

CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY  
MINUTES

October 18, 2018 7:00 a.m.

Members Present: Linda Klemesrud, Carol Tyler, and Jeremy Heyer. Absent: Eric Miller, and Stewart Coulson. Others present: Heidi Nielsen, staff.

Call to Order. Board-Chairperson Heyer called the meeting to order at 7:04 a.m.

Approve Minutes of September 20, 2018. Tyler moved, Klemesrud seconded the motion to approve the minutes of September 20, 2018. Ayes: 3, Nays: 0. Motion carried.

Approval of Bills. Nielsen noted that the bills were routine in nature and stated that the payment to Otto's Oasis was for trees and repair to a retaining wall. Nielsen also informed the board that the credit card bill was for LED bulbs because maintenance is changing out the fluorescent bulbs as needed with LED. Tyler moved, Klemesrud seconded the motion to approve payment of the revised bill listing for Sept 2018 totaling \$84,430.39. Ayes: 3, Nays: 0. Motion carried.

Communications. Items that were reviewed include updates on the window project, reception window installation, and roof repairs at NCT. Nielsen also provided the board with a progress report on the Rehab Program, Section 8 funding/utilization, program turnover, and an update on the security camera system. No action was taken.

Old Business. None

New Business.

Review Operating Reports. Operating reports for September 2018 were reviewed. Nielsen explained to the Board that the large increase to HAP costs was caused by posting the payments for September and October in September. There were no concerns or questions. No action was necessary.

Award Contract for Topography Study. Nielsen explained that as part of the upgrades to the transformers, the electrical engineer asked that a topography study be done to locate all underground utilities, determine the depth of them, and the flood elevations. Nielsen presented the two proposals. V&K from Mason City's proposal was for \$5,100, which would increase to \$6,000 in case of snow. CGA from Marshalltown's proposal was for \$13,250. Nielsen told the board that Ed Wineinger recommended approval of the proposal from V&K, and stated that the City and agency have used them in the past without issue. Nielsen also indicated that there were funds budgeted in the capital fund to cover architect and engineering fees. Tyler motioned to approve the installation of the electric water heaters and was seconded by Klemesrud. Ayes: 3, Nays: 0. Motion carried.

Approve Agreement for Participant Verifications. Nielsen explained that the source of many of the agencies 3<sup>rd</sup> party verifications, The Work Source, was no charging for the income verifications. Nielsen presented some other options, which included bundling that service with the criminal background checks. Nielsen requested approval of an agreement with Tenant PI as it appears to be the most inclusive of all types of verifications sources at a reasonable cost. Klemesrud made a motion to approve to approve the agreement with Tenant PI. Tyler seconded the motion. Ayes: 3, Nays: 0. Motion carried.

Executive Director's Report.

Nielsen stated that the auditor would be on site on October 25<sup>th</sup> and generally spends a day here. Nielsen also told the board that due to low interest from other agencies, the maintenance training being planned was cancelled, and other options will be looked at. Nielsen reported on that the ad was put in the paper for snow removal with some of the employees returning from last year. In addition, the board was updated on the software conversion being planned for Oct 29<sup>th</sup>, with training for the next three days. Nielsen informed the board that plans were to close the office in the morning those three days, so staff could devote full attention to the training. Also discussed was notifying the public of the closing by posting on Facebook, the City Website, and signage on the door.

Being no further business,

Tyler moved, Klemesrud seconded the motion to adjourn. Ayes: 3. Nays: 0. Motion carried, and the meeting adjourned at 7:38 a.m.

Charles City Housing and Redevelopment Authority

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Jeremy Heyer, Chairperson

ATTEST:

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Heidi Nielsen, Director