

MINUTES  
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY  
May 18, 2017 7:00 a.m.

Members Present: Stewart Coulson, Jeremy Heyer, Linda Klemesrud, and Eric Miller. Absent: Carol Tyler. Others Present: Peggy Drake, SCT Resident; and Heidi Nielsen, staff

Call to Order. Chairperson Heyer called the meeting to order at 7:02 a.m.

Public Comments. None.

Amend-Approve Minutes of April 18, 2017. Miller moved, Coulson seconded the motion to approve the minutes of April 18, 2017 as presented. Ayes: 4, Nays: 0. Motion carried.

Approval of Bills. Coulson moved, Klemesrud seconded the motion to approve the revised bill listing totaling \$119,076.43. Ayes: 4, Nays: 0. Motion carried.

Communications. Items under Communications were reviewed. No action was taken.

Old Business. None.

New Business.

Review Operating Reports. The board reviewed the operating reports. Nielsen stated that there were a few budget revisions made which were approved by the Council on the 15<sup>th</sup>, and reviewed the revisions. Once we receive the updated reports they will be sent to C. Naber so they can update the HUD budgets. The budget amendment will be on the June agenda for approval.

Review Revisions to CFP – Five Year Plan. Nielsen discussed the proposed revisions to the Capital Improvement Plan and explained that the changes would be approved during the Public Hearing during the June meeting. The upcoming projects were discussed and Nielsen explained that to complete all projects it is necessary to budget some of the repairs under the operating budget. Updates to the electrical transformers were also discussed and due to the cost of the updates Nielsen suggested purchasing one transformer for each location to have on hand in case of an emergency repair until a plan is in place. Since plan is to be approved at the June meeting, no motion is required at this time.

Approve Purchase of Lawn Mowers. Nielsen stated that the maintenance staff had requested that we replace the lawn mowers. According to them, the existing mowers do not cut evenly and are not reliable. The plan is to purchase three zero-turn mowers and to keep one of the old tractors with a snow blower attachment as a back-up. Nielsen presented the three quotes received from Cal's, Don's, and Swartzrock and requested approval to purchase the mowers from Swartzrock for a total of \$15,000. Additionally, the board was informed that they were able to test drive the mower and were happy with the ease of use and results. Miller made a motion to approve the purchase of the mowers from Swartzrock for \$15,000. Klemesrud seconded the motion. Ayes: 4. Nays: 0. Motion carried.

Approve Contract for Sidewalk Project. Nielsen reviewed the scope of the project and explained that the work was required to eliminate tripping hazards. In addition, if any are found during the site inspection by HUD there is a seven-point reduction in the score and because the inspections are only done every three years any point reduction will impact the overall score for each year. Nielsen explained that the project requires two different proposals because some of the sidewalks require new sidewalks poured and some of them only require lifting to bring them to grade. The board was given the information from the companies. There was one proposal from DeBoest

Concrete (\$7,803) and one from Matt Nolt (\$6,175) these were for the sidewalk replacement. The proposal received from American Waterworks for \$4,811 was the only one received for the sidewalk lifting. The engineer's estimate was \$10,000. Nielsen said that the recommendation was to accept the proposals from Matt Nolt and the one from American Waterworks. Nielsen also informed the Board that there would likely be a change order for some work which needed to be done at North Cedar Terrace and Morningside. Coulson motioned to proceed with the project and accept the proposals from American Waterworks and Matt Nolt. The motion was seconded by Miller. Ayes: 4. Nays: 0. Motion carried

Directors Report

Nielsen reported that the fair housing complaint has been dismissed with HUD finding no probable cause. In addition, the board was given a report on the progress of the front lobby remodel and procurement for consultant to review the procurement files. Also reported was some storm damage which resulted in an uprooted tree that fell on the office at North Cedar Terrace. Finally, Nielsen told the board of a visit by some of the HUD staff in June and their plans to attend the June Board Meeting.

Being no further business, Coulson moved, Klemesrud seconded the motion to adjourn. Ayes: 4. Nays: 0. Meeting Adjourned at 7:49.

Charles City Housing and Redevelopment Authority

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Jeremy Heyer, Chairperson

ATTEST:

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Heidi Nielsen, Director