNITS 9, 10,  
11, & 12 DEMOLITION PLAN

SCALE: 1/4" = 1'-0"



SOUTH CEDAR TERRACE UNITS 9, 10,  
11, & 12 FLOOR PLAN

SCALE: 1/4" = 1'-0"

CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY  
2015 CAPITAL IMPROVEMENT PROJECT - PHASE ONE  
CHARLES CITY, IA





**WAGGONER & WINEINGER ARCHITECTS**

15 south federal ave.

tel. 641/423-4165

[www-architects@wwa-architects.com](mailto:www-architects@wwa-architects.com)

mason city, ia 50401

fax 641/423-4221

December 9, 2014

**Charles City Housing & Redevelopment Authority -  
2015 Capital Improvement Project – Phase One  
Project No. 14-120**

**South Cedar Terrace - Accessible Unit Renovation Cost Estimate**

Demolition (Removal of existing walls, doors, casework, etc. )	\$2,500
Electrical (Relocate panel, re-wire switches & outlets, etc.)	\$4,000
Plumbing (Walk-in shower, toilet, and vanity in new locations)	\$6,000
General Construction (Walls, doors, finishes, etc.)	\$6,000
Kitchen Casework (Accessible countertop, wall cabinets, etc.)	<u>\$2,220</u>
Subtotal:	\$20,720
Miscellaneous & Contingency (15%)	<u>\$3,108</u>
Total (per unit)	\$23,828
Total for four units:	\$95,312

## Heidi Nielsen

---

**From:** Reed Wessman <reedw@wwa-architects.com>  
**Sent:** Tuesday, December 09, 2014 4:28 PM  
**To:** Heidi Nielsen  
**Subject:** 2015 Capital Improvement Project - Non-compliant items

Heidi,

The following is a list of the design elements within the scope of the project that will not conform to the 504 requirements because they are impractical and/or unnecessary:

1. Some existing exterior sidewalk ramps are too steep (greater than 1:12 slope) to be accessible. These include ramps to the North Cedar Terrace apartments 117, 118, 119, & 120. Existing ramps will remain as-is.
2. There are a couple of locations, such as at North Cedar Terrace units 129 and 130, where the handrails will terminate at the top of the ramp, rather than extend 12" beyond the top of the ramp. This is because the corner of the existing building is located at the end of the handrail, and fabricating additional angles to extend the handrail was deemed unnecessary.
3. At South Cedar Terrace unit 1, the handrail will be located only on one side. A handrail will not be placed adjacent to the building thereby avoiding a new handrail over the existing exterior wall and window.
4. The existing sidewalk ramp at South Cedar Terrace Unit 9 is only 2'-8" wide. This will remain.
5. Where existing sidewalk ramps intersect other sidewalks at an angle of less than 90 degrees, we are omitting the 12" handrail extension. This occurs near South Cedar Terrace Units 3, 5 & 6.

504 Requirements do not specifically address this, but to make you aware that in order to avoid drilling through the existing sidewalks for the new handrail posts, the posts will be set in concrete piers located adjacent to the sidewalk with the handrail centerline 4" from the outside edge of the existing sidewalks. This is the most practical method of handrail installation.

Please review and let us know if you have any concerns.

Sincerely,

Reed Wessman



**WAGGONER & WINEINGER ARCHITECTS**

15 south federal ave.

tel. 641/423-4165

[wwa-architects@wwa-architects.com](mailto:wwa-architects@wwa-architects.com)

mason city, ia 50401

fax 641/423-4221

October 21, 2014

Revised

**CHARLES CITY HOUSING &  
REDEVELOPMENT AUTHORITY -  
2015 CAPITAL IMPROVEMENT PROJECT – PHASE ONE  
CHARLES CITY, IA  
PROJECT NO. 14-120**

**PROJECT SCHEDULE**

CCHRA BOARD REVIEW.....	7:00 a.m.	Thurs...Feb. 19, 2015
AUTHORIZATION TO BID.....	7:00 p.m.	Wed....Mar. 11, 2015
(City Council Planning Session)		
AUTHORIZATION TO BID.....	7:00 p.m.	Mon....Mar. 16, 2015
(City Council Meeting)		
ISSUE BID DOCUMENTS.....		Thurs...Mar. 19, 2015
ADVERTISEMENT FOR BIDS.....		Thurs...Mar. 19, 2015
PRE-BID MEETING.....	2:00 p.m.	Thurs...Apr. 2, 2015
NOTICE OF PUBLIC HEARING.....		Thurs...Apr. 2, 2015
RECEIPT OF BIDS.....	2:00 p.m.	Mon....Apr. 13, 2015
REVIEW OF BIDS.....	7:00 p.m.	Wed....Apr. 15, 2015
(City Council Planning Session)		
REVIEW OF BIDS.....	7:00 a.m.	Thurs...Apr. 16, 2015
(Housing Board Meeting)		
AWARD OF CONSTRUCTION CONTRACT.....	7:00 p.m.	Mon....Apr. 20, 2015
(City Council Meeting)		
PRECONSTRUCTION MEETING.....	2:00 p.m.	To Be Determined
BEGIN CONSTRUCTION.....(latest).....		Mon....Jun. 1, 2015
SUBSTANTIAL COMPLETION ...(latest).....		Fri.... Aug. 28, 2015
FINAL COMPLETION.....(latest).....		Fri.....Sept. 4, 2015

- WWA will send the Advertisement for Bids and Notice of Public Hearing to the Charles City Press newspaper. The newspaper will bill CCHRA.