

CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
September 21, 2017 7:00 a.m.

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

Call to Order. Chairperson Heyer called the meeting to order at 7:05 a.m.

Public Comments. None

Amend-Approve Minutes of August 17, 2017. Tyler moved, Miller seconded the motion to approve the minutes of August 17, 2017 as presented. Ayes: 5, Nays: 0. Motion carried.

Approval of Bills for September 2017. Miller moved, Coulson seconded the motion to approve payment of the revised bill listing totaling \$89,931.56. Ayes: 5, Nays: 0. Motion carried.

Communications. Items under Communications were reviewed including Capital Fund Program, Rehabilitation Program application, HUD Lawsuit, Landlord Outreach, Section 8 utilization/funding and public housing unit vacancies, program attrition. No action taken.

Old Business.

New Business.

Review Financial Reports. Nielsen reported that we were on track with the budget and that there will be a few budget revisions required for the training budget line item and fees paid to the city for accounting and the position at the PD. No motion was necessary.

Approve Sidewalk Repairs. Nielsen reviewed the work completed to date: poly-lifting, and water intake and adjoining sidewalk. The board was informed that there was some additional work that was not in the original scope of work, which included filling the expansion joint, and a replacing concrete in a small area at both North and South Cedar Terrace to eliminate trip hazards. Nielsen stated that a quote was obtained from Nolt Custom Concrete for the work, but the quote for the work at South Cedar Terrace was too high, so only the work at North Cedar Terrace would be authorized. Also, Nielsen told the board that there was enough in the current budget to cover the work at North Cedar Terrace. Miller motioned to approve the request to complete the additional work at North Cedar Terrace and filling the expansion joints. Tyler seconded the motion. Ayes: 5, Nays: 0, Motion carried.

Approve Resolution 11-16 to Update Payment Standards. Nielsen reviewed HUD's requirements for payment standards based on the new Fair Market Rents (FMRs). Nielsen reviewed the current payment standards in relation to the increased FMRs and explained that the with all other factors being considered it was not necessary to increase the payment standards for all unit sizes. The board was informed that the data used to determine the payment standard included the current unit rents on the program. Nielsen explained that the current standards were comparable to the average and median program rents. In addition, Nielsen told the board that data received on market rate rents from NIACOG also supports the current payment standards as the average market rate rents were closely aligned to the market rates. Miller made a motion to approve Resolution 11-17 to update payment standards. Coulson seconded the motion. Roll Call: Ayes: Heyer, Miller, Klemesrud, Coulson, and Tyler. Nays: None. Motion carried on roll call vote.

Approve Contract for Asbestos Removal. Nielsen explained that the floor tile and mastic at the North and South were tested and contain asbestos. The different options were discussed and Nielsen stated that due to the potential risks the work should be contracted with an abatement company. In addition, Nielsen explained that the decision was made to replace the tile as the apartments turned

over. If the work was done while the units were occupied, the residents would need temporary housing and their apartments would need to be packed up and emptied. So, any savings realized by doing the work all at once, would be offset by the relocations costs. Nielsen presented the board with the quotes received for asbestos abatement and requested that the board approve the contract with Asbestrol for two years with an option of an additional two-year renewal. The board was told that they are in good standing with HUD and the work their work history for the rehab program was good. Coulson motioned to approve the request to complete the additional work at North Cedar Terrace and filling the expansion joints. Klemesrud seconded the motion. Ayes: 5, Nays: 0, Motion carried.

Discuss Options for Camera System. Nielsen explained that there were some difficulties with the current system used to transmit the data from Morningside to the office. Nielsen also discussed with the board some issues with the current arrangement with a local company, such as failure to return calls and follow through. The board was informed of a conversation with a different surveillance company and Nielsen stated that the new company was going to submit a proposal for service and it would be presented for approval. Nielsen told the board that an alternate option to transmit the video would be to go through Mediacom. However, the cost may be prohibitive at around \$150 a month. Nielsen stated that she would research some different options. They agreed. As the discussion was only preliminary, no action was necessary.

Approve Purchase of Pick-up. The board was given the list of trucks on the state pricing list. Nielsen explained that the state fleet purchase was already competitively bid so it would not be necessary to receive bids. She also stated that the maintenance department had picked a truck from Stiver's Ford because they felt it had all the required features and was the best value. Molstead Motors was also given an opportunity to bid, but declined. Nielsen also informed the board that the city was interested in purchasing the Nitro, however, a price had not been agreed upon. Nielsen said that the cost is covered under the current operating budget. Miller motioned to approve the purchase from Stiver's Ford, and was seconded by Tyler. Ayes: 5, Nays: none. Motion carried.

Executive Director's Report. Nielsen informed the board that it was necessary to change the October meeting date to October 20th due to a conflict with a seminar. The board was also told of a new bedbug infestation at North Cedar Terrace, which did not appear to have spread beyond the one unit. The board was also provided with an update on the search for a procurement consultant, and hope to have a proposal to bring to the board soon. Finally, Nielsen told the board that the police department had not assigned an officer to fill the vacancy left by Officer Vetter.

Being no further business, Tyler moved, Klemesrud seconded the motion to adjourn. Ayes: 5. Nays: 0. Motion carried and the meeting adjourned at 7:50 a.m.

Charles City Housing and Redevelopment Authority

Jeremy Heyer, Chairperson

ATTEST:

Heidi Nielsen, Director