

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
June 21, 2018 7:00 a.m.

Members Present: Jeremy Heyer, Carol Tyler, and Linda Klemesrud. Absent: Eric Miller, and Stewart Coulson. Others present: 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 May 17, 2018. Tyler made a motion and Klemesrud seconded the motion to approve the minutes of May 17, 2018 as presented. Ayes: 3, Nays: 0. Motion carried.

Approval of Bills. Nielsen stated that the \$26,430.00 payment to Sisson & Associates was actually paid in April by the City, it was on the June bill list for board approval. Tyler made a motion and Klemesrud seconded the motion to approve payment of the revised bill listing totaling \$114,912.96. Ayes: 3, Nays: 0. Motion carried.

Communications. Nielsen reviewed the progress of the window project and informed the board of the \$228,408 2018 Capital Fund award. The board was given an update on the Rehab Program and the anticipated conditional awards in August. Also reviewed was the progress of the camera install at Morningside which was delayed due to the rain. The results of the Capital Improvement Study were reviewed with an estimated cost of \$771,995.00. Finally, the program funding and utilization were reviewed. No action was required.

Old Business.

Approve Purchase and Installation of Reception Window. Nielsen updated the board on the additional information requested during the May meeting, that Mason City Glass was asked if they could get pricing on a voice amplification system and instead they provided a quote for the same full baffle system with a price of \$12,800. They also provided a list of references from the glass manufacturer which included some YouTube videos with their customers and the sound transfer in the videos was good. The board was also told that Steve Merrill with Hometown Security inquired about the progress of the window install and asked if we wanted him to see if he could find any other solutions. He provided a quote for the same baffle system from the same manufacturer for \$8,750.00 installed. Nielsen requested approval of purchase and installation from Hometown Security. Klemesrud approved the purchase and install from Hometown Security for \$8,750. It was seconded by Tyler. Ayes: 3, Nays: 0. Motion carried.

Approve Purchase of Server. Nielsen reviewed the purpose for the server and reviewed the proposal prepared by Trent Parker with the pros and cons for each configuration. The board was told that the second option could possibly cost more due to the extra tech hours needed to do the data transfer and configuration; but the higher cost would be offset by fewer tech hours on all future updates. According to the proposal, the cost for the operating system and equipment would be the same for each option. In addition, the \$20 a month paid to back-up Heidi's computer would no longer be necessary. Nielsen informed the board that Trent's preference would be to go with the second option. Heyer stated that option #2 was the same configuration as they had in his office and suggested that we go with option #2. Tyler made a motion to approve the purchase of the server and configure the system outlined in option #2

with the terminal services. The motion was seconded by Klemesrud. Ayes: 3, Nays: 0. Motion carried.

New Business

Review Financial Reports. The Operating Reports for the Month Ended May 2018 were reviewed. Nielsen informed the board that even with the budget revisions done, the public housing program was in danger of going over budget. Nielsen explained that this was because not all the requested revisions were made and even though all spending has been suspended, payables for routine expenses recorded at year-end could also put the programs over budget. No action was required or taken.

Approve Resolution No. 06-18, Writing Off Accounts Receivable. A list of accounts to be written off as uncollectible was presented to the Board. Nielsen explained that HUD recommends writing off all debt that we determine as uncollectible because keeping the uncollectible debt on the books has a negative impact on our financial score. She also explained that collection efforts will continue. The different types of debt were also discussed. Klemesrud made a motion, and Tyler seconded the motion to approve Resolution No. 06-18. Motion carried on roll call vote: Ayes: Heyer, Klemesrud, and Tyler. Nays: None. Motion carried on roll call vote.

Approve Resolution No. 07-18, Removal of Assets from Depreciation. Nielsen provided the board with an explanation regarding the requirement to remove assets no longer in service from the depreciation schedule. The resolution was reviewed noting that the old security camera system, old lawn tractors, and Dodge Nitro were removed from service during the year and the resolution was necessary to show that the HUD requirement had been met. Nielsen also listed the assets which were to be added to the schedule, which included the sidewalks repairs, water heaters, office renovations, lawn mowers, and truck/plow. The was also told that most of the assets being removed were fully depreciated. Miller made a motion, and Tyler seconded the motion to approve Resolution No. 07-18. Motion carried on roll call vote: Ayes: Tyler, Miller, and Heyer. Nays: None. Motion carried on roll call vote.

Consider Approval of Contract for Routine Plumbing Repairs. Explained to board that every three years we go out for bids for routine repairs and bid requests were sent out to several area plumbing contractors. A bid was received from Hockenson Plumbing. Staff requested approval of the bid from Hockenson Plumbing explaining that there was a good working relationship established with them. Klemesrud moved to approve the contract with Hockenson Plumbing and was seconded by Tyler. Ayes: 3. Nays: 0. Motion carried.

Consider Approval of Contract for Routine Heating Repairs. Staff requested approval of the contract with Linderman Heating & Air. Just as was the case with the plumbing contractor, the agency has a long history with the contractor. Nielsen also explained that if any emergency repairs are required and Linderman isn't available all other contractors on the list are used based on their availability. Klemesrud moved to approve the contract with Linderman Heating & Air. Tyler seconded the motion. Ayes: 3. Nays: 0. Motion carried.

Consider Approval of Contract for Routine Electrical Repairs. Bid requests were sent to several area electrical contractors. Bids were received from Bluhm's Cedar Valley Electric, Jensen Electric, Sullivan Electric, and Perry Novak Electric, with the lowest bid from Bluhm's. The request was made to approve the bid from Bluhm's. Nielsen state that there is a good working relationship with them and are generally available when needed. Tyler moved to approve the new three-year contract with Bluhm's and it was seconded by Klemesrud. Ayes: 3, Nays: 0. Motion carried.

Consider Approval of Internet Installation for Cameras. Nielsen explained that the current radio system used to remotely operate the cameras has been hit by lightning and repairs are estimated at a minimum of \$2,000. In addition, Nielsen said that there is a ten second delay with the current system every time the cameras are accessed remotely. Nielsen stated that the system fails to operate as intended. Klemesrud asked for a clarification and Nielsen replied that because of the delay the system fails to operate as intended. Also discussed was the current internet configuration at the office and the ability to receive the video and operate the cameras remotely. The request was made to approve the installation of the internet service from Mediacom. Klemesrud made a motion to install internet for the camera system. Tyler seconded the motion. Ayes: 3. Nays: 0. Motion carried.

Director's Report. Nothing to report

Being no further business, Tyler moved, Klemesrud seconded the motion to adjourn. Ayes: 3. Nays: 0. Meeting Adjourned at 7:54 a.m.

Charles City Housing and Redevelopment Authority

Jeremy Heyer, Chairperson

ATTEST:

Heidi Nielsen, Director