

MINUTES  
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY  
August 16, 2018 at 7:00 a.m.

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

Call to Order. Heyer called the meeting to order at 7:01 a.m.

Public Comments. None

Amend-Approve Minutes of July 19, 2018. Miller moved, Tyler seconded the motion to approve the minutes of July 19, 2018 as presented. Ayes: 5, Nays: 0. Motion carried.

Approval of Bills. Board members reviewed the revised bill listing, and Nielsen pointed out the non-routine payments including the PILOT payment and partial payment for the windows. Miller moved, Klemesrud seconded the motion to approve payment of the revised bill listing totaling \$165,463.61. Ayes: 5, Nays: 0. Motion carried.

Communications. Items under Communications were reviewed but no action was taken. Items discussed were the progress of the window project, an update on the security window in the reception area, plans for the repair of the roof at the NCT garage, and updates on the rehab program, security cameras, and Lawsuit with HUD.

Old Business. None

New Business.

Review Financial Reports. The reports were reviewed, and Nielsen reported that we are on track with the budget so far and that the PILOT payment was only paid once a year. The only other items that appeared to over-expended were the maintenance fees and utilities. Nielsen explained that the higher maintenance costs were due to a purchase of a large number of window shades for the new windows and the utility costs would average out in the fall when the electricity consumptions decreases. No motion was necessary.

Approve Contract for Office Cleaning. Nielsen reviewed the rationale for hiring a contractor to come and clean. The main reason being the lack of time. Nielsen explained that although the current staff are doing a good job it seems to be taking them longer than the old staff to get the same work done. In addition, trying to clean the office during office hours is a disruption. The board was told that efforts were being made to find additional training for the maintenance department to help them work more efficiently and it made more sense for them to spend the time they were cleaning to complete more repair and maintenance type of jobs in house. In addition Nielsen discussed efforts to obtain proposals from area contractors and discussed the proposals received from Gayle's Country Cleaning for \$1,600 a month and Cindy's Cleaning Management for \$525 per month. The board was told that due to the large cost difference Gayle lowered her proposed fees, but they were still more than twice the amount of Cindy's. Nielsen also discussed the implications to the existing budget, stating that a budget revision would more than likely be required from the additional expense. The terms of the budget were discussed, and Miller asked what would happen if we no longer had funding. Nielsen explained that even though the budget would be for two years, there would be an opportunity after one year to end the contract by either party and that there could be a clause in the contract addressing the government funding and allowing either party to end the contract at any time with a 30-day notice. Nielsen requested approval of the proposal from Cindy's, stating that their references had checked out. Miller mad a motion to approve the contract with Cindy's for \$525 a month including the 30-day opt out and government funding clause in the contract. Coulson seconded the motion. Ayes: 5, Nays: 0. Motion carried.

Approve Architect Contract for Electrical Upgrades. Nielsen explained that to move ahead with the project, it is necessary to contract with an architect to prepare plans and procurement documents, and to monitor the construction. Nielsen stated that proposals were requested from several firms and that there were two proposals received. The board was given the proposed costs from Atura at \$12,900 and Skott and Anderson at \$11,900. Nielsen explained that both proposals were essentially the same and they both indicate the electronic engineering firm they are using, both proposals were not-to-exceed, and the only additional costs would be for sundry items like postage and copy costs. The board was also told that the agency has a good working relationship with both firms. The request was made to approve the proposal from Skott and Anderson. The question was asked if the City Council would be required to make the award? Nielsen stated that the recommendation would be given to the council on Monday and they would approve the contract. Miller made a motion to recommend award of the contract to Skott and Anderson. There was a second by Coulson. Ayes: 5, Nays: 0. Motion carried.

Approve Purchase of a Skid Loader Sweeper. Nielsen presented the three quotes received: Swartzrock (\$5,000), Ag Land (\$6,000), and BDS (\$4,210). The board discussed the advantages to the purchase and Nielsen stated that the funding was budgeted for the purchase in the current budget. Miller motioned to purchase the sweeper from BDS Equipment and noted that the cost was listed in the Agenda at \$4,199.00 and for \$4,210 (4,199.00 was verified as the correct cost). Klemesrud seconded the motion. Ayes: 5, Nays: 0. Motion carried.

Director's Report. Nothing to report.

Being no further business, Miller moved, Klemesrud seconded the motion to adjourn. Ayes: 5. Nays: None. The meeting adjourned at 7:35 a.m.

Charles City Housing and Redevelopment Authority

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Jeremy Heyer, Chairperson

ATTEST:

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Heidi Nielsen, Director