

CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY  
AGENDA

August 20, 2020, 7:00 a.m. at 501 Cedar Terrace South, Charles City, IA 50616

\* Meeting is open to the public and you may attend the meeting in-person or on-line. Join Zoom Meeting to attend the meeting on-line at <https://us02web.zoom.us/j/2992129646>, Meeting ID: 299 212 9646 or call in at 312-626-6799

I.	Roll Call – Call Meeting to Order	
II.	Public Comments	
III.	Amend-Approve Minutes of July 16, 2020.....	1-2
IV.	Approval of Bills for August 2020 .....	3
V.	Hearing – Land Disposition .....	4-24
	1. Open Hearing	
	2. Filing of Affidavit of Publication – 08/11/2020	
	3. Written Comments or Objections _____	
	4. Oral Comments or Objections _____	
	5. Motion to Close Hearing _____ Second _____	
	Vote: Ayes: _____	
	Nayes: _____	
	6. Consider Resolution No. 09-20 Land Disposition	
	Discussion: _____	
	Vote: Ayes: _____	
	Nayes: _____	
VI.	Communications .....	25-27
	1. Capital Fund/Maintenance Update	
	2. Rehab Update	
	3. Section 8 Utilization/Funding Update	
	4. Monthly Rental Status Update	
	5. End of Participation Tracker	
VII.	Old Business	
VIII.	New Business	
	1. Review Operating Reports .....	28-32
	2. Approve Return Check/Payment Fee.....	33
	3. Approve Purchase of Window A/C Units .....	34
	4. Develop Plan to Return to Full Operation.....	35
IX.	Director’s Report	
X.	Move to Adjourn	

Next regular meeting scheduled for September 17, 2020, 7:00 a.m., CCHRA Office

MINUTES  
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY  
July 16, 2020 7:00 a.m.

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

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

Public Comments. None

Amend-Approve Minutes of June 18, 2020. Klemesrud noted two corrections Miller is noted as making motion and was not in attendance minutes to be corrected to reflect motion made by Diers, also under Resolution 06-20 Diers name was misspelled. Klemesrud made a motion to approve minutes as revised. Diers seconded the motion to approve the minutes of June 18, 2020 as presented. Ayes: 4, Nays: 0. Motion carried.

Approval of Bills. Nielsen informed Board of some additional payments made to avoid having them show up as payables at year end. Diers motioned to approve the revised bill listing. Farnham seconded the motion to approve payment of the revised bill listing totaling \$120,139.82. Ayes:4, Nays: 0. Motion carried.

Communications. Items under Communications were reviewed, which included discussion on the progress of the sidewalk/parking lot project, the rehabilitation program, the funding shortfall, COVID-19/Office updates, update on the land sale at Morningside, and an update on funding and leasing utilization. No action was necessary.

Old Business. None

New Business.

Review Financial Reports. Monthly operating reports were reviewed. Nielsen stated that year ended within the budget for both Section 8 and the Public Housing Programs. Nielsen pointed out that there were a couple of accounts with a large amount of unexpended funds that we could potentially reduce for the next budget. There were no other comments and no action was necessary.

Discuss Purchase of Window A/C Units. Nielsen explained an issue the residents were beginning to have with the newer units that are vented to the side, and don't work in the sleeves which vent to the back. The Board discussed possible solutions and costs including installation of mini split systems and providing the through the wall units which are designed to work in the sleeves. Staff will research options and bring them back to the September meeting. No action was necessary.

Director's Report. Nielsen reported that Eric Miller has decided to resign from the Board and asked everyone to be thinking of some possible replacements.

Being no further business, Klemesrud moved, and Farnham seconded the motion to adjourn. Ayes: 4, Nays: 0. Motion carried, and meeting adjourned at 7:44 a.m.

Charles City Housing and Redevelopment Authority

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Jeremy Heyer, Chairperson

ATTEST:

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Heidi Nielsen, Director

**Charles City Housing  
Monthly Bill Listing  
August 2020**

<b>Customer</b>	<b>Description</b>	<b>Amount</b>
4imprint	contact info magnets for apartments	264.37
Angela Jackson	security deposit refund	300.00
Business Card	office/maintenance items	2,091.33
Catherine Marie Ott	office cleaning	600.00
CenturyLink	phone bill	163.76
CenturyLink	shared line bill	12.39
Charles City Press	legal notice	43.79
Cintas	rug rental	84.33
City of Charles City	water/sewer/urp/S8 inspections	3,350.88
D & C Stanton Electric	final payment on electrical project-line item	24,898.10
Estate of Richard Post	security deposit refund	200.00
HAPS	Aug. 1 HAP payments	71,085.60
Herron's Band Box, Inc.	rug cleaning	261.35
Hockenson Plumbing	plumbing maintenance fees	550.05
Housing Authority Acctg. Spec, Inc.	accounting fees	500.00
Jendro Sanitation	trash service	790.00
John Deere Financial	Theisen purchases maintenance	126.22
Koch Office Group	copy costs	118.51
Kwik Trip, Inc.	fuel	101.55
LEAF	copier lease	252.04
Lessin Supply Co.	maintenance supplies	18.93
Linderman Heating & Air, LLC	heating/cooling maintenance fees	160.77
Matthew Howlett	security deposit refund	400.00
Mediacom	internet fee for security cameras	333.04
Mid American Energy	electric/gas/urps	5,107.15
Nan McKay	PIH Alert/HCV MB digital revision	658.00
Noah, Smith & Schuknecht, P.L.C.	legal fees	203.40
North Iowa Lawn & Sports	maintenance supplies	49.98
Plunkett's Pest Control	pest treatments	260.00
Rochford Construction	contract apartment painting	1,079.00
Schueth Ace Hardware	maintenance supplies	247.84
Sherwin Williams	paint	193.40
Short Elliott Hendrickson, Inc.	project payments line item	4,002.45
Short Elliott Hendrickson, Inc.	project payments line item	181,485.53
Staples Advantage	office items	710.23
Superior Lumber	maintenance supplies	391.13
T-J Service	maintenance fees	94.99
The PI Company	background/employment checks	88.50
US Cellular	cell phone bill	149.69
		<b>301,428.30</b>

STATE OF IOWA  
Floyd County,

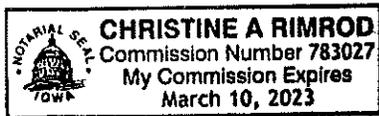
I, Christopher Hall, Owner/Publisher, of the CHARLES CITY PRESS, in said county, do hereby state that I certify under penalty of perjury and pursuant to the laws of the State of Iowa that a notice, which is a true copy, has been printed and published each week for 1 consecutive weeks in the regular daily issues of said paper commencing with the issue of Tuesday on the 11 day of August A.D., 2020 and ending with the issue of, August 11, 2020.

Christopher J. Hall  
Owner/Publisher

Acknowledgement and charges for above services  
\$ 43.79

Subscribed and sworn to before me this 11 day of August A.D., 2020

[Signature]  
Notary Public in and for the State of Iowa



**Legal Notice • Legal Notice**

**NOTICE OF PUBLIC HEARING OF PROPOSED APPLICATION TO HUD FOR DISPOSAL OF REAL PROPERTY**

A public hearing will be held at 7:00 a.m. on August 20, 2020 at the Charles City Housing Authority Office at 501 Cedar Terrace South to consider an application HUD to dispose of certain real property owned by the City of Charles City, Iowa and managed by the Charles City Housing Authority legally described as:

PARCEL J IN THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 7-T95N-R15W, CHARLES CITY, FLOYD COUNTY, IOWA MORE PARTICULARLY DESCRIBED AT FOLLOWS:

COMMENCING AT THE EAST QUARTER CORNER OF SAID SECTION 7; THENCE SOUTH 88'42'28" WEST ALONG THE SOUTHERLY LINE OF THE SOUTHEAST QUARTER OF THE NORTHEAST QUARTER OF SAID SECTION 7 AND THE SOUTHERLY LINE OF A TRACT OF LAND RECORDED AS INSTRUMENT NUMBER #2015-0531 IN THE OFFICE OF THE FLOYD COUNTY RECORDER AND THE NORTHERLY LINE OF OULOT B AKA OULOT C AS DESCRIBED IN INSTRUMENT NUMBERS #2003-3095, #2004-2601, AND #2019-0852 IN THE OFFICE OF THE FLOYD COUNTY RECORDER, A DISTANCE OF 837.44 FEET TO THE NORTHWEST CORNER OF PARCEL I AS DEPICTED IN INSTRUMENT NUMBER #2019-1711 AND THE NORTH EAST CORNER OF A PLAT OF SURVEY AS DEPICTED IN BOOK 5 PAGE 121; THENCE CONTINUING SOUTH 88'42' 28" WEST ALONG THE SAID SOUTHERLY LINE OF THE SOUTHEAST QUARTER OF THE NORTHEAST QUARTER A DISTANCE OF 259.42 FEET TO THE POINT OF BEGINNING; THENCE

CONTINUING ALONG SAID SECTION LINE SOUTH 88'42'28" WEST A DISTANCE OF 240.23 FEET TO THE NORTHWEST CORNER OF SAID TRACT OF LAND DEPICTED IN BOOK 5 PAGE 121; THENCE SOUTH 0'26'55" EAST ALONG THE WEST LINE OF SAID TRACT OF LAND DEPICTED IN BOOK 5 PAGE 121 A DISTANCE 125.62 FEET THE NORTHWEST CORNER OF THE HIGHLAND TERRACE ADDITION - BLOCK 13 AD DEPICTED IN DOCUMENT #2009-3104 IN THE OFFICE OF THE FLOYD COUNTY RECORDER; THENCE NORTH 89'23'34" EAST ALONG THE NORTH LINE OF THE SAID HIGHLAND TERRACE ADDITION A DISTANCE OF 240.21 FEET TO THE NORTHEAST CORNER OF THE SAID HIGHLAND TERRACE ADDITION AND THE NORTHWEST CORNER OF CLARK VIEW DRIVE; THENCE NORTH 0'26'55" WEST A DISTANCE OF 128.49 FEET TO THE SAID SECTION LINE AND POINT OF BEGINNING.

The application is available for review at cityofcharlescity.org, by calling 641-228-6661, or by email at office@charlescityhousing.org. The public is invited to attend to comment or may submit written comments to the Authority's office prior to the hearing. The meeting may be attended in person or by Zoom Meeting at https://us02web.zoom.us/j/2992129646. Meeting ID: 299 212 9646 or call in at 312-626-6799.

After the public hearing the Charles City Housing Board of Commissioners may make a final determination to accept or reject the application as submitted, or upon condition that certain terms be changed, or may defer action on any or all of the proposals until a subsequent meeting.

No. 20285  
08/11/20



Remit payment to Accounts Payable  
801 Riverside Drive  
Charles City, IA 50616  
For questions please call (641) 228-3211

Account # 1929  
Charge \$ 43.79  
Date 8-11-20

**REQUESTED ACTION:** Review application to HUD for approval to dispose of vacant lot at Morningside Apartments and approve Resolution 09-20.

**Comments:** As required by HUD an application has been prepared to release HUD's interest in the vacant lot so it can be sold. The application is attached for your review and comment.

The application contains approval from the City, letter of appraisal, Plat of Survey, Environmental Clearance from HUD, and budget for sale proceeds. The residents were also consulted and given an opportunity to comment and ask questions. Once approved the application will be submitted to HUD.

When the application is approved and the Declaration of Trust is revised to remove that portion of the site, the sale with the School District can be completed.

The information collection requirements contained in this document have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520) and assigned OMB control number 2577-0075. There is no personal information contained in this application. Information on activities and expenditures of grant funds is public information and is generally available for disclosure. Recipients are responsible for ensuring confidentiality when disclosure is not required. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a currently valid OMB control number.

This general information is required to request HUD approval to remove public housing property (residential or non-residential) from public housing requirements, including use restrictions imposed under the Annual Contributions Contract (ACC) and the Declaration of Trust (DOT)/Declaration of Restrictive Covenants (DoRC). PHAs may request such HUD approval under the following laws: demolition and disposition (Section 18 of the 1937 Act and 24 CFR part 970); voluntary conversion (Section 22 of the 1937 Act and 24 CFR part 972); required conversion (Section 33 of the 1937 Act and 24 CFR part 972); homeownership (Section 33 of the 1937 Act and 24 CFR part 906); retentions under 2 CFR 200.311 (PIH Notice 2016-20 or subsequent notice); and eminent domain (PIH Notice 2012-8, or subsequent notice).

**Note:** This form requests general information only and PHAs are required to submit an additional addendum for the specific type of proposed removal. This form in addition to the applicable addendum are collectively known as the SAC application since these applications are processed by HUD's Special Applications Center (SAC). HUD will use this information to review PHA requests, as well as to track removals for other record keeping requirements. Responses to this collection of information are statutory and regulatory to obtain a benefit. The information requested does not lend itself to confidentiality. PHAs are required to submit this information electronically to HUD through the Inventory Removals Submodule of the Inventory Management System/PIH Information Center (IMS/PIC) system (or a later electronic system prescribed by HUD). IMS/PIC will assign each SAC application a "DDA" number.

This form does not apply to proposed removals (conversions) under HUD's Rental Assistance Demonstration (RAD) program; and the instructions for RAD application submissions via IMS/PIC is provided and governed by a separate OMB-approved HUD form.

<b>Section 1: General Information</b>	
1. Date of Application:	To be determined
2. Name of Public Housing Agency (PHA):	Charles City Housing & Redevelopment Authority
3. PHA Identification Number:	IA002
4. PHA Address:	501 Cedar Terrace South, Charles City, IA 50616
5. Contact Person Name at PHA:	Heidi Nielsen
6. Contact Person Phone No.:	641-228-6661
7. Contact Person Email:	director@charlescityhousing.org
8. Is the PHA operating under any remedial order, compliance agreement, final judgment, consent decree, settlement agreement or other court order or agreement, including but not limited to those related to a fair housing or other civil rights finding of noncompliance? <i>If yes, attach a narrative description of explaining how the proposed removal is consistent with such order, agreement or other document</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
9. Name of Local HUD Field Office	<b>Kansas City</b>
10. Name of Expeditor at Local HUD Field Office who assisted PHA with application	

<b>Section 2: N/A</b>
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Section 3: PHA Plan, Board Resolution, Environmental Review and Local Government Consultation	
<b>1. PHA Plan:</b> Year of PHA Plan that includes the removal action and approval date:	N/A Year:            Approval Date:
<i>Attach evidence that the removal action is included in the approved PHA Plan and approval date</i>	
<b>2. Board Resolution</b> that approves the removal action; and PHA's submission of removal application to HUD: Board Resolution Number: 09-20      Board Resolution Date: August 20, 2020	
<i>Attach a copy of signed PHA Board Resolution</i>	
<b>3. Environmental Review:</b> Check the box for the entity that conducted the Environmental Review (ER):	<input type="checkbox"/> HUD under 24 CFR part 50 <input checked="" type="checkbox"/> Responsible Entity (RE) under 24 CFR part 58 Name of RE: Date ER was conducted:
<i>Attach a copy of HUD's approval of the Environmental Review (i.e. HUD-7015.16). See instructions.</i>	
<b>4. Local Government Consultation:</b> The PHA covers the following jurisdiction(s):	City of Charles City
<b>5. Date(s) of letter(s) of support from (local) government officials:</b>	May 12, 2020
<i>Attach copies of all letters of support from local government officials, along with a narrative description of the PHA's consultation (if applicable)</i>	

Section 4: Description of Existing Development				
1. Name of Development:	Cedar Terrace South			
2. Development Number:	0050616			
3. Date of Full Availability (DOFA):	December 14, 1972			
4. Number of Residential Buildings:	37			
5. Number of Non-Residential Buildings:	4			
6. Date Constructed:	1966			
7. Is the Development Scattered Site?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
8. Number of Buildings (single family, duplexes, 3-plexes, 4-plexes, other):	37			
9. Number of Types of Structures (row houses, walk-up units, high-rise unit):	1			
10. Total Acres in Development:	13.62			
<b>11. Existing Unit Distribution</b>	<b>General Occupancy</b>	<b>Elderly/Disabled Designated Units</b>	<b>Total Units Being Used for Non-Dwelling Purposes</b>	<b>Total Units in Development</b>
0 – Bedroom				
1 – Bedroom	128			128
2 – Bedrooms	12			12
3 – Bedrooms	8			8
4 - + Bedrooms				
<b>Total</b>	<b>148</b>			<b>128</b>
<i>Attach a description of the distribution of UFAS accessible units (bedroom size; unit type, e.g., mobility or sensory)</i>				

Section 5: Description of Proposed Removal						
<b>1. Type of Removal Action(s)</b> (e.g., Demolition, Disposition, Disposition to allow for Public Housing Mixed-Finance Modernization, Demolition and Disposition, DeMinimis Exception under Demolition, Voluntary Conversion, Required Conversion, Homeownership, Eminent Domain, Retention under 2 CFR part 200)						Disposition
<b>2. Proposed Action by Unit Type (e.g. bedroom size)</b>						
Existing Unit Distribution	General Occupancy	Elderly/Disabled Designated Units	UFAS Mobility Units	UFAS Sensory Units	Total Units Being Used for Non-Dwelling Purposes	Total Units in Development
0 – Bedroom						
1 – Bedroom						
2 – Bedrooms						
3 – Bedrooms						
4 - + Bedrooms						
Total	N/A					N/A
<b>3. Proposed Action by Building Type</b>		Buildings to be Demolished Only			Buildings to be Disposed of Only	
Residential Buildings		N/A			N/A	
Non-Residential Buildings		N/A			N/A	
Total Buildings		N/A			N/A	
<i>If the removal action is for only a portion of property at a contiguous site, attach a site map</i> Attached						
<b>4. Total Acreage Proposed for Removal (if applicable)</b>					.7 acres	
(a) Attach a description of the land (e.g. survey, copy of the legal description) (b) Attach a copy of the recorded Declaration of Trust (DOT)/Deed of Restrictive Covenant (DoRC) (c) If the removal action is for only a portion of property at a contiguous site, attach a site map.						
<b>5. Estimated Value of the Proposed Property</b>					\$ 5,000	
(a) Was an independent appraisal conducted to determine the estimated Fair Market Value?						<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(b) If yes, date of appraisal and name of appraiser:			Date: 10/4/19 Name: Darwin Holland			
(c) If not, describe other form of valuation used:						
<i>Attach an executive summary of the appraisal or other form of valuation</i>						
<b>6. Timetable</b>						
Activity					Estimated Number of Days After HUD Approval:	
(a)Begin Relocation of Residents:		N/A <input checked="" type="checkbox"/> -if vacant or for non-dwelling building				
(b)Complete Relocation of Residents:		N/A <input checked="" type="checkbox"/> -if vacant or for non-dwelling building				
(c) Execute Contract for Removal					30-days	
(d) Removal of the property					30-days	

Section 6: Relocation	
<b>1. Number of Units Proposed for Removal that are Occupied as of the Submission Date of this SAC application:</b> (Note: These numbers are not editable and automatically populated when application is submitted)	N/A
<b>2. Number of individual residents that the PHA estimates will be displaced by this removal action:</b>	N/A
<i>Attach a summary of the number of individual residents estimated to be displaced by race and national origin and a summary of households estimated to be displaced by who have a member who is a person with a disability</i>	
<b>3. Who will provide relocation counseling and advisory services to residents?</b>	<input type="checkbox"/> PHA staff <input type="checkbox"/> Another Entity contracted by the PHA Describe:

Attach a description of the relocation counseling and advisory services that the will be provided to residents who will be displaced by this action

4. What is the estimated costs of relocation and moving expenses (including advisory services)?	\$
5. What is the anticipated source of funds for relocation and moving expenses (including advisory services)?	<input type="checkbox"/> Capital Funds <input type="checkbox"/> Operating Funds <input type="checkbox"/> Funding Source Year: <input type="checkbox"/> Non-1937 Act Funds (describe: )
6. What comparable housing resources does the PHA expect to offer to displaced residents?	<input type="checkbox"/> Public Housing. If checked, number: <input type="checkbox"/> Section 8 HCV (existing resources. If checked, number: <input type="checkbox"/> Section 8 HCV (new award of TPVs) (see question #7). If checked, number: <input type="checkbox"/> PBV Unit. If checked, number: <input type="checkbox"/> Other (attach description). If checked, number:
<i>Attach a summary of the comparable housing resources that the PHA expects to offer to be displaced residents.</i>	
7. Tenant Protection Vouchers (TPVs): If the PHA is eligible to receive TPVs in connection with the proposed removal action, how many TPVs is the PHA requesting?	<input type="checkbox"/> Yes - Replacement TPVs. If checked, number: <input type="checkbox"/> Yes - Relocation TPVs. If checked, number: <input type="checkbox"/> No TPVs will be requested
<i>Attach a brief explanation supporting the TPV request. See PIH Notice 2017-10 and PIH Notice 2018-04 (or any successor notices). If the PHA is a public housing only-PHA, the PHA must partner with a PHA that administers an HCV program.</i>	

**Section 7: Resident Consultation**

1. Will any residents be displaced or otherwise affected by the proposed removal action? If yes, date(s) PHA consulted with residents?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Date(s):
<i>Attach a narrative description of consultation process, along with supporting documentation (e.g., agenda, meeting notices; sign-in sheets; meeting minutes, print-out of written or email consultation)</i>	
2. Is there a Resident Council (at affected development)? If yes, name of Resident Council and dates PHA consulted it:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Name: Date(s): <input type="checkbox"/> N/A to removal action
<i>Attach a narrative description of consultation process, along with supporting documentation e.g. meeting notices; sign-in sheets; meeting minutes, print-out of written or email consultation)</i>	
3. Is there a Resident Council (PHA-wide jurisdiction)? If yes, name of Resident Council and dates PHA consulted it:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Name: Date(s): <input type="checkbox"/> N/A to removal action
<i>Attach a narrative description of consultation process, along with supporting documentation e.g. meeting notices; sign-in sheets; meeting minutes, print-out of written or email consultation)</i>	
4. Date(s) PHA consulted with the Resident Advisory Board (RAB) (as defined in 24 CFR 903.13)	Name of RAB: Date(s): <input type="checkbox"/> N/A to removal action
<i>Attach a narrative description of consultation process, along with supporting documentation e.g. meeting notices; sign-in sheets; meeting minutes, print-out of written or email consultation)</i>	
5. Did the PHA receive any written comments from residents or resident groups/organizations during the consultation process?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<i>If yes, attach comments received, along with an evaluation by the PHA</i>	

**Section 8: N/A**

## Section 9: PHA Certification of Compliance

*Acting on behalf of the Board of Commissioners of the PHA, as its Chairman, Executive Director, or other authorized PHA official, I approve the submission of this SAC Application known as DDA # \_\_\_\_\_ for removing public housing property from public housing use restriction, of which this document is a part, and make the following certifications, agreements with, and assurances to the Department of Housing and Urban Development (HUD) in connection with the submission of this SAC application and the implementation thereof:*

1. All information contained in this SAC application (including all supporting documentation, attachments and required form HUD-52860 addendums) is true and correct as of today's date.
2. Resident demographic data in the IMS/PIC system is updated and current as of the date of the submission of this SAC application.
3. The PHA will comply with all applicable fair housing and other civil rights requirements, including but not limited to HUD's general non-discrimination and equal opportunity requirements listed at 24 CFR 5.105(a), as well as the duty to affirmatively further fair housing (AFFH) related to this SAC application. AFFH includes ensuring that the proposed inventory removal development is not in conflict with fair housing goals and strategies in my agency's PHA or MTW Plan, and is consistent with my agency's obligation to AFFH, certification and supporting activities. The PHA conducted the submission requirements of this SAC application (including removal justification; resident consultation, etc.) in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, Section 504 of the Rehabilitation Act of 1973, title II of the Americans with Disabilities Act of 1990, state or local accessibility requirements, and other applicable civil rights laws. If HUD approves this SAC application, the PHA will carry out and implement this removal action (including relocation, if applicable), in conformity with all applicable civil rights requirements. The requirements for AFFH can be found at 24 CFR §§ 5.150-5.152, 5.154, 5.156, 5.158, 5.160, 5.162, 5.164, 5.166, 5.168, and 5.169-5.180.
4. The removal action proposed in this SAC application does not violate any remedial civil rights order or agreements, conciliation agreements, voluntary compliance agreements, final judgments, consent decrees, settlement agreements or other court orders or agreements to which the PHA is a party. If the PHA is operating under such a document, it must indicate this by uploading a document to the SAC application that provides a citation to the document and explains how the proposed demolition or disposition is consistent with such document.
5. If the PHA is a non-qualified PHA under the Housing and Economic Recovery Act of 2008 (HERA), it has complied with the PHA Plan requirements regarding the proposed removal action at 24 CFR part 903 and the applicable statutory removal authority. For instance, if the removal action is a demolition or disposition, the PHA must describe the demolition or disposition in its PHA Plan or in a Significant Amendment to that PHA Plan and that description must be substantially identical to the description in the SAC application. If the PHA is a qualified PHA, the PHA certifies that it has discussed the removal action at a public hearing.
6. The PHA has conducted all applicable resident consultation and will conduct all relocation activities associated with this SAC application in a manner that is effective for persons with hearing, visual, and other communication-related disabilities consistent with Section 504 of the Rehabilitation Act of 1973 (24 CFR 8.6) and with 49 CFR 24.5, and as applicable, the Americans with Disabilities Act of 1990. The PHA will take reasonable steps to ensure meaningful access to their programs and activities for persons who have limited ability to read, speak, or understand English – i.e., individuals who have limited English proficiency (LEP).
7. The PHA will comply with all applicable Federal statutory and regulatory requirements and other HUD requirements, including applicable PIH Notices, in carrying out the implementation this SAC application, as approved by HUD. The PHA specifically certifies that the property proposed for removal in this SAC application is in compliance with Declaration of Trust (DOT) or Declaration of Restrictive Covenants (DoRC) requirements.
8. The PHA will comply with the terms and conditions of any HUD approval that HUD may issue for this SAC application, including requirements applicable to future use, record-keeping and reporting; and will specifically retain records of the SAC application and its implementing actions of HUD's approval of this SAC application for a period of not less than 3 years following the last required action of HUD's approval. The PHA further certifies that it will make such records available for inspection by HUD, the General Accountability Office and the HUD Office of Inspector General. If the PHA wants to make any material changes from what it described in its SAC application and/or HUD's approval of the SAC application, it will request HUD approval for such changes, in accordance with applicable HUD guidance.
9. The PHA will not take any action to remove or otherwise operate the property proposed for removal outside of public housing requirements until it receives written approval of this SAC application from HUD.
10. If any units proposed for removal by this SAC application are subject to an Energy Performance Contracting (EPC), the PHA agrees to comply with additional instructions provided by HUD regarding the EPC and will not take any steps to implement this SAC application (if approved by HUD), without receiving confirmation from HUD that all applicable EPC requirements are satisfied.
11. If any units proposed for removal by this SAC application are subject to a Capital Fund Financing Plan (CFFP) or other Section 30 debt, the PHA agrees to comply with additional instructions provided by HUD regarding the CFFP or other

Section 30 and will not take any steps to implement this application (if approved by HUD), without receiving confirmation from HUD that all applicable CFFP or other Section 30 requirements are satisfied.

12. If the PHA is in the process of removing all of its public housing units from its ACC low-rent inventory through this or other SAC applications and/or other pending removal actions, including the Rental Assistance Demonstration (RAD) program, the PHA agrees to comply with additional instructions provided by HUD regarding the close-out of its public housing portfolio.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official	Heidi Nielsen
Official Title:	Executive Director
Signature:	<i>Heidi Nielsen</i>
Date:	7/31/2020

The information collection requirements contained in this document have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520) and assigned OMB control number 2577-0075. There is no personal information contained in this application. Information on activities and expenditures of grant funds is public information and is generally available for disclosure. Recipients are responsible for ensuring confidentiality when disclosure is not required. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a currently valid OMB control number.

<b>Section 1. Demolition</b>	
1. Does the removal action include the demolition of all or a portion of a development (AMP) or other public housing property?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes: <input type="checkbox"/> All units at a development site <input type="checkbox"/> A portion of units at a development site <input type="checkbox"/> Non-dwelling property at a development site <input type="checkbox"/> Non-dwelling property not at a development site (e.g. central PHA administrative building)
<i>If yes, complete questions 2-6 of this section. If no, move on to section 2.</i>	
2. What is the estimated demolition cost?	\$ _____
3. What is the anticipated source of funds for the demolition cost?	<input type="checkbox"/> Capital Funds <input type="checkbox"/> CDBG <input type="checkbox"/> Operating Funds <input type="checkbox"/> Fiscal Year: _____ <input type="checkbox"/> Non-Public Housing Funds (describe: _____)
4. What is the justification for the demolition?	<input type="checkbox"/> Obsolete - Physical Condition <input type="checkbox"/> Obsolete - Location <input type="checkbox"/> Obsolete - Other Factors <input type="checkbox"/> De Minimis Demolition (the lesser of 5 units or 5 percent of the total public housing units in any 5-year period)
<p><i>Attach a narrative statement describing the justification for demolition, along with other supporting documentation, in accordance with 24 CFR part 970 and PIH Notice 2018-04 (or any successor notice). If the demolition is for a portion of a development, the narrative statement must specifically address how the demolition will help to ensure the viability of the remaining portion of the development.</i></p>	
5. Cost-test:	The PHA must certify and present supporting evidence that no reasonable program of modifications is cost-effective to return the public housing development (or portion thereof) to useful life.
<p><i>Attach a completed HUD-52860-B, narrative statement, and other supporting documentation as described in the instructions</i></p>	

Section 2. Disposition	
1. What is the justification for the disposition?	<input type="checkbox"/> Conditions in Surrounding Area: 24 CFR 970.17(a) <input type="checkbox"/> Health and/or Safety <input type="checkbox"/> Infeasible Operation <input type="checkbox"/> More Efficient/Effective Low-Income Housing: 24 CFR 970.17(b) <input type="checkbox"/> Best Interests of PHA and Residents & Consistent with PHA Plan & 1937 Act: 970.17(c) <input checked="" type="checkbox"/> The Non-Dwelling Structure or Land Exceeds the Needs of the Development (after Date of Full Availability "DOFA") <input checked="" type="checkbox"/> The Disposition of the Non-Dwelling Property is Incidental to, or does not Interfere with, the Continued Operation of the Remainder of the Development
<p>Attach a narrative statement describing the justification for disposition, along with other supporting documentation, in accordance with 24 CFR part 970 and PIH Notice 2018-04 (or any successor notice).</p> <p>If disposition is based on physical obsolescence under the demolition criteria, complete Section 1 (Demolition) of this form.</p>	
2. Method of Disposition	a. <input type="checkbox"/> Public Bid FMV Sale b. <input checked="" type="checkbox"/> Negotiated Sale at FMV c. <input type="checkbox"/> Negotiated Lease or other Transfer at FMV d. <input type="checkbox"/> Negotiated Sale or other Transfer at FMV e. <input type="checkbox"/> Negotiated Sale at below FMV f. <input type="checkbox"/> Negotiated Lease or other Transfer at below FMV g. <input type="checkbox"/> Land-Swap
<p>Attach a description of the method of disposition (e.g. sale or ground lease terms; below FMV disposition).</p> <p>If the disposition is proposed via negotiation, attach a Certificate of Good Standing (under applicable State law) of the proposed acquiring entity, or other evidence that the entity is recognized under State law.</p>	
3. Is the proposed acquiring entity the PHA's instrumentality as defined by 24 CFR 905.604(b)(3)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
4. Commensurate Public Benefit: If the method of disposition is at or below FMV, the PHA must demonstrate a commensurate public benefit Attach a narrative description of commensurate public benefit in accordance with 24 CFR 970.19 and PIH Notice 2018-04 (or any successor notice).	

Section 3. Proceeds	
1. Will the PHA realize proceeds from this disposition?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. If PHA answered yes to question #1, indicate the estimated amount of gross and net proceeds	Gross \$ 15,000 Net \$ 4,000
3. Is the PHA requesting to use gross proceeds for relocation costs?	<input type="checkbox"/> Yes \$ (estimated amount) <input checked="" type="checkbox"/> No
4. Is the PHA requesting to use gross proceeds for reasonable costs of disposition?	<input checked="" type="checkbox"/> Yes \$ 11,000 (estimated amount) <input type="checkbox"/> No
<p>If yes, attach a brief narrative, budget, or other supporting documentation describing the reasonable costs</p>	
5. If the PHA will realize net proceeds from this disposition, how does the PHA propose to use the proceeds?	<input checked="" type="checkbox"/> Public Housing Capital Fund (CFP) Uses <input type="checkbox"/> Loan for development of Public Housing Units <input type="checkbox"/> Section 8 PBV Unit Development <input type="checkbox"/> Loan for development of PBV units <input type="checkbox"/> Supportive Services for Residents <input type="checkbox"/> Costs of Converting Public Housing Units to Project-Based Section 8 under the Rental Assistance Demonstration (RAD) Program <input type="checkbox"/> Section 8 HCV Shortfalls <input type="checkbox"/> Operation of Section 8 program <input type="checkbox"/> Operation of Public Housing program <input type="checkbox"/> Modernization of Section 8 Units <input type="checkbox"/> Loan for modernization of PBV Units <input type="checkbox"/> Other Statutorily Eligible Uses: (describe) <input type="checkbox"/> To Be Determined (TBD) (PHA must request approval from HUD when it determines a proposed use)
<p>Attach a brief narrative, budget, or other supporting documentation describing the proposed use of proceeds.</p> <p>If loan is checked, include the loan term, interest rate, and type (i.e. permanent, bridge, construction).</p>	

Section 4. Offer of Sale to Resident Organization (Disposition Only)	
1. If this action is for a disposition, is the PHA exercising any of the exceptions to the offer of sale requirements?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 970.9(b)(3)(i): local government requests to acquire vacant land less than 2 acres in order to build or expand public services <input type="checkbox"/> 970.9(b)(3)(ii): PHA seeks disposition to develop a facility to benefit low-income families <input type="checkbox"/> 970.9(b)(3)(iii): the units have been legally vacated (HOPE VI, 24 CFR part 971 or 972) <input type="checkbox"/> 970.9(b)(3)(iv): the units are distressed units subject to Section 33 required conversion <input checked="" type="checkbox"/> 970.9(b)(3)(v): property proposed for disposition is non-dwelling <input type="checkbox"/> Other: PHA requests that HUD consider another exception to 970.9(b)(1)
<i>If exercising an exception, attach a narrative statement or documentation supporting the exception in accordance with 970.9(b)(4). If not exercising an exception, complete questions #2-6 of this Section 4.</i>	
2. Name(s) of all established eligible organizations as defined by 24 CFR 970.11 (e.g. resident organizations, eligible resident management corporations as defined in 24 CFR part 964, and nonprofit organization acting on behalf of residents at a development.	N/A
<i>Attach a narrative explanation of how the PHA determined the entities identified</i> N/A	
3. Date(s) the PHA sent an initial written notification to each established eligible organization in accordance with 24 CFR 970.11	N/A
<i>Attach a copy of the initial written notification to each established eligible organization</i>	
4. Did the PHA receive a written expression of interest in accordance with 24 CFR 970.11 by an established eligible organization?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<i>If yes, attach a copy of the expression of interest by any eligible established organization</i>	
5. Did the PHA receive a proposal to purchase from an established eligible organization within 60-days of receiving the established eligible organization's expression of interest?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<i>If yes, attach a copy of the proposal to purchase from an established eligible organization</i>	
6. Did the PHA accept the proposal to purchase?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A (PHA did not receive a proposal to purchase)
<i>Attach a narrative explanation of why the PHA accepted or rejected the proposal to purchase</i>	

**Section 5. PHA Certification**

**For SAC applications submitted under 24 CFR part 970:**

- 1) If this SAC application includes a demolition action, I certify that the proposed development (units or other property) meets the obsolescence criteria of 24 CFR 970.15 as specifically described in this SAC application. I further certify that such obsolescence makes any units proposed for demolition unsuitable for housing purposes and that no reasonable program of modification is cost-effective to return the development to its useful life;
- 2) If this SAC application includes a demolition for only a portion of the buildings/units at a development on a contiguous site, the PHA certifies that the partial demolition will help to ensure the viability of the remaining portion of the development;
- 3) If this SAC application includes a disposition action for public housing units, the PHA is justified in disposing of the development or other public housing property in accordance with the specific criteria of 24 CFR 970.17, as specifically described in this SAC application;
- 4) The PHA will comply with all applicable relocation requirements of 24 CFR 970.21; and
- 5) The PHA will use gross and net proceeds it receives from the disposition in accordance with the requirements of 24 CFR 970.19 and the HUD approval.

**For De Minimis Demolitions:**

- 1) The units proposed for demolition meet the criteria of Section 18 because they are beyond repair or the space occupied by the units will be used for meeting the service or other needs of public housing residents; and
- 2) The units proposed for demolition do not exceed the statutory maximums of five percent of my PHA's total housing stock, or five dwelling units, whichever is less, in any 5-year period.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official	Heidi Nielsen
Title	Executive Director
Signature	<i>Heidi Nielsen</i>
Date	7/31/2020



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

REGION VII

Gateway Tower II, Room 200  
400 State Avenue  
Kansas City, KS 66101-2406  
HUD Home Page: [www.hud.gov](http://www.hud.gov)

June 12, 2020

Ms. Heidi Nielson  
Executive Director  
Charles City Housing & Redevelopment Authority  
501 Cedar Terrace South  
Charles City, IA 50616-2704

Dear Ms. Nielson:

During the National Emergency Concerning the Novel Coronavirus Disease (COVID-19) Outbreak, HUD is approving Request for Release of Funds via Authorization email. Please save this email for your records as proof of the Authorization to Use Grant Funds.

We received your Request for Release of Funds and Certification, form HUD-7015.15 on May 6, 2020, for the disposition of vacant land located in the 2200 block of Clarkview Drive.

All objections, if received, have been considered, and the minimum waiting period has transpired. Please find enclosed the approved Authority to Use Grant Funds (AUGF), form HUD-7015.16, for the activities listed in the HUD-7015.15. Please file this form for proper record keeping, audit, and inspection purposes. Receipt of the AUGF satisfies the environmental clearance process as required by 24 CFR 970.

Should you have any questions or require additional information, please contact Larry Maxwell, [larry.maxwell@hud.gov](mailto:larry.maxwell@hud.gov) or (913) 551-6931.

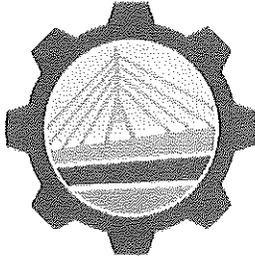
Sincerely,

Frances M.  
Cleary

Digitally signed by: Frances M. Cleary  
DN: CN = Frances M. Cleary email =  
frances.m.cleary@hud.gov C = AD O  
= HUD OU = Office of Public Housing  
Date: 2020.06.12 10:09:27 -05'00'

Frances M. Cleary  
Director  
Office of Field Operations  
Office of Public Housing

Enclosure



# City of Charles City

105 Milwaukee Mall, Suite 2 | Charles City, Iowa 50616

Phone: 641-257-6300 | Fax: 641-257-6331 | Website: [Cityofcharlescity.org](http://Cityofcharlescity.org)

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May 12, 2020

Heidi Nielsen  
Executive Director  
Charles City Housing Association  
501 Cedar Terrace South  
Charles City, IA 50616

Re: Vacant Lot at 2200 Clark Street, Charles City, Iowa

Dear Ms. Nielsen:

This correspondence is intended to be a letter of support for the sale of a vacant lot (as depicted in the attached plat) owned by the City of Charles City, Iowa, and operated by the Charles City Housing and Redevelopment Authority, to the Charles City Community School District.

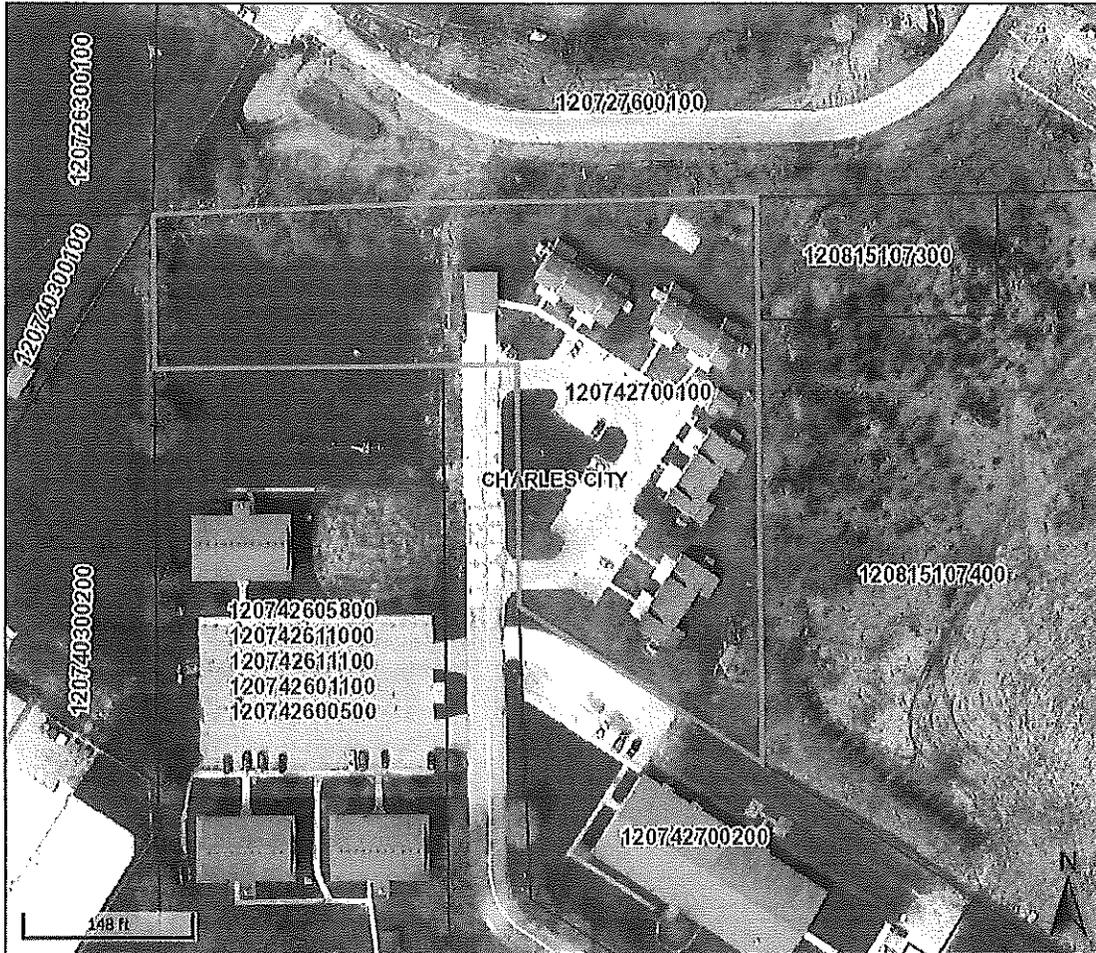
The City has not utilized the lot for productive use during the time it has owned the property and has no intention of doing so in the future. The City is in the process of negotiating a Purchase Agreement with the School District, subject to approval of the disposition by the U.S. Department of Housing and Urban Development. The School intends to utilize the property for its newly constructed sports complex. It is the position of the City that the sale of the lot to the School District will be beneficial to all parties involved.

If you need any additional information or documentation from the City of Charles City on this issue, please do not hesitate to contact me.

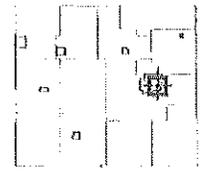
Sincerely,

Dean Andrews

Mayor, City of Charles City, Iowa



Overview



Legend

- Corporate Limits
- Political Township
- Parcels
- Roads

Parcel ID	120742700100	Alternate ID	n/a	Owner Address	Charles City, City of
Sec/Twp/Rng	7-95-15	Class	R		105 Milwaukee Mall
Property Address	2200 UNIT 00-32	Acreage	n/a		Charles City, IA 50616-
District	CHARLES CITY CORPORATION				
Brief Tax Description	NW PART OF E1/2 OF SE1/4 7-95-15				
	(Note: Not to be used on legal documents)				

Date created: 1/6/2020  
 Last Data Uploaded: 1/3/2020 11:27:27 PM

Developed by  **Schneider**  
 GEOSPATIAL

*HOLLAND MANAGEMENT / Real Estate Services*

*Box 1895, Mason City, IA 50402 / 641-423-9911*

10/04/2019

City of Charles City  
105 Milwaukee Mall, Charles City, IA 50616

In Re: Summary Residential Appraisal Report

Dear Client:

As requested, I have personally inspected and appraised the real estate located at:

2200 Clarkvlew Dr  
Charles City, IA 50616

and legally described as:

The West 0.748 acres of NW part of E1/2 of SE1/4 of  
07-95-15

The purpose of the appraisal was to develop an opinion of the market value of the fee simple estate. The function of the appraisal will be for internal financial evaluation.

Submitted herewith is a Summary Appraisal Report which supports my opinion of the market value of the subject property on a cash sale basis. The property rights being conveyed are "fee simple" subject to zoning and other restrictions of record.

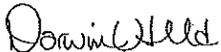
This Summary Appraisal Report is intended to comply with the reporting requirements as set forth under Standards Rule 2-2(a) of the UNIFORM STANDARDS OF PROFESSIONAL APPRAISAL PRACTICE (USPAP). As such, it presents only summary discussions of the data, reasoning, and analyses that were used in the appraisal process to develop the opinion of value. Supporting documentation concerning the data, reasoning, and analysis is retained in my office files. The depth of discussion contained in this report is specific to your needs and for the intended use as indicated.

The appraiser certifies and agrees that this appraisal was prepared in accordance with the requirement of Title XI of the Financial Institutions, Reform, Recovery and Enforcement (FIRREA) of 1989, as amended (12 U.S.C 3331 et seq.) and any applicable implementing regulations in effect at the time the appraiser signs the appraisal certification and subject to the LIMITING CONDITIONS AND ASSUMPTIONS as contained within the report.

It is the considered opinion of this appraiser, based upon the aforementioned report, that the market value of the subject property, as of 10/04/2019, is:

**\$5,000**

Respectfully submitted,



Darwin W Holland  
Iowa Certified General Appraiser #CG01583

Narrative Section 5, line 6

The CCHRA wishes to dispose of vacant land. The disposition is a partial disposition of a site containing 16 General Occupancy units, which meets the criteria of 24CFR 970-17(d) because the vacant land exceeds the needs of the project after the date of full availability (DOFA). In addition, the disposition does not interfere with the continued operation of the remaining portion of the project.

The portion to be included in the disposition is:

PARCEL J IN THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 7-T95N-R15W, CHARLES CITY, FLOYD COUNTY, IOWA MORE PARTICULARLY DESCRIBED AT FOLLOWS:

COMMENCING AT THE EAST QUARTER CORNER OF SAID SECTION 7; THENCE SOUTH 88'42'28" WEST ALONG THE SOUTHERLY LINE OF THE SOUTHEAST QUARTER OF THE NORTHEAST QUARTER OF SAID SECTION 7 AND THE SOUTHERLY LINE OF A TRACT OF LAND RECORDED AS INSTRUMENT NUMBER #2015-0531 IN THE OFFICE OF THE FLOYD COUNTY RECORDER AND THE NORTHERLY LINE OF OULOT B AKA OUTLOT C AS DESCRIBED IN INSTRUMENT NUMBERS #2003-3095, #2004-2601, AND #2019-0852 IN THE OFFICE OF THE FLOYD COUNTY RECORDER, A DISTANCE OF 837.44 FEET TO THE NORTHWEST CORNER OF PARCEL I AS DEPICTED IN INSTRUMENT NUMBER #2019-1711 AND THE NORTH EAST CORNER OF A PLAT OF SURVEY AS DEPICTED IN BOOK 5 PAGE 121; THENCE CONTINUING SOUTH 88'42' 28" WEST ALONG THE SAID SOUTHERLY LINE OF THE SOUTHEAST QUARTER OF THE NORTHEAST QUARTER A DISTANCE OF 259.42 FEET TO THE POINT OF BEGINNING; THENCE CONTINUING ALONG SAID SECTION LINE SOUTH 88'42'28" WEST A DISTANCE OF 240.23 FEET TO THE NORTHWEST CORNER OF SAID TRACT OF LAND DEPICTED IN BOOK 5 PAGE 121; THENCE SOUTH 0'26'55" EAST ALONG THE WEST LINE OF SAID TRACT OF LAND DEPICTED IN BOOK 5 PAGE 121 A DISTANCE 125.62 FEET THE NORTHWEST CORNER OF THE HIGHLAND TERRACE ADDTION – BLOCK 13 AD DEPICTED IN DOCUMENT #2009-3104 IN THE OFFICE OF THE FLOYD COUNTY RECORDER; THENCE NORTH 89'23'34" EAST ALONG THE NORTH LINE OF THE SAID HIGHLAND TERRACE ADDITION A DISTANCE OF 240.21 FEET TO THE NORTHEAST CORNER OF THE SAID HIGHLAND TERRACE ADDITION AND THE NORTHWEST CORNER OF CLARK VIEW DRIVE; THENCE NORTH 0'26'55" WEST A DISTANCE OF 128.49 FEET TO THE SAID SECTION LINE AND POINT OF BEGINNING.

Section 5, line 10

The PHA anticipates that there will be approximately \$5,000 in net proceeds after the sale of the property as identified in the following budget.

Gross Proceeds:	\$15,000
Disposition Costs:	
Survey:	\$ 1,500
Appraisal:	\$ 2,500
Environmental:	\$ 3,500
Attorney Fees	
& Misc. Costs:	<u>\$ 2,500</u>
	<u>\$10,000</u>
Estimated Net Proceeds:	\$ 5,000



Document 2020-1631

Book 2020 Page 1631 Type SURV Pages 1

Date 7/21/2020 Time 9:22 AM

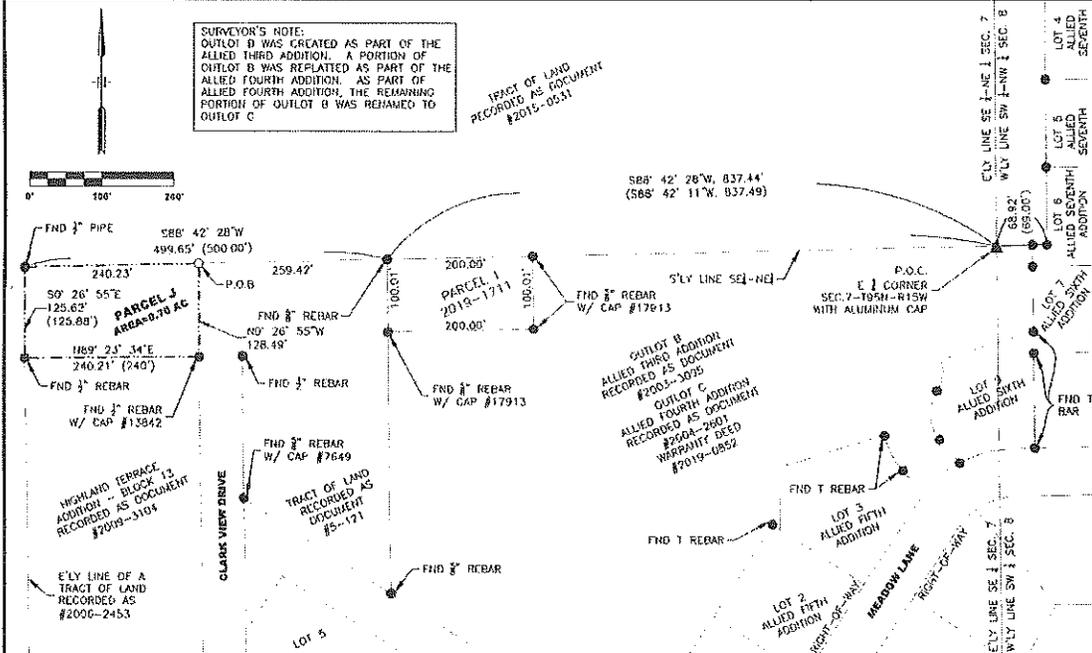
Rec Amt \$7.00

INDX  
NOTE  
SCAN

DEBORAH K ROBERTS, COUNTY RECORDER CHCK  
FLOYD COUNTY IOWA ODD

### PLAT OF SURVEY

PARCEL J IN THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 7-T95N-R15W, CHARLES CITY, FLOYD COUNTY, IOWA  
PREPARED BY AND RETURN TO: CRAIG W. BEEDLE, VEENSTRA & KIMM, INC. 2800 FOURTH ST. SW, MASON CITY, IOWA (641) 421-8008



**BASIS OF BEARING:**  
THE SOUTHERLY LINE OF THE SOUTHEAST QUARTER OF THE NORTH EAST QUARTER IS ASSUMED TO BEAR S88° 42' 28"W FOR THE PURPOSES OF THIS SURVEY

**PARCEL J**  
PARCEL J IN THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 7-T95N-R15W, CHARLES CITY, FLOYD COUNTY, IOWA MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE EAST QUARTER CORNER OF SAID SECTION 7, THENCE SOUTH 88°42'28" WEST ALONG THE SOUTHERLY LINE OF THE SOUTHEAST QUARTER OF SAID SECTION 7 AND THE SOUTHERLY LINE OF A TRACT OF LAND RECORDED AS INSTRUMENT NUMBER #2015-0531 IN THE OFFICE OF THE FLOYD COUNTY RECORDER AND THE NORTHERLY LINE OF OUTLOT B AKA OUTLOT C AS DESCRIBED IN INSTRUMENT NUMBERS #2003-3095, #2004-2801, AND #2019-0852 IN THE OFFICE OF THE FLOYD COUNTY RECORDER, A DISTANCE OF 837.44 FEET TO THE NORTHWEST CORNER OF PARCEL I AS DEPICTED IN INSTRUMENT NUMBER #2019-1711 AND THE NORTH EAST CORNER OF A PLAT OF SURVEY AS DEPICTED IN BOOK 5 PAGE 121 IN THE OFFICE OF THE FLOYD COUNTY RECORDER; THENCE CONTINUING SOUTH 88°42'28" WEST ALONG THE SAID SOUTHERLY LINE OF THE SOUTHEAST QUARTER OF THE NORTHEAST QUARTER A DISTANCE OF 259.42 FEET TO THE POINT OF BEGINNING; THENCE CONTINUING ALONG SAID SECTION LINE SOUTH 88°42'28" WEST A DISTANCE OF 240.23 FEET TO THE NORTHWEST CORNER OF SAID TRACT OF LAND DEPICTED IN BOOK 5 PAGE 121; THENCE SOUTH 0°28'55" EAST ALONG THE WEST LINE OF SAID TRACT OF LAND DEPICTED IN BOOK 5 PAGE 121 A DISTANCE 125.62 FEET TO THE NORTHWEST CORNER OF THE HIGHLAND TERRACE ADDITION - BLOCK 13 AS DEPICTED IN DOCUMENT NUMBER #2009-2104 IN THE OFFICE OF THE FLOYD COUNTY RECORDER; THENCE NORTH 89°23'34" EAST ALONG THE NORTH LINE OF THE SAID HIGHLAND TERRACE ADDITION A DISTANCE OF 240.21 FEET TO THE NORTHEAST CORNER OF THE SAID HIGHLAND TERRACE ADDITION AND THE NORTHEAST CORNER OF CLARK VIEW DRIVE; THENCE NORTH 0°28'55" WEST A DISTANCE OF 128.49 FEET TO THE SAID SECTION LINE AND POINT OF BEGINNING.

PARCEL J CONTAINS 0.70 ACRES MORE OR LESS SUBJECT TO ANY EASEMENTS RECORDED OR UNRECORDED.

**SURVEY REQUESTED BY:**  
CHARLES CITY HOUSING AUTHORITY  
501 CEDAR TERRACE SOUTH  
CHARLES CITY, IOWA 50616

**OWNER:**  
CHARLES CITY HOUSING AUTHORITY  
501 CEDAR TERRACE SOUTH  
CHARLES CITY, IOWA 50616

**SURVEYOR/ENGINEER:**  
CRAIG W. BEEDLE  
VEENSTRA & KIMM, INC.  
2800 FOURTH STREET SW SUITE 9  
MASON CITY, IOWA 50401

**DATE OF SURVEY:**  
07-02-20

**SUPPORTING DOCUMENTS:**  
ALLIED THIRD ADDITION - #2003-3095  
ALLIED FOURTH ADDITION - #2004-2801  
ALLIED FIFTH ADDITION - #2007-0347  
ALLIED SIXTH ADDITION - #2008-0887  
ALLIED SEVENTH ADDITION - #2015-1284  
HIGHLAND TERRACE ADDITION - #2009-3104  
CCESD SURVEY - #2015-0531  
PARCEL I - #2019-1711  
TRACT BEING SPLIT - #5-121

SURVEY LOCATION

LEGEND

- FOUND PIN - WITH CAP #13344 UNLESS OTHERWISE NOTED
- PROPERTY CORNER TO BE SET, 5/8"X30" REBAR WITH YELLOW PLASTIC CAP #17913
- ▲ FOUND SECTION CORNER - AS NOTED
- ( ) - RECORDED BEARING AND DISTANCE

**VEENSTRA & KIMM, INC.**

DRAWN	CDA
CHECKED	CWB
APPROVED	CWB
DATE:	7/1/2020
PROJECT NO.:	??-??
SHEET	1 OF 1

**CRAIG W. BEEDLE**  
17913

I HEREBY CERTIFY THAT THIS LAND SURVEYING DOCUMENT WAS PREPARED AND THE RELATED SURVEY WORK WAS PERFORMED BY ME OR UNDER MY DIRECT PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF IOWA.

*Craig W. Beedle* 13 July 2020  
CRAIG W. BEEDLE DATE

LICENSE NUMBER 17913  
MY LICENSE RENEWAL DATE IS DECEMBER 31, 2021  
SHEETS COVERED BY THIS SEAL: 1 OF 1

# RESOLUTION NO. 09-20

## LAND DISPOSITION

### Charles City Housing and Redevelopment Authority

WHEREAS, the Charles City Housing and Redevelopment Authority (CCHRA) provides housing for low income families through various programs which are funded primarily through agreements with the United States Department of Housing and Urban Development (HUD); and

WHEREAS, Section 18 of the 1937 Housing Act and 24 CFR part 970 requires the CCHRA to seek approval from HUD and the release of HUD interest in CCHRA property prior to sale or disposition of said property; and

WHEREAS, as required by 2 CFR 200.311(c)(1), the CCHRA has prepared an application to the Special Applications Center of HUD in the form of HUD 52860 and 52860-A; and

WHEREAS, in accordance with HUD regulations the CCHRA has met HUD requirements and has obtained Environmental Clearance, Plat of Property, Appraisal, and has consulted with residents; and

WHEREAS, these documents have been incorporated into the application to HUD for disposition of .7 acres at the Morningside Development legally described as:

PARCEL J IN THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 7-T95N-R15W, CHARLES CITY, FLOYD COUNTY, IOWA MORE PARTICULARLY DESCRIBED AT FOLLOWS:

COMMENCING AT THE EAST QUARTER CORNER OF SAID SECTION 7; THENCE SOUTH 88'42'28" WEST ALONG THE SOUTHERLY LINE OF THE SOUTHEAST QUARTER OF THE NORTHEAST QUARTER OF SAID SECTION 7 AND THE SOUTHERLY LINE OF A TRACT OF LAND RECORDED AS INSTRUMENT NUMBER #2015-0531 IN THE OFFICE OF THE FLOYD COUNTY RECORDER AND THE NORTHERLY LINE OF OULOT B AKA OUTLOT C AS DESCRIBED IN INSTRUMENT NUMBERS #2003-3095, #2004-2601, AND #2019-0852 IN THE OFFICE OF THE FLOYD COUNTY RECORDER, A DISTANCE OF 837.44 FEET TO THE NORTHWEST CORNER OF PARCEL I AS DEPICTED IN INSTRUMENT NUMBER #2019-1711 AND THE NORTH EAST CORNER OF A PLAT OF SURVEY AS DEPICTED IN BOOK 5 PAGE 121; THENCE CONTINUING SOUTH 88'42' 28" WEST ALONG THE SAID SOUTHERLY LINE OF THE SOUTHEAST QUARTER OF THE NORTHEAST QUARTER A DISTANCE OF 259.42 FEET TO THE POINT OF BEGINNING; THENCE CONTINUING ALONG SAID SECTION LINE SOUTH 88'42'28" WEST A DISTANCE OF 240.23 FEET TO THE NORTHWEST CORNER OF SAID TRACT OF LAND DEPICTED IN BOOK 5 PAGE 121; THENCE SOUTH 0'26'55" EAST ALONG THE WEST LINE OF SAID TRACT OF LAND DEPICTED IN BOOK 5 PAGE 121 A DISTANCE 125.62 FEET THE NORTHWEST CORNER OF THE HIGHLAND TERRACE ADDITION – BLOCK 13 AD DEPICTED IN DOCUMENT #2009-3104 IN THE OFFICE OF THE FLOYD COUNTY RECORDER; THENCE NORTH 89'23'34" EAST ALONG THE NORTH LINE OF THE SAID HIGHLAND TERRACE ADDITION A DISTANCE OF 240.21 FEET TO THE NORTHEAST CORNER OF THE SAID HIGHLAND TERRACE ADDITION AND THE NORTHWEST CORNER OF CLARK VIEW DRIVE; THENCE NORTH 0'26'55" WEST A DISTANCE OF 128.49 FEET TO THE SAID SECTION LINE AND POINT OF BEGINNING.

WHEREAS, a Public Hearing was held on August 20, 2020 at 7:00 a.m. and notice published on August 11, 2020 at which the application to HUD was presented and the public invited to comment.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Charles City Housing and Redevelopment Authority that the Board has reviewed the application and required attachments and find the application complete and in compliance with requirements and approves the submission of application and disposition of the property and requests HUD to release their interest in the above described property.

PASSED AND APPROVED BY THE CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY ON THIS 20<sup>th</sup> DAY OF August 2020.

\_\_\_\_\_  
Jeremy Heyer, Chairperson

ATTEST:

\_\_\_\_\_  
Heidi Nielsen, Director

REQUESTED ACTION: None - for your information only.

1. Capital Fund/Maintenance Update. The sidewalk/parking lot project is still progressing. The parking lots are completed. There are a few areas where the sidewalks must be completed at North Cedar Terrace and some sidewalks still need to be ground. Once that is complete, we will inspect the project and work with the contractor to close it out.

Most other projects are still on hold. We are working to get quotes to replace the shingles on the overhangs with metal roofing panels on the Laundry/Foster Grand Parent Office building at North Cedar Terrace. Originally there were cedar shingles which were painted. This created many maintenance issues. So, several years ago they replaced them with asphalt shingles. However, they haven't held up as anticipated either. As a result, we have decided to use the metal panels. This should eliminate any issues and hold up for many years.

We will also be starting the process to replace the transformers and underground wires at North Cedar Terrace. Hopefully, we will be able to have plans in place to go out for bid by spring of 2021.

2. Rehab Update. The third and fourth projects are complete. We just need to close out the projects and finalize the paperwork. The final two projects are almost verified. I am waiting on one more verification and we can set up meetings with the homeowners to get started.
3. Section 8 Funding/Utilization. See attachment for utilization.
4. Monthly Rental Status Update.

Month of July 2020	Total Leased 7/1/20	New Leases	Removed Or Moved	Total Leased 8/1/20	Total on Waiting List	Offered Assistance	Removed
Terraces 132 Units	132	0	1	131	N-55	N-0	N-2
					S-71	S-7	S-4
Morningside 16 Units	15	1	2	14	51	6	3
Section 8 197 Units	185	2	5	182	242	0	0

Declined Assistance (6) Over Income ( ) Denied ( ) Insufficient Address ( )  
 Did not attend Briefing/Information Not Returned (3) Criminal Background Check ( )  
 Voucher Expired (4) Purged ( )  
 Terminations: PH (1) S8 (1)

5. End of Participation Tracker. See attachment

# HCV HAP Spending Projection

1	A	B	C	D	E	F	G	H	I	J	K	L	M
NRA													
HUD Held													
2	PHA Name	Funds on Hand at PHA at End of Prior Month (HAP related, not administrative funds)	Number of Units Leased on the First of the Month	Plus: HUD Actual or Planned HAP Related Disbursements	Minus: HAP Expenses: Actuals from VMS and/or PHA projected	Disbursements minus Expenditures	VMS Reported Fraud Recovery and/or FSS Forfeitures	Estimated End of Month Balance (NRA): HAP funds on hand (includes Fraud Recovery and/or FSS forfeitures)	Beginning monthly HUD Held Balance starting	Plus: ALL Obligated HAP BA for prior period Tenant Protection vouchers)	Minus: HUD Actual or Planned HAP Related Disbursements	End of Month Balance HUD Held Undisbursed BA/Reserves (obligated HAP BA minus disbursements)	
4	PHA#	D	E	F	E-F	H	D+G+H	K	L	M	(K+L)-M		
5	IA002	D	E	F	E-F	H	D+G+H	K	L	M	(K+L)-M		
6	CY 2019	D	E	F	E-F	H	D+G+H	K	L	M	(K+L)-M		
7	CY 2019												
8	January	\$25,193	\$63,602	\$49,861	\$38,934	\$40	\$38,974	\$85,696	\$60,216	\$63,602	\$82,310		
9	February	\$38,974	\$63,602	\$49,354	\$53,222	\$849	\$54,071	\$82,310	\$60,216	\$63,602	\$78,924		
10	March	\$54,071	\$58,766	\$48,418	\$64,419	\$273	\$64,692	\$78,924	\$60,216	\$58,766	\$80,374		
11	April	\$64,692	\$38,766	\$47,332	\$76,126	\$63	\$76,189	\$80,374	\$60,216	\$58,766	\$81,824		
12	May	\$76,189	\$51,577	\$47,461	\$80,305	\$1,045	\$81,350	\$81,824	\$60,216	\$51,577	\$90,463		
13	June	\$81,350	\$27,472	\$48,653	\$60,169	\$395	\$60,564	\$90,463	\$60,216	\$27,472	\$123,207		
14	July	\$60,564	\$51,708	\$52,758	\$59,514	\$33	\$59,597	\$123,207	\$60,216	\$51,708	\$131,715		
15	August	\$59,597	\$51,708	\$52,997	\$58,308	\$145	\$58,453	\$131,715	\$60,216	\$51,708	\$140,223		
16	September	\$58,453	\$48,410	\$52,708	\$54,155	\$141	\$54,296	\$140,223	\$60,216	\$48,410	\$152,029		
17	October	\$54,296	\$48,410	\$55,970	\$46,736	\$247	\$46,983	\$152,029	\$60,216	\$48,410	\$163,835		
18	November	\$46,983	\$12,200	\$57,653	\$1,530	\$103	\$1,633	\$163,835	\$60,216	\$12,200	\$211,851		
19	December	\$1,633	\$60,219	\$60,423	\$1,429	\$153	\$1,582	\$211,851	\$60,216	\$60,219	\$211,848		
20	Total		\$596,440	\$623,588		\$3,537			\$722,592	\$596,440			
21													
22	CY 2020												
23	January	\$1,582	\$64,757	\$64,626	\$1,713	\$123	\$1,836	\$211,848	\$51,966	\$64,757	\$199,057		
24	February	\$1,836	\$65,257	\$65,780	\$1,313	\$265	\$1,578	\$199,057	\$51,966	\$65,257	\$185,766		
25	March	\$1,578	\$68,706	\$68,824	\$1,460	\$617	\$2,077	\$185,766	\$51,966	\$68,706	\$169,026		
26	April	\$2,077	\$72,231	\$73,492	\$816	\$1,192	\$2,008	\$169,026	\$51,966	\$72,231	\$148,761		
27	May	\$2,008	\$72,931	\$73,289	\$1,670	\$1,685	\$3,355	\$148,761	\$51,966	\$72,931	\$127,796		
28	June	\$3,355	\$72,596	\$73,793	\$2,158	\$344	\$2,502	\$127,796	\$51,966	\$72,596	\$107,166		
29	July	\$2,502	\$71,214	\$72,906	\$810	\$333	\$1,143	\$107,166	\$51,966	\$71,214	\$87,918		
30	August	\$1,143	\$67,096		\$68,239		\$68,239	\$87,918	\$51,966	\$67,096	\$72,798		
31	September	\$68,239			\$68,239		\$68,239	\$72,798	\$51,965	\$0	\$124,753		
32	October	\$68,239			\$68,239		\$68,239	\$124,753	\$51,965	\$0	\$176,718		
33	November	\$68,239			\$68,239		\$68,239	\$176,718	\$51,965	\$0	\$228,683		
34	December	\$68,239			\$68,239		\$68,239	\$228,683	\$51,965	\$0	\$280,648		
35	Total		\$554,788	\$492,690		\$3,537			\$623,588	\$554,788	\$554,788		

END OF PARTICIPATION  
TRACKER  
2018-2019

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTALS
LEFT IN GOOD STANDING		2											2
ZERO HAP		2											2
MUTUAL RESCISION													0
ANNUAL RE-EXAM SEARCHING	1												1
PORT-OUT ABSORBED	1												1
PORT-OUT SEARCHING													0
DECEASED	1												1
MOVED IN VIOLATION		1											1
EVICTED													0
UNAUTHORIZED LIVE-IN													0
VIOLATION OF FAMILY OBLIGATION													0
GAVE UP ASSISTANCE BEFORE 1 YEAR													0
FAILURE TO RENEW	1												1
FAILURE TO REPAY													0
FAILURE TO PROVIDE INFO													0
FAILURE TO FOLLOW THROUGH													0
FRAUD													0
UNREPORTED INCOME-2ND TIME													0
UTILITIES DISCONNECTED													0
CRIMINAL CONVICTION													0
VOUCHER EXPIRED													0
VOUCHER REVOKED													0
LEASED W/NEW LANDLORD													0
<b>TOTALS</b>	<b>4</b>	<b>5</b>	<b>0</b>	<b>9</b>									
<b>PUBLIC HOUSING</b>													
LEFT IN GOOD STANDING		1											1
DECEASED		1											1
MOVED IN VIOLATION		1											1
TERMINATED FOR LEASE VIOLATIONS	1												1
EVICTED													0
UNAUTHORIZED LIVE-IN													0
FAILURE TO RENEW													0
FAILURE TO REPAY													0
FAILURE TO PROVIDE INFO													0
FAILURE TO FOLLOW THROUGH													0
CRIMINAL CONVICTION													0
OTHER (moved to new unit)													0
UTILITIES DISCONNECTED													0
<b>TOTALS</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>4</b>									

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**MEETING DATE:** 8/20/20

**RE:** Review Operating Reports

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**REQUESTED ACTION:** Review monthly operating reports.

**Comments:** The July 2020 operating reports are attached for your review.

**REVENUE & EXPENSE REPORT**  
**CALENDAR 7/2020, FISCAL 1/2021**

**PCT OF FISCAL YTD 8.3%**

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-532-4300	INTEREST-PUBLIC HOUSING	70,000.00	1,078.80	1,078.80	1.54	68,921.20
173-532-4504	FRAUD-PUBLIC HOUSING	4,000.00	40.00	40.00	1.00	3,960.00
173-532-4506	DWELLING RENT-PUBLIC HOUSING	525,000.00	48,717.00	48,717.00	9.28	476,283.00
173-532-4507	EXCESS UTILITY-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-4508	CONTRIB-OTHER-PUBLIC HOUSING	12,000.00	694.50	694.50	5.79	11,305.50
173-532-4518	BAD DEBT COLLECTIONS	2,000.00	307.00	307.00	15.35	1,693.00
173-532-4710	REIMBURSED EXP-PUBLIC HOUSING	2,000.00	1,100.00	1,100.00	55.00	900.00
173-532-4781	OPER SUBSIDY-PUBLIC HOUSING	225,000.00	15,367.00	15,367.00	6.83	209,633.00
	<b>PUBLIC HOUSING TOTAL</b>	<b>840,000.00</b>	<b>67,304.30</b>	<b>67,304.30</b>	<b>8.01</b>	<b>772,695.70</b>
173-910-4830	TRANSFER IN - PUBLIC HOUSING	10,000.00	12,283.40	12,283.40	122.83	2,283.40-
	<b>TRANSFERS IN/OUT TOTAL</b>	<b>10,000.00</b>	<b>12,283.40</b>	<b>12,283.40</b>	<b>122.83</b>	<b>2,283.40-</b>
173-532-6010	SALARY - PUBLIC HOUSING	121,045.00	8,039.53	8,039.53	6.64	113,005.47
173-532-6040	OVERTIME SALARY-PUBLIC HOUSING	2,000.00	.00	.00	.00	2,000.00
173-532-6070	LABOR/MAINT-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6110	FICA - PUBLIC HOUSING	9,413.00	492.12	492.12	5.23	8,920.88
173-532-6130	IPERS - PUBLIC HOUSING	11,615.00	758.93	758.93	6.53	10,856.07
173-532-6150	HEALTH INS - PUBLIC HOUSING	55,973.00	4,192.08	4,192.08	7.49	51,780.92
173-532-6151	LIFE INS - PUBLIC HOUSING	400.00	33.40	33.40	8.35	366.60
173-532-6152	DENTAL INSURANCE	420.00	57.57	57.57	13.71	362.43
173-532-6160	WORK COMP - PUBLIC HOUSING	5,324.00	.00	.00	.00	5,324.00
173-532-6170	UNEMPLOYMENT - PUBLIC HOUSING	398.00	126.88	126.88	31.88	271.12
173-532-6198	EMP BEN MAINT-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6199	EMPLOYEE BEN-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-6230	STAFF TRAINING-PUBLIC HOUSING	10,000.00	125.00	125.00	1.25	9,875.00
173-532-6370	GAS - PUBLIC HOUSING	40,000.00	.00	.00	.00	40,000.00
173-532-6371	UTILITIES - PUBLIC HOUSING	62,000.00	.00	.00	.00	62,000.00
173-532-6374	WATER - PUBLIC HOUSING	20,000.00	1,539.06	1,539.06	7.70	18,460.94
173-532-6379	OTH UTIL-PUBLIC HOUSING -SEWER	30,000.00	2,359.86	2,359.86	7.87	27,640.14
173-532-6401	ACCOUNTING FEES-PUBLIC HOUSING	5,000.00	200.00	200.00	4.00	4,800.00
173-532-6408	TORT LIABILITY - PUBLIC HOUSING	45,261.00	.00	.00	.00	45,261.00
173-532-6411	LEGAL FEES - PUBLIC HOUSING	14,000.00	367.55	367.55	2.63	13,632.45
173-532-6415	COPIER LEASE - PUBLIC HOUSING	3,700.00	241.64	241.64	6.53	3,458.36
173-532-6420	CONTRACT SERVICES - PUBLIC HOUSING	90,000.00	4,872.22	4,872.22	5.41	85,127.78
173-532-6441	TENANT SERVICES-PUBLIC HOUSING	2,000.00	.00	.00	.00	2,000.00
173-532-6442	PILOT-PUBLIC HOUSING	44,000.00	.00	.00	.00	44,000.00
173-532-6490	OTHER PROFESSIONAL SERV	2,960.00	.00	.00	.00	2,960.00
173-532-6516	REFUNDS-PUBLIC HOUSING	1,000.00	.00	.00	.00	1,000.00
173-532-6518	SUNDRY-OFF EXP-PUBLIC HOUSING	40,000.00	3,104.60	3,104.60	7.76	36,895.40
173-532-6599	MAINT MATERIALS-PUBLIC HOUSING	90,000.00	2,375.35	2,375.35	2.64	87,624.65
173-532-6725	CAP OUTLAY-EQUI-PUBLIC HOUSING	40,000.00	570.00	570.00	1.43	39,430.00
173-532-6750	CAP IMPR BLDG-PUBLIC HOUSING	100,000.00	.00	.00	.00	100,000.00
	<b>PUBLIC HOUSING TOTAL</b>	<b>846,509.00</b>	<b>29,455.79</b>	<b>29,455.79</b>	<b>3.48</b>	<b>817,053.21</b>

**REVENUE & EXPENSE REPORT**  
**CALENDAR 7/2020, FISCAL 1/2021**

PCT OF FISCAL YTD 8.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-536-6010	SALARY - PH MAINT	87,550.00	6,404.19	6,404.19	7.31	81,145.81
173-536-6040	OVERTIME SALARY - PH MAINT	5,000.00	.00	.00	.00	5,000.00
173-536-6110	FICA - PH MAINT	8,750.00	475.28	475.28	5.43	8,274.72
173-536-6130	IPERS - PH MAINT	8,750.00	605.42	605.42	6.92	8,144.58
173-536-6150	HEALTH INS - PH MAINT	10,294.00	882.37	882.37	8.57	9,411.63
173-536-6151	LIFE INS - PH MAINT	207.00	17.22	17.22	8.32	189.78
173-536-6152	DENTAL INSURANCE	300.00	21.04	21.04	7.01	278.96
173-536-6160	WORK COMP - PH MAINT	4,400.00	.00	.00	.00	4,400.00
173-536-6170	UNEMPLOYMENT - PH MAINT	428.00	141.83	141.83	33.14	286.17
173-536-6181	UNIFORM ALLOWANCE - PH MAINT	900.00	900.00	900.00	100.00	.00
173-536-6412	HEALTH SERVICES- PH MAINT	.00	.00	.00	.00	.00
	PUBLIC HOUSING MAINTENANC TOTA	126,579.00	9,447.35	9,447.35	7.46	117,131.65
173-910-6910	TRANSFER OUT - PUBLIC HOUSING	121,000.00	.00	.00	.00	121,000.00
	TRANSFERS IN/OUT TOTAL	121,000.00	.00	.00	.00	121,000.00
	PUBLIC HOUSING TOTAL	244,088.00	40,684.56	40,684.56	16.67	284,772.56

**REVENUE & EXPENSE REPORT**  
**CALENDAR 7/2020, FISCAL 1/2021**

PCT OF FISCAL YTD 8.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
174-533-4300	INTEREST - SECTION 8	2,000.00	45.91	45.91	2.30	1,954.09
174-533-4440	STATE GRANT-SEC 8	.00	.00	.00	.00	.00
174-533-4504	FRAUD-SEC 8	5,000.00	665.50	665.50	13.31	4,334.50
174-533-4505	HUD CONTRIB-SEC 8	750,000.00	71,214.00	71,214.00	9.50	678,786.00
174-533-4509	ADMIN FEE/HTH-SEC 8	120,000.00	8,942.00	8,942.00	7.45	111,058.00
174-533-4518	BAD DEBT COLLECTIONS	3,000.00	.00	.00	.00	3,000.00
174-533-4710	REIMBURSED EXP-SEC 8	1,000.00	.00	.00	.00	1,000.00
174-533-4715	REFUNDS-SEC 8	1,000.00	.00	.00	.00	1,000.00
	SECTION 8 VOUCHER TOTAL	882,000.00	80,867.41	80,867.41	9.17	801,132.59
174-910-4830	TRANSFER IN - SECTION 8 VOUCH	.00	.00	.00	.00	.00
	TRANSFERS IN/OUT TOTAL	.00	.00	.00	.00	.00
174-533-6010	SALARY - SEC 8	49,000.00	2,801.87	2,801.87	5.72	46,198.13
174-533-6040	OVERTIME SALARY - SECTION 8	1,000.00	.00	.00	.00	1,000.00
174-533-6110	FICA - SECTION 8	3,250.00	172.52	172.52	5.31	3,077.48
174-533-6130	IPERS -SECTION 8	3,825.00	264.48	264.48	6.91	3,560.52
174-533-6150	HEALTH INS - SECTION 8	23,980.00	1,796.61	1,796.61	7.49	22,183.39
174-533-6151	LIFE INS - SECTION 8	172.00	14.32	14.32	8.33	157.68
174-533-6152	DENTAL INSURANCE	180.00	17.19	17.19	9.55	162.81
174-533-6160	WORK COMP - SECTION 8	2,708.00	.00	.00	.00	2,708.00
174-533-6170	UNEMPLOYMENT - SECTION 8	173.00	84.59	84.59	48.90	88.41
174-533-6199	EMPLOYEE BEN-SEC 8	.00	.00	.00	.00	.00
174-533-6230	STAFF TRAINING - SECTION 8	4,000.00	.00	.00	.00	4,000.00
174-533-6380	UTILITY ALLOT - SECTION 8	15,000.00	3,630.00	3,630.00	24.20	11,370.00
174-533-6401	ACCOUNTING FEES - SECTION 8	4,702.00	300.00	300.00	6.38	4,402.00
174-533-6411	LEGAL-SEC 8	1,000.00	.00	.00	.00	1,000.00
174-533-6420	CONTRACT SERVICES - SECTION 8	12,000.00	40.00	40.00	.33	11,960.00
174-533-6423	SPECIAL SERVICE - SECTION 8	300.00	.00	.00	.00	300.00
174-533-6440	ENHANCED VOUCHER	16,000.00	2,542.00	2,542.00	15.89	13,458.00
174-533-6443	HOME OWNERSHIP VOUCHER	6,000.00	888.00	888.00	14.80	5,112.00
174-533-6444	PORTABILITY VOUCHER	240,000.00	9,436.20	9,436.20	3.93	230,563.80
174-533-6445	HC VOUCHER PAY-SEC 8	550,000.00	127,658.00	127,658.00	23.21	422,342.00
174-533-6490	OTHER PROF SERVICES-SECTION 8	.00	.00	.00	.00	.00
174-533-6516	REFUND INTEREST-SEC 8	1,500.00	.00	.00	.00	1,500.00
174-533-6518	SUNDRY-OFF EXP-SEC 8	5,000.00	.00	.00	.00	5,000.00
	SECTION 8 VOUCHER TOTAL	939,790.00	149,645.78	149,645.78	15.92	790,144.22
174-536-6152	DENTAL INSURANCE	.00	.00	.00	.00	.00
	PUBLIC HOUSING MAINTENANC TOTA	.00	.00	.00	.00	.00
174-910-6910	TRANSFER OUT - SECTION 8 VOUCH	10,000.00	.00	.00	.00	10,000.00

REVENUE & EXPENSE REPORT  
CALENDAR 7/2020, FISCAL 1/2021

PCT OF FISCAL YTD 8.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
	TRANSFERS IN/OUT TOTAL	10,000.00	.00	.00	.00	10,000.00
	SECTION 8 VOUCHER TOTAL	67,790.00-	68,778.37-	68,778.37-	101.46	988.37

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**MEETING DATE:** 8/20/20

**RE:** Approve Return Check/  
Payment Fee

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**REQUESTED ACTION:** Approve adopting a \$30 fee for all returned checks or payments for nonsufficient funds.

**Comments:** City Hall has requested that we start to charge our residents a fee for payments returned for non-sufficient funds. We historically have not had much trouble with returned checks. However, lately it seems we have at least one every month. They said that they wanted to have the policy be the same across departments.

A change like this will ultimately require a change to the lease which would take several months to enforce. We could add it to the lease and start charging new residents, but it would be difficult to control who had which lease. So, once we have the fee approved, we can decide how to implement it.

**REQUESTED ACTION:** Approve purchase of 20 window A/C units.

**Comments:** Last month we discussed purchasing window A/C units for the apartments at North and South Cedar Terrace. In the interim, we would like to purchase 20 units which are designed to be installed into the openings in the walls. We are proposing that we start to install them into the vacant units and other units as needed. The lease would be revised for the new tenants to protect our interest in the units and ensure that the units stay in the apartments when the tenants vacate. In units where there is an existing tenant, they would be required to sign a document addressing the ownership and responsibility for damage to the units which would eventually be incorporated into a lease addendum.

20 units would cost approximately \$10,000 with possible volume discounts. There are funds in the operating budget to cover the cost of the units.

We can continue to install them in the units as they are turned over or look into installation of them in units 1-128 at North and South Cedar Terrace next summer or when there is an increase in availability of the units.

**REQUESTED ACTION:** Develop and approve a plan to return to full operations.

**Comments:** With the pandemic showing no signs of lessening, we need to look at our operations and determine if we can safely open and provide our clients a more personalized service. We are here to serve and while our remote services have been working, is it the best we can do?

We have returned to a modified but full maintenance service and it has been working. If we open the office to the public again, we are trying to determine at what level and with what restrictions.