

CHARLES CITY HOUSING & REDEVELOPMENT AUTHORITY

AGENDA

October 15, 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 Comment
- III. Approve Minutes of September 17, 2020..... 1-2
- IV. Approval of Bills for October 2020..... 3
- V. Communications..... 4-6
 - 1. Capital Fund Program Update
 - 2. Rehab Update
 - 3. Eviction Moratorium
 - 4. Additional Funding
 - 5. Section 8 Funding/Utilization
 - 6. Monthly Rental Status Update
 - 7. End of Participation Report
- VI. Old Business
- VII. New Business
 - 1. Review Operating Reports..... 7-12
 - 2. Approve Surveys for North Cedar Terrace 13
 - 3. Review and Accept Proposal for Engineering/Architectural Services..... 14
 - 4. Consider Application for Safety & Security Grant..... 15
- VIII. Executive Director's Report
- IX. Move to Adjourn

Next regular meeting scheduled for Thursday, November 19, 2020 at 7:00 a.m., CCHRA Office

CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
September 17, 2020 7:00 a.m.

Members Present: Brandon Franke, Linda Klemesrud, Beth Diers, and Jeremy Heyer. Absent: Joel Farnham. Others present: Heidi Nielsen and Stacy Cleveland, staff

Call to Order. The meeting was held through Zoom. Chairperson Heyer called the meeting to order at 7:02 a.m.

Public Comments. None

Amend-Approve Minutes of August 20, 2020. Diers moved, and Klemesrud seconded the motion to approve the minutes of August 20, 2020 as presented. Ayes: 4, Nays: 0. Motion carried.

Approval of Bills for September 2020. Nielsen stated that there were more bills than normal due to a large amount of security deposit refunds. Nielsen also pointed out a few non-routine payments. Klemesrud moved, Franke seconded the motion to approve payment of the revised bill listing totaling \$110,430.51. Ayes: 4, Nays: 0. Motion carried.

Communications. Items under Communications were reviewed including Capital Fund/maintenance progress, rehab program update, Section 8 utilization/funding and public housing occupancy updates, and program attrition. No action taken.

Old Business.

New Business.

Review Financial Reports. Nielsen reported that two months into the year there were no concerns with the budget, there were no questions. No motion was necessary.

Approve Resolution 10-20 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 an increase to some of payment standards was being proposed. Nielsen stated that the proposed payment standards were kept to as close to the FMRs as possible. 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 proposed standards were comparable to the average and median program rents. Diers made a motion to approve Resolution 10-120 to approve proposed payment standards. Klemesrud seconded the motion. Roll Call: Ayes: Heyer, Franke, Klemesrud, and Diers. Nays: none. Motion carried on roll call vote.

Approve Resolution 11-20 to Retain Current Flat Rents. Nielsen explained the HUD requirement to set flat rents based on the published Fair Market Rent and explained the rent structure. The board was also told that the flat rent was to be set at no less than 80% of the FMRs or the unadjusted rents. Also explained was the requirement to deduct the utility allowance from the flat rent amounts in the units required to pay for utility usage. Nielsen requested to keep the flat rents at the 2020 levels even though 80% of the unadjusted rents are lower than the current rents they were still lower than market rate rents. Nielsen said that a rent increase should be considered next year to better reflect the market rates. Diers made a motion to approve resolution 11-20 to retain the current flat rents. Franke seconded the motion. Roll Call, Ayes: Heyer, Klemesrud, Diers, and Franke. Nays: none. Motion carried on roll call vote.

Reappoint Vice-Chairperson. Nielsen explained that due to Miller's resignation, it was necessary to appoint a replacement. Diers stated that she was comfortable taking on the appointment. Klemesrud moved to nominate Diers as Vice-Chairperson. Franke seconded the motion. Klemesrud moved that all nominations cease, and Franke seconded the motion. Roll Call, Ayes: Heyer, Klemesrud, Diers, and Franke. Nays: none. Motion carried on roll call vote

Executive Director's Report. Nielsen briefly discussed the repositioning process and the upcoming phone call with the HUD consultant and stated that it will become necessary to meet in the near future to discuss the direction that the agency should go and that it will be necessary that the Board participate in the discussions with the HUD consultant.

Being no further business, Klemesrud moved, Diers seconded the motion to adjourn. Ayes: 4. Nays: 0. Motion carried, and the meeting adjourned at 7:32 a.m.

Charles City Housing and Redevelopment Authority

Jeremy Heyer, Chairperson

ATTEST:

Heidi Nielsen, Director

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

Customer	Description	Amount
Asbestrol, Inc.	tile removal	2,470.00
Bluhms Cedar Valley Electric 2008	electrical repairs	185.00
Business Card	back up fees/	
Catherine Marie Ott	cleaning charges(office/apts)	1,032.50
Cedar Valley Lubes, Inc.	truck tire repair	19.99
CenturyLink	shared line fee	13.58
CenturyLink	phone bill	163.76
Cintas	rug service	56.22
City of Charles City	water/sewer/URP/S8 inspections	593.50
City of Charles City	quarterly postage	69.95
Floyd Co. Public Health	maintenace-HEP shots	120.00
Gordon Electric Supply Inc.	maintenance items	250.90
HAPS	Oct1 HAPS	66,330.60
HD Supply Facilities Mainteance, Lt	maintenance items	552.76
Hillegas Flooring, LLC	flooring and supplies	5,602.29
Hockenson Plumbing	plumbing repairs/parts	2,364.92
Housing Authority Acctg. Spec, Inc.	accounting fees	500.00
Jendro Sanitation	trash service	842.50
John Deere Financial	theisens purchases-maintenance	65.98
Koch Office Group	copy costs	2,091.77
Kwik Trip, Inc.	fuel	116.72
LEAF	copier lease	352.04
Linderman Heating & Air, LLC	heating/cooling repairs	288.20
Mediacom	internet for security cameras	276.90
Michelle Ferch	refund-over paid rent	179.00
Mid American Energy	electric/gas/URPS	6,423.78
Midwest Duct Works	dryer vents cleaned	400.00
MRI Software, LLC	software fees,	1,662.50
Nan McKay	PH master book revision fee	239.00
Otto's Oasis	landscaping NCT sign	145.99
Perry Novak Electric	electrical supplies	795.00
Reserve Account	prepaid postage	750.00
Schueth Ace Hardware	maintenance items for month	173.35
Sherwin Williams	paint	395.21
Short Elliott Hendrickson, Inc.	sidewalk project payment	1,832.91
Strauss Locks	supply of locks	129.87
Superior Lumber	maintenance items for month	61.95
T-J Service	maintenance	
US Cellular	cell phone bill	
		97,548.64

REQUESTED ACTION: None - for your information only.

1. Capital Fund/Maintenance Update. The Parking Lot/Sidewalk project is now considered substantially complete. Heartland Asphalt has submitted their third pay request and we have gotten the punch list from the SEH. We also have the final numbers for the change orders for the project. It came to \$29,681.95, which includes some additional parking lot milling and overlay at South Cedar Terrace, rerouting a subdrain and clean out at North Cedar Terrace, some grading and seeding at North Cedar Terrace to lower the area around some of the new sidewalks to eliminate ponding on the sidewalks, some additional patches and striping for the parking lot at Morningside, and some additional sidewalk replacements at both North and South Cedar Terrace.

The roof on the office/laundry building will be done by October 9th.

2. Rehab Update. The specifications for the final two projects are complete. The addresses of the properties are 207B 9th Avenue and 304 9th Avenue. The next step is to review them with the owners and prepare cost estimates. After that, the next step is to submit them to the State Historical Preservation Organization.
3. Eviction Moratorium. Effective September 4th, the CDC has enacted an eviction moratorium for non-payment of rent to run through the end of the year. The purpose of this is to ensure that families not be forced into homelessness and situations where they must live in group settings and are potentially exposed to COVID-19. To qualify for this, the resident must sign a declaration certifying that they meet all the requirements to be considered a "covered person". This includes having had a reduction in income due to COVID-19, having applied for any available assistance for rent payments, has attempted to pay rent or made partial rent payments, and would become homeless if they were to be evicted. We currently have one resident who has chosen not to pay their rent and we had started the eviction process with them prior to the moratorium. This resident does not meet all the conditions of a "covered person", but they signed the declaration anyway. We are working on this with Brad Slotter and are waiting on more guidance from HUD.
4. Additional Funding. We have been notified by HUD that we have gotten \$53,582 in HAP funds from the CARES Act for increased costs due to COVID-19. We also got an additional \$41,690 from HUD's Set-Aside funds for increased portability costs. Originally, we only had until January 1st to spend the money from the CARES Act, but HUD notified us last week that we now have until December 31, 2021. There is not any set time to spend the portability funds, but if we have a large reserve next year when they do their re-benchmarking to determine funding levels, they will offset some of our reserves.
5. Section 8 Funding/Utilization. See attachment for utilization.

6. Monthly Rental Status Update.

Month of September 2020	Total Leased 9/1/20	New Leases	Removed Or Moved	Total Leased 10/1/20	Total on Waiting List	Offered Assistance	Removed
Terraces 132 Units	125	1	2	124	N-36	N-15	N-10
					S-65	S-11	S-6
Morningside 16 Units	12	1	0	13	53	0	1
Section 8 197 Units	177	4	3	178	259	24	15

Declined Assistance (9) Over Income () Denied (1) Insufficient Address (2)
 Did not attend Briefing/Information Not Returned (19) Criminal Background Check (1)
 Voucher Expired () Purged ()
 Terminations: PH () S8 (1)

7. End of Participation Tracker. See attachment

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										4
ZERO HAP		2		1									3
MUTUAL RECISION													0
ANNUAL RE-EXAM SEARCHING	1		2	1									4
PORT-OUT ABSORBED	1												1
PORT-OUT SEARCHING													0
DECEASED	1												1
MOVED IN VIOLATION		1											1
EVICTED													0
UNAUTHORIZED LIVE-IN			3										3
VIOLATION OF FAMILY OBLIGATION				1									1
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			1										1
VOUCHER EXPIRED													0
VOUCHER REVOKED													0
LEASED W/NEW LANDLORD			1										1
TOTALS	4	5	9	3	0	21							
PUBLIC HOUSING													
LEFT IN GOOD STANDING		1	4	2									7
DECEASED		1	3										4
MOVED IN VIOLATION		1	1										2
TERMINATED FOR LEASE VIOLATIONS	1		3										4
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
TOTALS	1	3	11	2	0	17							

MEETING DATE: 10/15/20

RE: Review Operating Reports

REQUESTED ACTION: Review monthly operating reports.

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

REVENUE & EXPENSE REPORT
CALENDAR 9/2020, FISCAL 3/2021

PCT OF FISCAL YTD 25.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-532-4300	INTEREST-PUBLIC HOUSING	70,000.00	940.26	3,022.36	4.32	66,977.64
173-532-4504	FRAUD-PUBLIC HOUSING	4,000.00	50.00	131.00	3.28	3,869.00
173-532-4506	DWELLING RENT-PUBLIC HOUSING	525,000.00	40,890.00	131,577.00	25.06	393,423.00
173-532-4507	EXCESS UTILITY-PUBLIC HOUSING	.00	.00	.00	.00	.00
173-532-4508	CONTRIB-OTHER-PUBLIC HOUSING	12,000.00	1,038.00	2,703.25	22.53	9,296.75
173-532-4518	BAD DEBT COLLECTIONS	2,000.00	918.32	1,225.32	61.27	774.68
173-532-4710	REIMBURSED EXP-PUBLIC HOUSING	2,000.00	47.82	1,147.82	57.39	852.18
173-532-4781	OPER SUBSIDY-PUBLIC HOUSING	225,000.00	15,561.00	46,296.00	20.58	178,704.00
	PUBLIC HOUSING TOTAL	840,000.00	59,445.40	186,102.75	22.16	653,897.25
173-910-4830	TRANSFER IN - PUBLIC HOUSING	10,000.00	868.00	13,151.40	131.51	3,151.40-
	TRANSFERS IN/OUT TOTAL	10,000.00	868.00	13,151.40	131.51	3,151.40-
173-532-6010	SALARY - PUBLIC HOUSING	121,045.00	7,501.94	23,230.36	19.19	97,814.64
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	460.53	1,423.46	15.12	7,989.54
173-532-6130	IPERS - PUBLIC HOUSING	11,615.00	708.17	2,192.92	18.88	9,422.08
173-532-6150	HEALTH INS - PUBLIC HOUSING	55,973.00	4,192.08	12,576.24	22.47	43,396.76
173-532-6151	LIFE INS - PUBLIC HOUSING	400.00	34.96	101.76	25.44	298.24
173-532-6152	DENTAL INSURANCE	420.00	51.02	162.95	38.80	257.05
173-532-6160	WORK COMP - PUBLIC HOUSING	5,324.00	.00	.00	.00	5,324.00
173-532-6170	UNEMPLOYMENT - PUBLIC HOUSING	398.00	69.44	196.32	49.33	201.68
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	109.00	234.00	2.34	9,766.00
173-532-6370	GAS - PUBLIC HOUSING	40,000.00	664.76	1,239.67	3.10	38,760.33
173-532-6371	UTILITIES - PUBLIC HOUSING	62,000.00	5,583.73	10,154.47	16.38	51,845.53
173-532-6374	WATER - PUBLIC HOUSING	20,000.00	1,470.21	4,393.07	21.97	15,606.93
173-532-6379	OTH UTIL-PUBLIC HOUSING -SEWER	30,000.00	2,157.05	6,792.49	22.64	23,207.51
173-532-6401	ACCOUNTING FEES-PUBLIC HOUSING	5,000.00	272.00	672.00	13.44	4,328.00
173-532-6408	TORT LIABILITY - PUBLIC HOUSIN	45,261.00	.00	.00	.00	45,261.00
173-532-6411	LEGAL FEES - PUBLIC HOUSING	14,000.00	306.00	876.95	6.26	13,123.05
173-532-6415	COPIER LEASE - PUBLIC HOUSING	3,700.00	252.04	745.72	20.15	2,954.28
173-532-6420	CONTRACT SERVICES - PUBLIC HOU	90,000.00	8,733.50	15,925.65	17.70	74,074.35
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	4,150.03	9,103.47	22.76	30,896.53
173-532-6599	MAINT MATERIALS-PUBLIC HOUSING	90,000.00	5,005.93	11,796.01	13.11	78,203.99
173-532-6725	CAP OUTLAY-EQUI-PUBLIC HOUSING	40,000.00	.00	570.00	1.43	39,430.00
173-532-6750	CAP IMPR BLDG-PUBLIC HOUSING	100,000.00	5,151.00	5,151.00	5.15	94,849.00
	PUBLIC HOUSING TOTAL	846,509.00	46,873.39	107,538.51	12.70	738,970.49

REVENUE & EXPENSE REPORT
CALENDAR 9/2020, FISCAL 3/2021

PCT OF FISCAL YTD 25.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
173-536-6010	SALARY - PH MAINT	87,550.00	6,324.81	19,141.18	21.86	68,408.82
173-536-6040	OVERTIME SALARY - PH MAINT	5,000.00	14.97	14.97	.30	4,985.03
173-536-6110	FICA - PH MAINT	8,750.00	469.68	1,421.47	16.25	7,328.53
173-536-6130	IPERS - PH MAINT	8,750.00	598.95	1,810.68	20.69	6,939.32
173-536-6150	HEALTH INS - PH MAINT	10,294.00	882.37	2,647.11	25.72	7,646.89
173-536-6151	LIFE INS - PH MAINT	207.00	17.22	51.66	24.96	155.34
173-536-6152	DENTAL INSURANCE	300.00	22.65	64.08	21.36	235.92
173-536-6160	WORK COMP - PH MAINT	4,400.00	.00	.00	.00	4,400.00
173-536-6170	UNEMPLOYMENT - PH MAINT	428.00	90.03	231.86	54.17	196.14
173-536-6181	UNIFORM ALLOWANCE - PH MAINT	900.00	.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	8,420.68	26,283.01	20.76	100,295.99
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-	5,019.33	65,432.63	26.81-	309,520.63-

REVENUE & EXPENSE REPORT
CALENDAR 9/2020, FISCAL 3/2021

PCT OF FISCAL YTD 25.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PER CENT EXPENDED	UNEXPENDED
174-533-4300	INTEREST - SECTION 8	2,000.00	118.88	241.97	12.10	1,758.03
174-533-4440	STATE GRANT-SEC 8	.00	.00	.00	.00	.00
174-533-4504	FRAUD-SEC 8	5,000.00	105.50	1,148.50	22.97	3,851.50
174-533-4505	HUD CONTRIB-SEC 8	750,000.00	133,742.00	274,052.00	36.54	475,948.00
174-533-4509	ADMIN FEE/HTH-SEC 8	120,000.00	17,753.00	64,730.00	53.94	55,270.00
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	151,719.38	340,172.47	38.57	541,827.53
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	3,565.67	9,746.26	19.89	39,253.74
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	221.41	605.06	18.62	2,644.94
174-533-6130	IPERS -SECTION 8	3,825.00	336.59	920.01	24.05	2,904.99
174-533-6150	HEALTH INS - SECTION 8	23,980.00	1,796.61	5,389.83	22.48	18,590.17
174-533-6151	LIFE INS - SECTION 8	172.00	14.98	43.62	25.36	128.38
174-533-6152	DENTAL INSURANCE	180.00	23.74	61.33	34.07	118.67
174-533-6160	WORK COMP - SECTION 8	2,708.00	.00	.00	.00	2,708.00
174-533-6170	UNEMPLOYMENT - SECTION 8	173.00	46.30	130.89	75.66	42.11
174-533-6199	EMPLOYEE BEN-SEC 8	.00	.00	.00	.00	.00
174-533-6230	STAFF TRAINING - SECTION 8	4,000.00	.00	300.00	7.50	3,700.00
174-533-6380	UTILITY ALLOT - SECTION 8	15,000.00	1,473.00	5,103.00	34.02	9,897.00
174-533-6401	ACCOUNTING FEES - SECTION 8	4,702.00	300.00	900.00	19.14	3,802.00
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	400.00	1,110.00	9.25	10,890.00
174-533-6423	SPECIAL SERVICE - SECTION 8	300.00	.00	.00	.00	300.00
174-533-6440	ENHANCED VOUCHER	16,000.00	1,248.00	3,790.00	23.69	12,210.00
174-533-6443	HOME OWNERSHIP VOUCHER	6,000.00	444.00	1,332.00	22.20	4,668.00
174-533-6444	PORTABILITY VOUCHER	240,000.00	4,713.60	14,149.80	5.90	225,850.20
174-533-6445	HC VOUCHER PAY-SEC 8	550,000.00	59,994.00	187,652.00	34.12	362,348.00
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	69.95	683.95	13.68	4,316.05
	SECTION 8 VOUCHER TOTAL	939,790.00	74,647.85	231,917.75	24.68	707,872.25
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 9/2020, FISCAL 3/2021

PCT OF FISCAL YTD 25.0%

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-	77,071.53	108,254.72	159.69-	176,044.72-

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REQUESTED ACTION: Award Contract for the topographical survey for the electrical transformer replacement at North Cedar Terrace.

Comments: Part of the project requires boring or trenching the electrical service primary loop and secondaries to each building, which requires location of the underground utilities. According to the electrical engineer, the contractors also need to know the topography/elevations to establish the depths of their borings if necessary. Because the site plans don't accurately reflect the location of some of the underground utilities, the survey can be utilized on future projects.

Ed Wineinger, from Skott & Anderson has prepared a Request for Proposal (RFP) with the scope and requirements of the survey.

It is anticipated that the survey will cost between \$10,000 to \$12,000. There is money budgeted in the 2020 Capital Fund for architectural and engineering fees.

The proposals are due back by October 13th and will available at the meeting.

REQUESTED ACTION: Review proposals for Engineering/Architectural Services for electrical upgrades

Comments: We have the same issue with the transformers at North Cedar Terrace as we had at the South. The meter for the property is before the transformers, so Mid American Energy does not want to service them. So, we are proposing the same project as the upgrades at South Cedar Terrace.

We have requested proposals from several Architecture/Engineering firms and have gotten three proposals.

Atura Architecture:	\$34,500
Skott & Anderson:	\$23,500
KCL Engineering:	\$19,500

Even though KCL is the lowest cost proposal, I have John Fallis reviewing the proposals to ensure that we pick the most advantageous for us. We have funding remaining in the 2020 Capital Fund, but we may need to reallocate some of the funding and add additional funds to the professional fees.

We do not anticipate the project costing as much as the SCT Project. This is primarily due to the fewer buildings and the orientation of them. Additionally, we do not need to run the secondary feeders into the buildings because the boxes are on the exterior of the buildings. We are including an upgrade to the security lights by replacing the existing and adding some additional ones. We have specified that the upgraded light poles be ready to accept security cameras. In addition, we plan to install the conduit required to run the data cables to the administrative/laundry building. We anticipate funding most of the project through the 2020 Capital Fund but may need to use some reserves depending on the final project cost.

We plan to have the plans prepared over the winter months and go out for bid on this project in the early spring 2021 with work to be complete by fall of 2021.

MEETING DATE: 10/15/2020

RE: Consider Application for Safety & Security Grant

REQUESTED ACTION: Approve application for HUD Safety & Security Grant.

Comments: Part of the Electrical Upgrade Project at North Cedar Terrace involves replacement and expansion of the security lights and preparation of the site for security cameras. Mid American Energy owns the lights at NCT and we are essentially renting them. In addition, we need to add some additional lights in the areas of the new parking lots. We have the opportunity to apply for a grant which can potentially provide up to \$250,000 to cover the security lighting and new camera system. We have contacted a consultant to help with the application. They are charging \$1,750 for the grant preparation. There is not a standard template for the application, and we don't have a lot of time to prepare the application. So, it makes sense to work with a consultant for the initial application and see where it takes us. If we are not awarded, we can take the initial application and fine tune it prior to submission for the next year. The grant application is due November 17th.