

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
November 16, 2017 7:00 a.m.

Members Present: Jeremy Heyer, Linda Klemesrud, Stewart Coulson, Carol Tyler, and Eric Miller. Absent: None.
Others present: Heidi Nielsen, staff.

Call to Order. Chairperson Heyer called the meeting to order at 7:03 a.m.

Public Comments. None

Amend-Approve Minutes of October 23, 2017. Tyler moved, Klemesrud seconded the motion to approve the minutes of October 23, 2017 as amended. Ayes: 3, Nays: 0. Motion carried.

Miller arrived.

Approval of Bills. Miller moved, Tyler seconded the motion to approve payment of the revised bill listing totaling \$88,554.29. Nielsen stated that the HAP payments were larger than normal and there were some trees purchased from Otto's, otherwise all other bills were routine. Ayes: 4, Nays: 0. Motion carried.

Coulson arrived.

Communications. Items under Communications included capital fund program and maintenance updates. Updates to the lawn tractor disposal, transformers, Section 8 inspections, snow removal, and audit were discussed. The SEMAP score was reviewed in addition to program funding and utilization. All items were informational, so no action was needed.

Old Business. Revised Price for Pick-up Purchase. Nielsen advised the board that the revision was due to the transition from the 2017 contract pricing to the 2018 pricing. In addition, the original price quoted did not include the plow package or spray in bed liner, making the price \$31,597.00. Nielsen also stated that the purchase was discussed the previous night at the City Council Workshop and there were no objections. Miller made a motion to approve the revised purchase price and it was seconded by Tyler. Ayes: 5, Nays: 0. Motion carried.

New Business.

Review Operating Reports. The reports were reviewed by the board. There were no concerns.

Approve Sale of Nitro. Nielsen requested that the board approve the sale of the Nitro to the City for \$8,000. She stated that it was comparable to the trade in value. Even though estimated sales price with a private party was higher, she stated approving the sale would help maintain the working relationship with the departments. Miller motioned to approve the sale to the city. Coulson seconded the motion. Ayes: 5, Nays: 0. Motion carried.

Approve Purchase of Snow Plow. Nielsen informed the board that the maintenance department researched the different options for a new plow and determined that the best option was an 8'6" Western plow. She explained that of the three quotes received the lowest was from Stiver's Ford and requested approval for the purchase from Stiver's. Nielsen also stated that since the plow can be installed prior to picking up the truck, there would also be a cost savings with staff time. The board was informed that the final net cost of the truck and plow after the sale of the Nitro was \$29,723.00. Miller made a motion to approve the purchase and it was seconded by Klemesrud. Ayes: 5, Nays: 0. Motion carried.

Executive Directors Report. Nielsen informed the board that there was another apartment treated for bedbugs and that the follow-up inspection has not been completed.

Being no further business, Coulson moved, Klemesrud seconded the motion to adjourn. Ayes: 5, Nays: 0. Motion carried and meeting adjourned at 7:29 a.m.

Charles City Housing and Redevelopment Authority

Jeremy Heyer, Chairperson

ATTEST:

Heidi Nielsen, Director