

CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY

AGENDA

June 18, 2015, 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 May 21, 2015 and June 9, 2015..... 1-3
- IV. Approval of Bills for June, 2015 ..... 4
- V. Communications ..... 5-7
  - 1. Capital Fund Program Update
  - 2. Rehab Update
  - 3. Section 8 Admin Fee Study
  - 4. Bedbugs
  - 5. Monthly Rental Status Update
  - 6. End of Participation Tracker
- VI. Old Business
- VII. New Business
  - 1. Review Financial Reports..... 8-11
  - 2. Consider Approval of Resolution 07-15, Writing Off Accounts Receivables..... 12-13
  - 3. Consider Approval of Resolution 08-15, Removal of Assets from Depreciation... 14-15
  - 4. Consider Approval of Contract for Routine Plumbing Repairs..... 16
  - 5. Consider Approval of Contract for Routine Heating/Cooling Repairs..... 17
  - 6. Consider Approval of Contract for Routine Electrical Repairs..... 18
  - 7. Discuss Extension of Painting Contract ..... 19
- VIII. Director's Report
- IX. Move to Adjourn

Next regular meeting scheduled for Thursday, July 16, 2015, 7:00 a.m., CCHRA Office

MINUTES  
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY  
May 21, 2015 7:00 a.m.

Members Present: Susan Andersen, Jenna Haglund, and Eric Miller. Absent: None.  
Others Present: Heidi Nielsen, staff

Call to Order. Vice-Chairperson Andersen called the meeting to order at 7:00 a.m.

Public Comments. None.

Amend-Approve Minutes of April 14, 2015. Miller moved, Andersen seconded the motion to approve the minutes of April 15, 201 as presented. Ayes: 3, Nays: 0. Motion carried.

Approval of Bills. Andersen moved, Miller seconded the motion to approve the revised bill listing totaling \$115,745.20. Ayes: 3, Nays: 0. Motion carried.

Communications. Items under Communications were reviewed. No action was taken.

Old Business. None.

New Business.

Review Financial Reports and Approve Resolution 05-15 Budget Revision. Reports were reviewed, and Nielsen went over the accounts that were adjusted and explained that HUD requires the Board to approve all budget revisions. Miller made a motion to accept Resolution 05-15 to approve the budget resolution. Andersen seconded the motion. Roll call: Ayes: Andersen, Miller, Haglund. Nays: None. Motion carried on roll call vote.

Approve Resolution 06-15 to Approve Updated Utility Allowances. Nielsen explained that HUD requires the utility allowances to be reviewed on an annual basis and requires the schedules to be changed any time there is a change of 10% or more. A brief explanation was given on what a utility allowance is and how they are determined. In addition, to a comparison between the current schedules and the new proposed schedules, which showed an overall increase of 14%. The public housing residents who pay metered utilities were given an opportunity to comment on the proposed schedules. Because there were no comments received, Nielsen requested approval of the schedules to be effective for 07/01/2015. Haglund motioned to approve Resolution 06-15 to Approve Updated Utility Allowances. Andersen seconded the motion. Roll call: Ayes: Andersen, Haglund, Miller. Nays: None. Motion carried on roll call vote.

Directors Report

Items were discussed under communications. No action was taken.

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

Charles City Housing and Redevelopment Authority

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Jeremy Heyer, Chairperson

ATTEST:

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Heidi Nielsen, Director

SPECIAL MEETING MINUTES  
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY  
June 9, 2015 7:00 a.m.

Members Present: Jeremy Heyer, Jenna Haglund, and Eric Miller. Absent: Susan Andersen, and Stewart Coulson. Others present: Heidi Nielsen, staff.

Call to Order. Chairperson Heyer called the meeting to order at 7:35 a.m.

New Business.

Review Bid for Project No. 14-120A South Cedar Terrace, North Cedar Terrace, and Morningside Site Improvement. Nielsen explained that three bids were expected on this project. The sole bid of \$185,400 was from Dean Snyder Construction. Due to difficulties beyond their control the second of the three contractors contacted us prior to bid opening to tell us they were not able to bid. Waggoner & Wineinger was unable to get in contact with the third bidder. Because the only bid was so much higher than the estimate, contact was made with the second potential bidder and their bid was around \$120,000, which was comparable to the architect's estimate. After discussion Haglund made a motion to recommend to the City Council that the bid be rejected. Miller seconded the motion. Ayes: 3, Nays: 0. Motion carried.

Review Bid for Project No. 14-120B North Cedar Terrace Window Painting & Morningside Siding Replacement. The bid from Watertight Construction was discussed. Nielsen informed board that previous work on projects with Watertight has been acceptable and recommended acceptance of bid for \$74,800, Miller made a motion to recommend acceptance of the bid from Watertight Construction. Haglund seconded the motion. Ayes: 3, Nays: 0. Motion carried.

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

Charles City Housing and Redevelopment Authority

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Jeremy Heyer, Chairperson

ATTEST:

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Heidi Nielsen, Director

Charles City Housing  
 Monthly Bill Listing  
 June 2015

Customer	Description	Amount
AgVantage FS	lawn treatment materials	745.86
Bargen Incorporated	parking lot crack repairs	1,538.07
Bluhms Cedar Valley Electric 2008	electrical maintenance	1,422.50
Business Card	backup service, tenant service-hotel	140.42
C.Naber & Associates	accounting fees	395.00
CEC	security camera maintenance fee	780.00
CenturyLink	phone bill	
Charles City Electronics	phone pouch for cell phone	39.99
Charles City Press	legal notice	14.62
Cintas	rug service	154.38
City Motor Parts LTD	vehicle maintenance	75.34
City of Charles City	water/sewer/URP/S8insp./fire ext.label	2,739.49
Don's Repair	mower maintenance	293.15
Foxen Floors & More	tile	1,300.24
GE Capital	copier lease	240.51
HAPS	June1 HAPS	48,085.24
Hockenson Plumbing	plumbing maintenance	852.88
Iowa Department of Transportation	fuel	260.59
Jendro Sanitation	trash service	591.00
Mid American Energy	electric/gas/URP	133.00
Nan McKay	admin plan revision service	224.00
Otto's Oasis	flowers for office planters	53.98
Pitney Bowes	meter lease	54.09
Plunkett's Pest Control	spot treatments/June-May contract	1,374.80
Plunkett's Pest Control	treatment cost for bed bugs	4,200.00
Schueth Ace Hardware	maintenance items	524.25
Sherwin Williams	paint	160.20
Superior Lumber	maintenance items	554.97
US Cellular	cell phone bill	72.29
Waggoner & Wineinger Architects, Inc.	architect fees for projects	698.96
		<b>67,719.82</b>

REQUESTED ACTION: None - for your information only.

1. Capital Fund Update. Nothing to report
2. Rehab Update. Two of the projects in phase three are closed out. The third project in phase three will be closed out by the 19<sup>th</sup>. The last project is under way and should be complete by the end of July.
3. Section 8 Admin Fee Study. HUD recently completed a Housing Choice Voucher Administrative Fee Study. In that study they looked at several different variables to see what drove the costs in administering the program. They used random moment sampling at 60 different agencies to determine the amount of time it should take to administer a high performing agency. Using smart phones the employees would receive random notifications throughout the day and would answer questions about the work that we being done at that time. From the data gathered, HUD determined the average amount of time it took to administer a voucher per year. They were able to identify seven different variables to apply to a new administrative fee formula. The variables or components of the formula are:
  - a. Program size: PHAs will receive a higher amount per voucher if they have fewer than 750 vouchers under lease.
  - b. Wage index: The ratio of the statewide average metropolitan or nonmetropolitan wage rate for local government workers in the PHA's state to the national average health insurance cost.
  - c. Health insurance cost index: The ratio of the average health insurance cost for employers in the PHA's state, to the national average health insurance cost.
  - d. Percent of households with earned income: The percent of the PHA's voucher households with income from wages.
  - e. New admissions rate: The number of households admitted to the voucher program as a result of turnover in the year as a percent of the PHA's vouchers under lease.
  - f. Small area rent ratio: A measure of the share of a PHA's voucher participants residing in high rent neighborhoods.
  - g. 60 miles: Percent of voucher holders living more than 60 miles from the PHA's administrative office.

The result of the study was that they discovered that more than 70% of all PHA's were extremely under-funded. Using the new formula for calendar year 2014, the new administrative fee would have been \$144,042, which is 73% higher than our actual funding under the existing formula of \$83,099. This doesn't take into account any pro-ration, phase-in, or hold harmless provisions.

They are confident that the new formula better reflects the disparity in the costs of administering the program in a small agency versus a large agency. The new formula has been released for public comment before it will be approved for implementation. Then how much of an increase we will receive will depend on funding levels and whether or not they decide to phase in the increases (decreases).

4. Bedbugs. We have just had to treat three apartments in two different buildings at South Cedar Terrace for bedbugs. We have informed all of the residents in both of the buildings to be watching for them and the pest control company has been monitoring the units as well. We also plan to put something in the newsletter about them and what to look for so we can stay on top of it.

5. **Monthly Rental Status Update.**

Month of May 2015	Total Leased 5/1/15	New Leases	Removed Or Moved	Total Leased 6/1/15	Total On Waiting List	Offered Assistance	Removed
Terraces 132 Units	130	2	1	131	20	7	1
Morningside 16 Units	15	0	0	15	6	1	2
Section 8 197 Units	153	3	6	150	17	16	0

Declined Assistance (3) Over Income ( ) Denied ( ) Insufficient Address ( )  
 Did not attend Briefing/Information Not Returned ( ) Criminal Background Check ( )  
 Voucher Expired ( ) Purged ( )  
 Terminations: PH ( ) S8 (2)  
 Port Out: (3)

6. 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	1	2	2	1	1	1	21
ZERO HAP													4
MUTUAL RECISION								1					1
ANNUAL RE-EXAM SEARCHING	1		1										2
PORT-OUT ABSORBED		1				3	1						5
PORT-OUT SEARCHING	1					3							7
DECEASED													0
MOVED IN VIOLATION				2	1		1						4
EVICED													0
UNAUTHORIZED LIVE-IN	3	1					1						5
VIOLATION OF FAMILY OBLIGATION		2		1									3
GAVE UP ASSISTANCE BEFORE 1 YEAR													0
FAILURE TO RENEW						2	1						3
FAILURE TO REPAY									1				1
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	6	3	5	1	3	6	33
TOTALS	9	12	7	7	14	14	6	3	5	8	6	6	77
<b>PUBLIC HOUSING</b>													
LEFT IN GOOD STANDING	2		1	3	2	3	1	1	1		1	1	15
DECEASED													0
MOVED IN VIOLATION	1			1	1				1				5
TERMINATED FOR LEASE VIOLATIONS													0
EVICED			1		1				1		1		4
UNAUTHORIZED LIVE-IN													0
FAILURE TO RENEW													0
FAILURE TO REPAY		1											1
FAILURE TO PROVIDE INFO													0
FAILURE TO FOLLOW THROUGH													0
CRIMINAL CONVICTION													0
OTHER													0
UTILITIES DISCONNECTED													0
TOTALS	3	1	2	4	4	3	1	1	4	2	2	1	25

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**MEETING DATE:** 6/18/15

**RE:** Review Financial Statements

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

**Comments:** The May 2015 operating reports are attached for your review.

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

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-532-4300	INTEREST-PUBLIC HOUSING	23,500.00	2,186.92	22,775.72	96.92	724.28
173-532-4504	FRAUD-PUBLIC HOUSING	4,000.00	942.00	3,335.06	83.38	664.94
173-532-4506	DWELLING RENT-PUBLIC HOUSING	440,000.00	36,770.00	409,914.48	93.16	30,085.52
173-532-4507	EXCESS UTILITY-PUBLIC HOUSING	9,500.00	995.00	7,473.00	78.66	2,027.00
173-532-4508	CONTRIB-OTHER-PUBLIC HOUSING	13,500.00	930.50	9,883.30	73.21	3,616.70
173-532-4710	REIMBURSED EXP-PUBLIC HOUSING	5,000.00	29.77	4,968.78	99.38	31.22
173-532-4781	OPER SUBSIDY-PUBLIC HOUSING	180,000.00	16,773.00	176,970.00	98.32	3,030.00
	PUBLIC HOUSING TOTAL	675,500.00	58,627.19	635,320.34	94.05	40,179.66
173-910-4830	TRANSFER IN - PUBLIC HOUSING	1,989,835.00	.00	1,989,835.30	100.00	.30-
	TRANSFERS IN/OUT TOTAL	1,989,835.00	.00	1,989,835.30	100.00	.30-
173-532-6010	SALARY - PUBLIC HOUSING	80,000.00	6,925.85	81,443.98	101.80	1,443.98-
173-532-6040	OVERTIME SALARY-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6070	LABOR/MAINT-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6110	FICA - PUBLIC HOUSING	6,500.00	464.83	5,532.96	85.12	967.04
173-532-6130	IPERS - PUBLIC HOUSING	7,900.00	618.49	7,258.14	91.88	641.86
173-532-6150	HEALTH INS - PUBLIC HOUSING	28,560.00	2,380.08	26,180.88	91.67	2,379.12
173-532-6151	LIFE INS - PUBLIC HOUSING	300.00	25.53	281.26	93.75	18.74
173-532-6160	WORK COMP - PUBLIC HOUSING	2,500.00	3,301.00	3,301.00	132.04	801.00-
173-532-6170	UNEMPLOYMENT - PUBLIC HOUSING	600.00	.00	101.78	16.96	498.22
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	2,500.00	406.59	938.03	37.52	1,561.97
173-532-6370	GAS - PUBLIC HOUSING	38,000.00	2,142.92	28,519.99	75.05	9,480.01
173-532-6371	UTILITIES - PUBLIC HOUSING	43,000.00	2,865.43	43,244.26	100.57	244.26-
173-532-6374	WATER - PUBLIC HOUSING	17,000.00	1,267.48	15,131.45	89.01	1,868.55
173-532-6379	OTH UTIL-PUBLIC HOUSING -SEWER	23,000.00	1,686.85	20,029.90	87.09	2,970.10
173-532-6401	ACCOUNTING FEES-PUBLIC HOUSING	3,600.00	395.00	2,806.11	77.95	793.89
173-532-6408	TORT LIABILITY - PUBLIC HOUSING	24,000.00	24,326.00	24,326.00	101.36	326.00-
173-532-6411	LEGAL FEES - PUBLIC HOUSING	4,000.00	.00	3,538.34	88.46	461.66
173-532-6415	COPIER LEASE - PUBLIC HOUSING	2,900.00	240.51	2,876.12	99.18	23.88
173-532-6420	CONTRACT SERVICES - PUBLIC HOUSING	16,000.00	6,052.51	21,840.61	136.50	5,840.61-
173-532-6441	TENANT SERVICES-PUBLIC HOUSING	2,000.00	50.00	150.00	7.50	1,850.00
173-532-6442	PILOT-PUBLIC HOUSING	32,000.00	.00	31,921.33	99.75	78.67
173-532-6490	OTHER PROFESSIONAL SERV	34,000.00	34,000.00	34,000.00	100.00	.00
173-532-6516	REFUNDS-PUBLIC HOUSING	100.00	.00	10.00	10.00	90.00
173-532-6518	SUNDRY-OFF EXP-PUBLIC HOUSING	22,000.00	335.33	14,387.60	65.40	7,612.40
173-532-6599	MAINT MATERIALS-PUBLIC HOUSING	60,000.00	4,688.05	54,980.25	91.63	5,019.75
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	450,460.00	92,172.45	422,799.99	93.86	27,660.01
173-536-6010	SALARY - PH MAINT	85,000.00	5,470.84	76,600.28	90.12	8,399.72
173-536-6040	OVERTIME SALARY - PH MAINT	3,100.00	149.77	2,134.71	68.86	965.29

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

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-536-6110	FICA - PH MAINT	5,800.00	404.76	5,745.73	99.06	54.27
173-536-6130	IPERS - PH MAINT	6,800.00	501.92	6,341.74	93.26	458.26
173-536-6150	HEALTH INS - PH MAINT	18,000.00	1,319.10	15,514.32	86.19	2,485.68
173-536-6151	LIFE INS - PH MAINT	100.00	8.37	92.07	92.07	7.93
173-536-6160	WORK COMP - PH MAINT	1,800.00	2,593.00	2,593.00	144.06	793.00-
173-536-6170	UNEMPLOYMENT - PH MAINT	550.00	.00	106.38	19.34	443.62
173-536-6181	UNIFORM ALLOWANCE - PH MAINT	450.00	.00	450.00	100.00	.00
	PUBLIC HOUSING MAINTENANC TOTA	121,600.00	10,447.76	109,578.23	90.11	12,021.77
173-910-6910	TRANSFER OUT - PUBLIC HOUSING	1,989,835.00	.00	1,989,835.30	100.00	.30-
	TRANSFERS IN/OUT TOTAL	1,989,835.00	.00	1,989,835.30	100.00	.30-
	PUBLIC HOUSING TOTAL	103,440.00	43,993.02-	102,942.12	99.52	497.88

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

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
174-533-4300	INTEREST - SECTION 8	500.00	69.06	825.44	165.09	325.44-
174-533-4440	STATE GRANT-SEC 8	.00	.00	.00	.00	.00
174-533-4504	FRAUD-SEC 8	4,500.00	.00	4,642.00	103.16	142.00-
174-533-4505	HUD CONTRIB-SEC 8	587,000.00	43,833.00	531,367.00	90.52	55,633.00
174-533-4509	ADMIN FEE/HTH-SEC 8	85,000.00	8,423.00	77,323.00	90.97	7,677.00
174-533-4710	REIMBURSED EXP-SEC 8	1,000.00	.00	.00	.00	1,000.00
174-533-4715	REFUNDS-SEC 8	200.00	.00	174.00	87.00	26.00
	SECTION 8 VOUCHER TOTAL	678,200.00	52,325.06	614,331.44	90.58	63,868.56
174-910-4830	TRANSFER IN - SECTION 8 VOUCH	65,957.00	.00	65,956.72	100.00	.28
	TRANSFERS IN/OUT TOTAL	65,957.00	.00	65,956.72	100.00	.28
174-533-6010	SALARY - SEC 8	33,000.00	2,047.12	26,378.27	79.93	6,621.73
174-533-6040	OVERTIME SALARY - SECTION 8	.00	.00	.00	.00	.00
174-533-6110	FICA - SECTION 8	2,100.00	137.33	1,783.80	84.94	316.20
174-533-6130	IPERS -SECTION 8	2,800.00	182.79	2,352.51	84.02	447.49
174-533-6150	HEALTH INS - SECTION 8	19,000.00	1,586.72	17,453.92	91.86	1,546.08
174-533-6151	LIFE INS - SECTION 8	200.00	17.02	187.51	93.76	12.49
174-533-6160	WORK COMP - SECTION 8	1,680.00	.00	.00	.00	1,680.00
174-533-6170	UNEMPLOYMENT - SECTION 8	300.00	.00	67.85	22.62	232.15
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	1,314.00	14,420.02	96.13	579.98
174-533-6401	ACCOUNTING FEES - SECTION 8	3,200.00	.00	2,330.00	72.81	870.00
174-533-6420	CONTRACT SERVICES - SECTION 8	9,000.00	1,077.50	8,916.50	99.07	83.50
174-533-6423	SPECIAL SERVICE - SECTION 8	125.00	.00	125.00	100.00	.00
174-533-6445	HC VOUCHER PAY-SEC 8	580,000.00	47,699.24	520,991.61	89.83	59,008.39
174-533-6490	OTHER PROF SERVICES-SECTION 8	5,000.00	5,000.00	5,000.00	100.00	.00
174-533-6516	REFUND INTEREST-SEC 8	.00	.00	.00	.00	.00
174-533-6518	SUNDRY-OFF EXP-SEC 8	3,000.00	.00	1,862.56	62.09	1,137.44
	SECTION 8 VOUCHER TOTAL	675,905.00	59,061.72	602,289.16	89.11	73,615.84
174-910-6910	TRANSFER OUT - SECTION 8 VOUCH	65,957.00	.00	65,956.72	100.00	.28
	TRANSFERS IN/OUT TOTAL	65,957.00	.00	65,956.72	100.00	.28
	SECTION 8 VOUCHER TOTAL	2,295.00	6,736.66-	12,042.28	524.72	9,747.28-

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**MEETING DATE:** 6/18/15    **RE:** Approve Resolution No 07-15 Writing Off Accounts Receivables

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**REQUESTED ACTION:** Approve Resolution No. 07-15 to remove uncollectible accounts from the records.

**Comments:** As required by HUD, at least annually we must review our outstanding accounts receivable accounts and determine which ones appear to be uncollectible. It is recommended that the "uncollectible" accounts should be written off the books to reflect a better financial position. It is important to note that even though accounts are written off, effort is made to continue to collect the debt. Also, if an account is written off and the person reapplies for assistance, they are not eligible until the debt is paid in full or we can no longer collect due to the statute of limitations. Anyone who owes us money is entered into a nationwide database that all housing agencies can check. We are also continuing to utilize the Iowa Offset Program to recover debts owed from state tax refunds.

Charles City Housing and Redevelopment Authority

**RESOLUTION NO. 07-15**

**RESOLUTION APPROVING THE REMOVAL OF UNCOLLECTIBLE ACCOUNTS FOR THE CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY AS REQUIRED BY DHUD FOR FYE 06/30/15**

WHEREAS, the Charles City Housing and Redevelopment Authority makes efforts to collect on accounts as a result of damage claims, unreported income and other actions that result in payment made on behalf of program participants or others debts claimed due to the Housing Authority, and

WHEREAS, a listing of past due accounts has been prepared totaling \$16,435.53, and

NOW, THEREFORE, BE IT RESOLVED, by the Charles City Housing and Redevelopment Authority Board of Commissioners that the following accounts be written off, however, all collection efforts will continue where possible:

Public Housing

Bowman	Morningside, damages	\$ 95.03
Doyle	NCT, cleaning/damages	\$ 305.00
Ferch	SCT, cleaning/damages	\$ 120.00
Huffman	SCT, rent/cleaning/damages	\$ 1,103.00
LaGrou	SCT, cleaning/damages	\$ 55.00
Marshall	Morningside, rent/cleaning	\$ 368.00
Morris	Morningside, cleaning/damages	\$ 399.50
Munson	Morningside, cleaning/damages	\$ 344.00
		<u>\$ 2,789.53</u>

Section 8

Alitz	Section 8, unreported income	\$ 936.00
Harvey	Section 8, unreported income	\$ 1,141.00
Houdek	Section 8, unreported income	\$ 2,419.00
Kirsch, M	Section 8, unreported income	\$ 1,244.00
Kirsch Sr., P	Section 8, unreported income	\$ 5,886.00
Mason	Section 8, unreported income	\$ 1,665.00
Page	Section 8, unreported income	\$ 355.00
		<u>\$ 13,626.00</u>

Total \$ 16,435.53

June 18, 20157

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Jeremy Heyer, Chairperson

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

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**MEETING DATE:** 6/18/15

**RE:** Consider Approval of Resolution No. 08-15  
Removal of Assets from Depreciation Report

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**REQUESTED ACTION:** Consider approval of Resolution No. 08-15 Removal of Assets from Depreciation Report

**Comments:** As required by HUD, at least annually we must review and update the inventory list of depreciable items. Removal of items requires a board resolution. There were no items disposed of or sold this year to be removed from the depreciation schedule. The resolution is being done as a record to verify that the schedule was reviewed. The only item to be added this year would be the professional fees for the capital improvement projects. All other assets acquired during the year were under \$5,000 as stated in our capitalization policy.

Charles City Housing and Redevelopment Authority

**RESOLUTION NO. 08-15**

**RESOLUTION APPROVING THE REMOVAL OF  
ASSETS FROM THE DEPRECIATION REPORT FOR THE  
CHARLES CITY HOUSING AND REDEVELOPMENT  
AUTHORITY AS REQUIRED BY DHUD FOR FYE 6/30/15**

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 Department of Housing and Urban Development; and

WHEREAS, DHUD requirements necessitate the review of the Depreciation Report on an annual basis to make certain it accurately reflects the inventory of the Authority and indicates removal of assets that are no longer in service, have been disposed of or traded in or assets added to the inventory; and

NOW, THEREFORE, BE IT RESOLVED, by the Charles City Housing and Redevelopment Authority Board of Commissioners that review of the Depreciation Report indicates that the following assets shall be removed from the general ledger and replaced by the items indicated:

GENERAL LEDGER NUMBER 140007: BUILDINGS

REMOVED: None

GENERAL LEDGER NUMBER 140009: NONDEWLLING EQUIPMENT

REMOVED: None

GENERAL LEDGER NUMBER 140016: LAND IMPROVEMENT

REMOVED: None

GENERAL LEDGER NUMBER 140017: BLDG IMPROVEMENT

REMOVED: None

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June 18, 2015

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Jeremy Heyer, Chairperson

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Heidi Nielsen, Director

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**MEETING DATE:** 6/18/15

**RE:** Consider Approval of Contract for Routine Plumbing Repairs

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**REQUESTED ACTION:** Consider approval of plumbing contract with Hockenson Plumbing effective July 1, 2015 through June 30, 2018.

**Comments:** Every two years we have been reviewing our contracted expenses to determine we are receiving services at a reasonable price. The current plumbing contract with Hockenson Plumbing will expire June 30<sup>th</sup>. This year we extended the contract for an additional year to lock in the rate for three years. The work done under this contract is only routine maintenance.

Information and spec sheets were sent to the following contractors: Mick Gage Plbg. and Htg., Mills, Inc., Hockenson Plumbing, Friedrich Plumbing & Heating, and Pederson Plumbing. Quotes were received from two contractors with the following rates:

	Monday-Friday 8:00 a.m. – 5:00 p.m.	Saturday	Sunday	Holidays
Previous Rates	\$50.00	\$75.00	\$75.00	\$75.00
Hockenson Plumbing	\$50.00	\$75.00	\$75.00	\$75.00
Mick Gage Plumbing/Heating	\$75.00	\$112.50	\$112.50	\$112.50

In addition to being 50% higher than Hockenson's rates, Mick Gage charges their hourly rate per service person on the call. However, there are times when we must use Mick Gage because they are the only ones with the equipment needed to clear the lines.

**MEETING DATE:** 6/18/15

**RE:** Consider Approval of Contract for Routine Heating Repairs

**REQUESTED ACTION:** Consider approval of heating contract with Linderman Heating & Air effective July 1, 2015 through June 30, 2018.

**Comments:** Every two years we have been reviewing our contracted expenses to determine we are receiving services at a reasonable price. The current heating contract with Linderman Heating & Air will expire June 30<sup>th</sup>. This year we extended the contract for an additional year to lock in the rate for three years. The work done under this contract is only routine maintenance.

Information and spec sheets were sent to the following contractors: Mick Gage Plbg. and Htg., Mills, Inc., Linderman Heating & Air, Friedrich Plumbing & Heating, and Pederson Plumbing. Quotes were received from two contractors with the following rates:

	Monday-Friday 8:00 a.m. – 5:00 p.m.	Saturday	Sunday	Holidays
Previous Rates	\$60.00	\$90.00	\$90.00	\$90.00
Linderman Heating & Air	\$60.00	\$90.00	\$90.00	\$90.00
Mick Gage Plumbing/Heating	\$75.00	\$112.50	\$112.50	\$112.50

The quoted rates from Linderman haven't increased. In addition to being 25% higher than Linderman's rates, Mick Gage charges their hourly rate per service person on the call. There are time when we have a heating emergency and Linderman's can't respond fast enough that we will contact another company to do the work.

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**MEETING DATE:** 6/18/15

**RE:** Consider Approval of Contract for Routine Electrical Repairs

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**REQUESTED ACTION:** Consider approval of electrical contract with Bluhm's Cedar Valley Electric effective July 1, 2015 through June 30, 2018.

**Comments:** Every two years we have been reviewing our contracted expenses to determine we are receiving services at a reasonable price. The current heating contract with Bluhm's Cedar Valley Electric will expire June 30<sup>th</sup>. This year we extended the contract for an additional year to lock in the rate for three years. The work done under this contract is only routine maintenance.

Information and spec sheets were sent to the following contractors: Bluhm's Cedar Valley Electric, Hobert Electric, Jensen Electric and Perry Novak Electric. We received a quote from Bluhm's Cedar Valley Electric:

	Monday-Friday 8:00 a.m. – 5:00 p.m.	Nights and Weekends	Holidays
Current Rates	\$35.00	\$35.00/\$45.00	\$45.00
Bluhm's Cedar Valley Electric	\$35.00	\$35.00/\$45.00	\$45.00

Our current contract is with Bluhm's Cedar Valley Electric and have found them to be very accommodating and have been happy with the quality of their work.

**REQUESTED ACTION:** Consider approval of extending current agreement with Art Mehmen to paint the apartments.

**Comments:** The current painting contract expires the end of this month. In the past we have submitted requests for quotes to other contractors in the area. This usually has resulted in no other bids or bids substantially higher than the current costs. The last contractor to submit a quote other than Art was in 2013 and his costs ran 110% to 250% higher than Art's. Art is not asking for an increase at this time.

<u>Total Cost of Services</u>	<u>New Proposed Rates</u>	<u>Current Rates</u>
2 bd. 2 story Morningside	\$ 135.00	\$ 135.00
3 bd. 2 story Morningside	\$ 150.00	\$ 150.00
1 bd. 1 story South & North Cedar Terrace	\$ 120.00	\$ 120.00
2 bd. 1 story South Cedar Terrace	\$ 130.00	\$ 130.00
EXTRAS when ordered:		
Ceilings shall be charged at a rate of	\$ .20/sq.ft.	\$ .20/sq.ft.
Additional time for applying Kilz at a rate of	\$ 15.00/hr.	\$15.00/hr.

WORK AVAILABILITY: As needed.

Art has been doing our painting since 2002. He is still interested in doing the painting for us; however, he is close to retiring and he doesn't want to sign another contract at this time. He said that he is willing to give us plenty of notice when he is ready to retire. So we would like to continue to work with him without a contract.