

CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY

AGENDA

November 15, 2018, 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 October 18, 2018..... 1-2
- IV. Approval of Bills for November 2018..... 3
- V. Communications..... 4-6
 - 1. Capital Fund Program Update
 - 2. Rehab Update
 - 3. Snow Removal
 - 4. Section 8 Funding/Utilization
 - 5. Monthly Rental Status Update
 - 6. End of Participation Tracker
- VI. Old Business
- VII. New Business
 - 1. Review Operating Reports 7-10
 - 2. Approve Proposal to Treat Ash Trees 11
 - 3. Approve Purchase of Snow Plow..... 12
- VIII. Executive Director’s Report
- IX. Move to Adjourn

Next regular meeting scheduled for Thursday, December 20, 2018
7:00 a.m., CCHRA Office

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 3rd party verifications, The Work Source, was not 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 25th 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 29th, 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

Jeremy Heyer, Chairperson

ATTEST:

Heidi Nielsen, Director

Charles City Housing
 Monthly Bill Listing
 November 2018

Customer	Description	Amount
Arnold Motor Supply	maintenance items	353.76
Business Card	back up fee/Heidi training	
C.Naber & Associates	accounting fees	395.00
Cathy Ott	office cleaning	360.00
Cathy Ott	office cleaning	240.00
CDW-G	computer supplies	861.76
CenturyLink	phone bill	157.12
Charles City Housing	deposits held	400.00
Charles City Housing	deposit held	90.00
Charles City Press	advertising fees	2,938.50
Cintas	rug service	55.22
City of Charles City	water/sewer/URP/S8 inspections	697.00
HAPS	Nov HAPS	54,561.36
Hockenson Plumbing	plumbing maintenance fees	
Iowa Department of Transportation	fuel	87.58
Jendro Sanitation	trash service	796.00
John Deere Financial	Theisen's purchases	109.98
Koch Office Group	copy costs	12.15
Kwik Trip, Inc.	fuel	49.86
L&J Industries, Inc.	maintenance supplies	121.85
LEAF	copier lease	245.88
Lessin Supply Co.	maintenance supplies	3.96
Linderman Heating & Air, LLC	heating & cooling maintenance fees	114.00
Mediacom	internet service for MS cameras	136.90
Mehmen's Painting	contract painting	135.00
Mid American Energy	electricity/gas/URP	378.00
Noah, Smith & Schuknecht, P.L.C.	legal fees	485.18
O'Reilly Auto Parts	maintenance supplies	13.97
Pitney Bowes	meter lease	54.09
Schueth Ace Hardware	maintenance items	
Sherwin Williams	paint	385.89
Sisson & Associates	insurance	6,721.05
Staples Advantage	office items	112.95
Stock Glass	window repair	146.12
Superior Lumber	maintenance items	748.35
T-J Service	maintenance repairs/parts	979.87
T.P. Anderson & Company, P.C.	audit fees	1,750.00
Titus Lock Services	lock repairs	134.95
Trent Parker	computer support	1,003.75
US Cellular	cell phone bill	
Virginia Schallock	security deposit refund	160.00
YARDI	criminal background checks	
		75,997.05

REQUESTED ACTION: None - for your information only.

1. Capital Fund/Maintenance Update. The living room screens have been repaired and reinstalled. However, we noticed that the screen material is loose in all of the repaired screens. We are working with them to fix the screens.

The drawings for the roof repair to the garage at North Cedar Terrace have been reworked. We are working on quotes to have garage roof repaired and the roof replaced on apartments 109-112 at North Cedar Terrace. The next project that we are starting to work on in the replacement of the door locks at North and South Cedar Terrace.

The security window has been installed in the reception area and we are considering installing a button for Julie to be able to lock the front door from her desk if needed. In addition, we are considering installing an electronic lock and opener on the door back into the offices accessible by a key fob and give Julie the ability to buzz people in.

2. Rehab Update. We are making offers to four homeowners and will work on getting more applicants next spring to fill the last two spots. The next thing we need to do is to meet with the homeowners, inspect the properties, and conduct radon tests. From there we will prepare the specifications and start the work on the historical clearance from the state.
3. Snow Removal. We have had four people apply for the seasonal snow removal positions and plan to hire each of them pending a verification of references. We hope to have them hired and ready to work by November 16th.
4. Section 8 Funding/Utilization. See attachment for utilization rates.
5. Monthly Rental Status Update.

Month of September 2018	Total Leased 9/1/18	New Leases	Removed Or Moved	Total Leased 10/1/18	Total on Waiting List	Offered Assistance	Removed
Terraces 132 Units	129	2	5	126	12	11	4
Morningside 16 Units	16	0	1	15	7	3	2
Section 8 197 Units	151	3	5	149	41	15	4

Declined Assistance (5) Over Income () Denied (2) Insufficient Address ()
 Did not attend Briefing/Information Not Returned (3) Criminal Background Check ()
 Voucher Expired (1) Purged ()
 Terminations: PH (3) S8 ()

6. End of Participation Tracker. See attachment

HCV HAP Spending Projection

	A	B	C	D	E	F	G	H	I	J	K	L	M
	HUD Held												
	NRA												
1	PHA Name	Funds on Hand at PHA at End of Prior Month (HAP related, not administrative funds) beginning with 12/31/16 NRA	Number of Units Leased on the First of the Month	Plus: HUD Actual or Planned HAP Related Disbursements	Minus: HAP Expenses: Actuals from VMS and/or PHA projected	Disbursements minus Expenditures	VMS Reported Fraud Recovery and/or FSS Forfeitures	Estimated End of Month Balance (NRA): HAP funds on hand (includes Fraud Recovery and/or FSS forfeitures)		Beginning monthly HUD Held Balance starting 12/31/16	Plus: ALL Obligated HAP BA for prior period Tenant Protection vouchers)	Minus: HUD Actual or Planned HAP Related Disbursements	End of Month Balance HUD Held Undisbursed BA/Reserves (obligated HAP BA minus disbursements)
2	PHA#	D	E	F	H	H	D+G+H	K	L	M	(K+L)-M		
4	IA002												
5													
6													
7	CY 2017												
8	January	\$15,737	161	\$51,440	\$48,998	\$18,179	\$95	\$18,274		\$140,812	\$48,658	\$51,440	\$138,030
9	February	\$18,274	163	\$51,440	\$52,253	\$17,461	\$119	\$17,580		\$138,030	\$48,658	\$51,440	\$135,248
10	March	\$17,580	165	\$52,930	\$53,610	\$16,900	\$427	\$17,327		\$135,248	\$48,658	\$52,930	\$130,976
11	April	\$17,327	169	\$52,930	\$56,804	\$13,453	\$1,556	\$15,009		\$130,976	\$48,658	\$52,930	\$126,704
12	May	\$15,009	171	\$52,930	\$58,157	\$9,782	\$62	\$9,844		\$126,704	\$48,658	\$52,930	\$122,432
13	June	\$9,844	169	\$52,930	\$56,782	\$5,992	\$163	\$6,155		\$122,432	\$48,658	\$52,930	\$118,160
14	July	\$6,155	172	\$40,226	\$58,340	-\$11,959	\$25	-\$11,934		\$118,160	\$48,658	\$40,226	\$126,592
15	August	-\$11,934	170	\$65,382	\$62,882	-\$9,434	\$125	-\$9,309		\$126,592	\$46,709	\$65,382	\$107,919
16	September	-\$9,309	182	\$73,982	\$67,100	-\$2,427	\$32	-\$2,395		\$107,919	\$48,658	\$73,982	\$82,595
17	October	-\$2,395	180	\$69,382	\$67,048	-\$61	\$165	\$104		\$82,595	\$48,658	\$69,382	\$61,871
18	November	\$104	178	\$64,946	\$68,223	-\$3,173	\$28	-\$3,145		\$61,871	\$48,659	\$64,946	\$45,584
19	December	-\$3,145	176	\$65,007	\$65,407	-\$3,545	\$160	-\$3,385		\$45,584	\$48,558	\$65,007	\$29,135
20	Total			\$693,525	\$745,504	\$2,957					\$581,848	\$693,525	
21													
22	CY 2018												
23	January	-\$3,385	173	\$68,442	\$64,233	\$824	\$345	\$1,169		\$29,135	\$55,764	\$68,442	\$16,457
24	February	\$1,169	168	\$69,442	\$61,830	\$7,781	\$357	\$8,138		\$16,457	\$55,764	\$68,442	\$3,779
25	March	\$8,138	165	\$62,441	\$61,235	\$9,344	\$353	\$9,697		\$3,779	\$65,809	\$62,441	\$7,147
26	April	\$9,697	160	\$58,663	\$57,221	\$11,139	\$210	\$11,349		\$7,147	\$70,046	\$58,663	\$18,530
27	May	\$11,349	158	\$72,169	\$59,677	\$23,841	\$259	\$24,100		\$18,530	\$59,261	\$72,169	\$5,622
28	June	\$24,100	158	\$65,518	\$60,908	\$28,710	\$691	\$29,401		\$5,622	\$67,878	\$65,518	\$7,982
29	July	\$29,401	153	\$65,518	\$59,252	\$35,667	\$310	\$35,977		\$7,982	\$60,739	\$65,518	\$3,203
30	August	\$35,977	160	\$59,712	\$57,835	\$37,854	\$47	\$37,901		\$3,203	\$56,612	\$59,712	\$103
31	September	\$37,901	151	\$59,712	\$62,355	\$35,258	\$187	\$35,445		\$103	\$56,612	\$59,712	-\$2,997
32	October	\$35,445	150	\$59,712	\$57,146	\$38,011		\$38,011		-\$2,997	\$60,898	\$59,712	-\$1,821
33	November	\$38,011		\$34,770		\$72,781		\$72,781		-\$1,821	\$60,929	\$34,770	\$24,338
34	December	\$72,781		\$69,437		\$133,218		\$133,218		\$24,338	\$60,847	\$69,437	\$24,748
35	Total			\$735,536	\$601,692	\$2,759		\$133,218			\$731,149	\$735,536	

END OF PARTICIPATION
TRACKER
2018-2019

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTALS
LEFT IN GOOD STANDING			3	1									4
ZERO HAP													0
MUTUAL RESCISION	1				1								2
ANNUAL RE-EXAM SEARCHING	1												1
PORT-OUT ABSORBED				3	5								8
PORT-OUT SEARCHING	1	2		1	1								5
PORT-OUT BILLING	1												1
DECEASED													0
MOVED IN VIOLATION			2										2
EVICTED	1												1
UNAUTHORIZED LIVE-IN		1	1										2
VIOLATION OF FAMILY OBLIGATION													0
GAVE UP ASSISTANCE BEFORE 1 YEAR													0
FAILURE TO RENEW													0
FAILURE TO REPAY			1										1
FAILURE TO PROVIDE INFO													0
FAILURE TO FOLLOW THROUGH													0
FRAUD													0
UNREPORTED INCOME-2ND TIME	1												1
UTILITIES DISCONNECTED													0
CRIMINAL CONVICTION													0
VOUCHER EXPIRED													0
VOUCHER REVOKED													0
LEASED W/NEW LANDLORD	2					1							3
TOTALS	8	3	7	5	8	0	0	0	0	0	0	0	31
PUBLIC HOUSING													
LEFT IN GOOD STANDING	2	1	1	2	1								7
DECEASED				1									1
MOVED IN VIOLATION				2									2
TERMINATED FOR LEASE VIOLATIONS				1	1								1
EVICTED			1		1								2
UNAUTHORIZED LIVE-IN													0
FAILURE TO RENEW													0
FAILURE TO REPAY													0
FAILURE TO PROVIDE INFO													0
FAILURE TO FOLLOW THROUGH													0
CRIMINAL CONVICTION													0
OTHER (moved to new unit)													0
UTILITIES DISCONNECTED													0
TOTALS	2	1	2	6	2	0	0	0	0	0	0	0	13

MEETING DATE: 11/15/18

RE: Review Operating Reports

REQUESTED ACTION: Review monthly operating reports.

Comments: The October 2018 operating reports are attached for your review.

REVENUE & EXPENSE REPORT
CALENDAR 10/2018, FISCAL 4/2019

PCT OF FISCAL YTD 33.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-532-4300	INTEREST-PUBLIC HOUSING	45,000.00	6,291.66	23,960.05	53.24	21,039.95
173-532-4504	FRAUD-PUBLIC HOUSING	4,000.00	105.00	427.00	10.68	3,573.00
173-532-4506	DWELLING RENT-PUBLIC HOUSING	500,000.00	40,982.00	170,177.00	34.04	329,823.00
173-532-4507	EXCESS UTILITY-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-4508	CONTRIB-OTHER-PUBLIC HOUSING	12,000.00	1,278.75	3,128.02	26.07	8,871.98
173-532-4710	REIMBURSED EXP-PUBLIC HOUSING	2,000.00	447.00	3,738.30	186.92	1,738.30-
173-532-4781	OPER SUBSIDY-PUBLIC HOUSING	220,000.00	16,934.00	66,572.00	30.26	153,428.00
	PUBLIC HOUSING TOTAL	783,000.00	66,038.41	268,002.37	34.23	514,997.63
173-910-4830	TRANSFER IN - PUBLIC HOUSING	.00	.00	.00	.00	.00
	TRANSFERS IN/OUT TOTAL	.00	.00	.00	.00	.00
173-532-6010	SALARY - PUBLIC HOUSING	91,033.00	6,939.43	29,473.13	32.38	61,559.87
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	7,117.00	443.07	1,883.92	26.47	5,233.08
173-532-6130	IPERS - PUBLIC HOUSING	8,782.00	655.08	2,782.27	31.68	5,999.73
173-532-6150	HEALTH INS - PUBLIC HOUSING	44,350.00	3,695.80	14,783.20	33.33	29,566.80
173-532-6151	LIFE INS - PUBLIC HOUSING	350.00	27.93	111.70	31.91	238.30
173-532-6160	WORK COMP - PUBLIC HOUSING	4,400.00	405.60	405.60	9.22	3,994.40
173-532-6170	UNEMPLOYMENT - PUBLIC HOUSING	55.00	.00	20.08	36.51	34.92
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	225.42	4.51	4,774.58
173-532-6370	GAS - PUBLIC HOUSING	40,000.00	925.53	3,974.20	9.94	36,025.80
173-532-6371	UTILITIES - PUBLIC HOUSING	50,000.00	5,306.04	21,576.11	43.15	28,423.89
173-532-6374	WATER - PUBLIC HOUSING	19,000.00	1,261.20	5,483.25	28.86	13,516.75
173-532-6379	OTH UTIL-PUBLIC HOUSING -SEWER	25,000.00	1,890.52	7,772.68	31.09	17,227.32
173-532-6401	ACCOUNTING FEES-PUBLIC HOUSING	3,000.00	175.00	1,255.00	41.83	1,745.00
173-532-6408	TORT LIABILITY - PUBLIC HOUSING	35,000.00	.00	.00	.00	35,000.00
173-532-6411	LEGAL FEES - PUBLIC HOUSING	4,000.00	.00	944.25	23.61	3,055.75
173-532-6415	COPIER LEASE - PUBLIC HOUSING	3,500.00	232.18	559.36	15.98	2,940.64
173-532-6420	CONTRACT SERVICES - PUBLIC HOUSING	40,000.00	1,842.25	11,453.92	28.63	28,546.08
173-532-6441	TENANT SERVICES-PUBLIC HOUSING	2,000.00	.00	200.00	10.00	1,800.00
173-532-6442	PILOT-PUBLIC HOUSING	40,000.00	.00	38,344.91	95.86	1,655.09
173-532-6490	OTHER PROFESSIONAL SERV	21,000.00	.00	.00	.00	21,000.00
173-532-6516	REFUNDS-PUBLIC HOUSING	1,000.00	.00	.00	.00	1,000.00
173-532-6518	SUNDRY-OFF EXP-PUBLIC HOUSING	35,000.00	592.68	9,845.81	28.13	25,154.19
173-532-6599	MAINT MATERIALS-PUBLIC HOUSING	75,000.00	8,896.27	28,655.13	38.21	46,344.87
173-532-6725	CAP OUTLAY-EQUI-PUBLIC HOUSING	40,000.00	.00	15,595.18	38.99	24,404.82
173-532-6750	CAP IMPR BLDG-PUBLIC HOUSING	60,000.00	3,415.02	3,415.02	5.69	56,584.98
	PUBLIC HOUSING TOTAL	656,587.00	36,703.60	198,760.14	30.27	457,826.86
173-536-6010	SALARY - PH MAINT	85,000.00	6,118.81	24,563.84	28.90	60,436.16
173-536-6040	OVERTIME SALARY - PH MAINT	5,000.00	56.58	196.31	3.93	4,803.69

REVENUE & EXPENSE REPORT
CALENDAR 10/2018, FISCAL 4/2019

PCT OF FISCAL YTD 33.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-536-6110	FICA - PH MAINT	6,885.00	456.92	1,841.46	26.75	5,043.54
173-536-6130	IPERS - PH MAINT	8,496.00	585.21	2,346.83	27.62	6,149.17
173-536-6150	HEALTH INS - PH MAINT	9,457.00	778.10	3,112.40	32.91	6,344.60
173-536-6151	LIFE INS - PH MAINT	160.00	14.70	58.80	36.75	101.20
173-536-6160	WORK COMP - PH MAINT	2,800.00	608.40	608.40	21.73	2,191.60
173-536-6170	UNEMPLOYMENT - PH MAINT	70.00	.00	29.93	42.76	40.07
173-536-6181	UNIFORM ALLOWANCE - PH MAINT	900.00	.00	900.00	100.00	.00
173-536-6412	HEALTH SERVICES- PH MAINT	.00	.00	.00	.00	.00
	PUBLIC HOUSING MAINTENANC TOTA	118,768.00	8,618.72	33,657.97	28.34	85,110.03
173-910-6910	TRANSFER OUT - PUBLIC HOUSING	.00	.00	.00	.00	.00
	TRANSFERS IN/OUT TOTAL	.00	.00	.00	.00	.00
	PUBLIC HOUSING TOTAL	7,645.00	20,716.09	35,584.26	465.46	27,939.26-

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REVENUE & EXPENSE REPORT
CALENDAR 10/2018, FISCAL 4/2019

PCT OF FISCAL YTD 33.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
174-533-4300	INTEREST - SECTION 8	1,800.00	410.33	1,429.69	79.43	370.31
174-533-4440	STATE GRANT-SEC 8	.00	.00	.00	.00	.00
174-533-4504	FRAUD-SEC 8	5,000.00	70.00	1,156.00	23.12	3,844.00
174-533-4505	HUD CONTRIB-SEC 8	750,000.00	59,712.00	244,654.00	32.62	505,346.00
174-533-4509	ADMIN FEE/HTH-SEC 8	110,000.00	8,224.00	32,896.00	29.91	77,104.00
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	868,800.00	68,416.33	280,135.69	32.24	588,664.31
174-910-4830	TRANSFER IN - SECTION 8 VOUCH	.00	.00	.00	.00	.00
	TRANSFERS IN/OUT TOTAL	.00	.00	.00	.00	.00
174-533-6010	SALARY - SEC 8	39,017.00	3,064.22	10,508.22	26.93	28,508.78
174-533-6040	OVERTIME SALARY - SECTION 8	1,000.00	.00	.00	.00	1,000.00
174-533-6110	FICA - SECTION 8	3,061.00	198.03	677.95	22.15	2,383.05
174-533-6130	IPERS -SECTION 8	3,778.00	289.26	991.97	26.26	2,786.03
174-533-6150	HEALTH INS - SECTION 8	19,007.00	1,583.91	6,335.64	33.33	12,671.36
174-533-6151	LIFE INS - SECTION 8	175.00	11.97	47.90	27.37	127.10
174-533-6160	WORK COMP - SECTION 8	2,238.00	.00	.00	.00	2,238.00
174-533-6170	UNEMPLOYMENT - SECTION 8	75.00	.00	13.39	17.85	61.61
174-533-6199	EMPLOYEE BEN-SEC 8	.00	.00	.00	.00	.00
174-533-6230	STAFF TRAINING - SECTION 8	2,000.00	.00	.00	.00	2,000.00
174-533-6380	UTILITY ALLOT - SECTION 8	15,000.00	.00	2,695.00	17.97	12,305.00
174-533-6401	ACCOUNTING FEES - SECTION 8	4,000.00	220.00	1,070.00	26.75	2,930.00
174-533-6411	LEGAL-SEC 8	1,000.00	.00	.00	.00	1,000.00
174-533-6420	CONTRACT SERVICES - SECTION 8	10,000.00	463.00	1,618.50	16.19	8,381.50
174-533-6423	SPECIAL SERVICE - SECTION 8	300.00	.00	.00	.00	300.00
174-533-6440	ENHANCED VOUCHER	16,000.00	.00	5,903.00	36.89	10,097.00
174-533-6443	HOME OWNERSHIP VOUCHER	6,000.00	.00	1,224.00	20.40	4,776.00
174-533-6444	PORTABILITY VOUCHER	150,000.00	.00	80,261.11	53.51	69,738.89
174-533-6445	HC VOUCHER PAY-SEC 8	550,000.00	.00	152,542.00	27.73	397,458.00
174-533-6490	OTHER PROF SERVICES-SECTION 8	10,000.00	.00	.00	.00	10,000.00
174-533-6516	REFUND INTEREST-SEC 8	.00	.00	.00	.00	.00
174-533-6518	SUNDRY-OFF EXP-SEC 8	4,500.00	74.55	381.54	8.48	4,118.46
	SECTION 8 VOUCHER TOTAL	837,151.00	5,904.94	264,270.22	31.57	572,880.78
174-910-6910	TRANSFER OUT - SECTION 8 VOUCH	.00	.00	.00	.00	.00
	TRANSFERS IN/OUT TOTAL	.00	.00	.00	.00	.00
	SECTION 8 VOUCHER TOTAL	31,649.00	62,511.39	15,865.47	50.13	15,783.53

REQUESTED ACTION: Consider approval of proposal from TrueGreen to treat all the Ash trees at North Cedar Terrace.

Comments: We have 18 Ash trees at North Cedar Terrace, and since the presence of the Emerald Ash Borer has been confirmed in Floyd County, we have two options. We can either cut all of them down or have them chemically treated. One of the trees is in the City Right-Of-Way and they are going to have it cut down. So, we only have 17 left to deal with.

If we decide to treat the trees, we will need to have it done twice a year. TrueGreen will treat them for us for \$3,423.50 for two years. The contract pricing will be in place for two years. The proposal has information on the benefits of treating the trees instead of removal. The benefits include a reduction of atmospheric carbon, improved air quality, conserve energy, increase property values, and interception of storm water runoff. According to TrueGreen the National Tree Calculator transfers those benefits into a monetary savings of \$6552 for two years. TrueGreen also stated in the proposal that they will only need to be treated for about 10 years. They state that historically the Emerald Ash Borer will die out in ten years because all untreated will have died and there is no food source for them.

The other option of removing the 18 trees, will cost about \$12,000, estimating a removal cost of \$700 per tree. Then we will have the added cost to plant replacement trees at approximately \$2,500. In addition, it will take many years for the replacement trees to grow large enough to provide the same benefits as the existing Ash Trees.

The estimated upfront costs of treating vs. removal for 10 years, \$17,605 (treating) and \$14,500 (removal), show that treating will cost more than removing them. However, it doesn't take into consideration the monetary value of the benefits of the existing trees. We believe that the best option is to treat the trees for the two-year contract time-frame. At the end of the contract, we can either look at continuing the treatment or remove some or all the trees at that time.

REQUESTED ACTION: Approve purchase of a 2018 Western MVP+ 8.5' multi position plow from full circle plows in Forest City for \$6,250.58.

Comments: We requested bids for the replacement of the snow plow from the following three businesses:

Business	Installed Price
Conley's Trucking, Inc. Ames	\$6,195.40
Full Circle Plows Forest City	\$6,250.58
Truck Equipment, Inc Des Moines	\$6,384.94

Full Circle Plows quote is \$55.18 higher than the lowest quote of \$6,195.40 from Conley's Trucking. However, they will come to Charles City on an annual basis and change the oil and inspect the equipment for a nominal fee. Due to this we feel that this provides an overall best value when you factor in the annual maintenance.