

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
November 15, 2018 7:00 a.m.

Members Present: Jeremy Heyer, Linda Klemesrud, and Eric Miller. Absent: Stewart Coulson, and Carol Tyler.
Others present: Heidi Nielsen, staff.

Call to Order. Chairperson Heyer called the meeting to order at 6:59 a.m.

Public Comments. None

Amend-Approve Minutes of October 18, 2018. Miller moved, Klemesrud seconded the motion to approve the minutes of October 18, 2018 as amended. Ayes: 3, Nays: 0. Motion carried.

Approval of Bills. Miller moved, Klemesrud seconded the motion to approve payment of the revised bill listing totaling \$99,650.31. Nielsen stated that the bills were routine except the payment for the window in the reception area. Ayes: 3, Nays: 0. Motion carried.

Communications. Items under Communications included capital fund program and maintenance updates including close out of the window project, installation of security glass in reception area, and planned roof repairs at North Cedar Terrace. Also discussed were the rehab program progress, hire of seasonal employees, and program utilization. All items were informational, so no action was needed.

New Business.

Review Operating Reports. Nielsen explained that the reason for the substantially lower monthly expenses for the Section 8 was because the October HAP payments were inadvertently posted on the last day in September. The reports were reviewed by the board. Miller asked if ports to Cook County were typically as high. Nielsen explained that they were higher because several families were pulled from the Waiting List around the same time without local preference and many of them ported at the same time and chose to go to Cook County. Also discussed was whether there would be a need to do a budget revision for the portability costs. There were no other concerns.

Approve Proposal to Treat Ash Trees. Nielsen requested that the board approve the contract with TruGreen to treat Ash Trees at North Cedar Terrace. The board discussed the advantages to treat the trees vs. removing trees. Nielsen explained that when you factor in to indirect cost savings provided by the existing the better option is to treat them. Klemesrud motioned to approve the contract with TruGreen if there are enough funds in the budget. Miller seconded the motion. Ayes: 3, Nays: 0. Motion carried.

Approve Purchase of Snow Plow. Nielsen informed the board that the maintenance department obtained quotes from three different businesses for a plow for the new truck. She explained that of the three quotes received the lowest was from Conley's in Ames. However, Nielsen requested approval of the purchase from Full Circle Plows even though they are \$55.18 higher than Conley's because they service the plow annually for the life of the plow at no additional cost. They will come to Charles City each year to change the oil and service the plow. Miller made a motion to approve the purchase and it was seconded by Klemesrud. Ayes: 3, Nays: 0. Motion carried.

Executive Directors Report. Nielsen discussed the recent audit, updated the board on recent developments with the camera system, provided an update on the lawsuit with HUD, and discussed the progress on the new server and software upgrade.

Being no further business, Klemesrud moved, Miller seconded the motion to adjourn. Ayes: 3, Nays: 0. Motion carried, and meeting adjourned at 7:31 a.m.

Charles City Housing and Redevelopment Authority

Jeremy Heyer, Chairperson

ATTEST:

Heidi Nielsen, Director