

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
May 16, 2019 7:00 a.m.

Members Present: Linda Klemesrud, Carol Tyler, and Eric Miller. Absent: Jeremy Heyer, and Beth Diers. Others Present: Heidi Nielsen, staff

Call to Order. Co-Chairperson Miller called the meeting to order at 7:05 a.m.

Public Comments. None.

Amend-Approve Minutes of April 18, 2019. Tyler moved, Klemesrud seconded the motion to approve the minutes of April 18, 2019 as presented. Ayes: 3, Nays: 0. Motion carried.

Approval of Bills. The bills were reviewed. Nielsen explained the non-routine bills including insurance, annual software support, security cameras, start-up fees for new fee accountant, and tenant water bill to cover excess water consumption due to a broken pipe. Klemesrud inquired about the payment to Linderman Heating for sight glass maintenance. Klemesrud moved, Tyler seconded the motion to approve the revised bill listing totaling \$130,289.54 Ayes:3, Nays: 0. Motion carried.

Communications. Items under Communications which were reviewed included information on issues with the flooring, review of status of rehab grant, funding and utilization updates and current occupancy.

Old Business. None.

New Business.

Review Operating Reports. Reports were reviewed and there were no questions.

Review Revisions and Approve Resolution 03-19 Approving Public Housing Budget Revisions for FYE 06/2019. Nielsen listed the revisions which were approved by the City Council including increases to the sundry account to cover higher than anticipated software expenses and maintenance account due to an increase in turnover. There were also additional expenses to purchase an extra set of tools for the second pickup. The board was informed that when the May 31 financial reports were received, they will be reviewed to ensure that the total expenses do not go over budgeted amount. Tyler motioned to approve Resolution 03-19 Approving Budget Revisions, it and was seconded by Klemesrud. Ayes: Miller, Klemesrud, and Tyler. Nays: 0. Motion carried on roll call vote.

Review Revisions and Approve Resolution 04-19 Approving Public Housing Budget for FYE 06/2020. Nielsen explained that the budget is the same budget approved by the City. It was sent to the fee accountant so they could prepare the budget according to HUD standards. Upon further review there was an error found on page six. Under the breakdown listing there were some membership fees listed for a different agency. Tyler motioned to approve Resolution 09-19 Approving Public Housing Budget as revised, it and was seconded by Klemesrud. Ayes: Miller, Klemesrud, and Tyler. Nays: 0. Motion carried on roll call vote.

Approve Roof Repairs at NCT. Nielsen stated that repairs were necessary to part of the roof on the 109-112 building because of some water damage. Nielsen explained that there was only one bid because of the local contractor's schedules. The request was made to approve the work with Joey Brennan. The bid for the work was in line with the cost estimate for the project. Tyler made a

motion to approve the repairs with Brennan. Klemesrud seconded the motion. Ayes: 3. Nays: 0. Motion carried.

Approve Renewal of Contract for Audit Services. Nielsen explained to the board that the contract with the existing auditor was up. Nielsen stated that the contract allowed for one three-year extension and they were willing to do the work for the same fee each year as the old contract or \$7,100 per year. Nielsen requested approval of the extension and said that they were easy to work with and responded quickly to any questions. Tyler motioned to extend the contract for an additional three years. The motion was seconded by Klemesrud. Ayes: 3. Nays: 0. Motion carried

Approve Resolution 05-19 to Update Procurement Policy. Nielsen explained that there were some changes made to increase the levels which define micro purchases and small purchases or simplified acquisition thresholds. These were implemented to simplify the procurement process. Nielsen also told the board that an additional proposed change includes the exemption of state bidding requirements. Nielsen explained that City Attorney, Brad Slotter, contacted the Des Moines Housing Agency for their interpretation of the State Code and their interpretation of the code excludes PHA's. Due to this Nielsen requested approval of the revised policy as written. Tyler motioned to approve Resolution 05-19 Approving Updates to the Procurement Policy, it and was seconded by Klemesrud. Ayes: Miller, Klemesrud, and Tyler. Nays: 0. Motion carried on roll call vote.

Review Engineering Proposals for Parking Lot/Sidewalk Project and Make Recommendation for Approval. Nielsen explained the tentative scope of the project which includes repairs to existing sidewalks and parking lots in addition to expansion of the parking at North Cedar Terrace. Nielsen told the Board that there were three proposals received from engineering firms for the Design/Procurement Phase and two of them were very similar including the cost. Nielsen stated that while the project timeline, cost, and experience of both firms was similar, the approach of SEH appeared more flexible than Veenstra and Kimm. The Board was informed that John Fallis reviewed the proposals and felt that Veenstra and Kimm could be much higher in the end due to the constraints they placed on the deliverables. Klemesrud motioned to accept the proposal from SEH which was seconded by Tyler. Ayes: 3. Nays: 0. Motion carried.

Review Bids for Electrical Update Project at SCT. Nielsen stated that although two to three bids were expected, there was only one bid submitted from Stanton Electric. The base bid was \$317,926 with an alternate of \$66,036. Nielsen said that the cost estimates were \$326,600 with the alternate of \$71,500 and since the bids were so close to the estimates, the recommendation was to accept the bid from Stanton Electric. They were also able to accommodate the timeline and get the project done by August 2019. Nielsen explained that one of the issues with the other contractors was that they did not have the required bid bond. This was because electricians generally work under general contractors as subcontractors and as subs they don't submit bid bonds, and the other issue was overall lack of time. The Board was also told that the maintenance staff were familiar with Stanton Electric's work and felt that they would do a good job. Tyler moved to approve the bid from Stanton Electric, and Klemesrud seconded the motion. Ayes: 3. Nays: 0. Motion carried.

Approve Repairs to NCT Garage. Nielsen requested approval of the bid from Joseph Brennan for the structural repairs to the NCT garage roof. The Board was told that the cost estimate prepared as part of the Capital Improvement Study of \$7,015 was in line with the estimate from Brennan for \$7,450, and he provided two options one with a center support post and one without the post. Nielsen explained that even though slightly more expensive, the garage was used to store the skid loader in the winter and the post would be in the way. Tyler made a motion to approve the bid from Joseph Brennan for \$7,450. Klemesrud seconded the motion. Ayes: 3, Nays: 0. Motion carried.

Directors Report
Nothing to report

Being no further business, Klemesrud moved, Tyler seconded the motion to adjourn. Ayes: 3.
Nays: 0. Meeting Adjourned at 7:52 a.m.

Charles City Housing and Redevelopment Authority

Jeremy Heyer, Chairperson

ATTEST:

Heidi Nielsen, Director