

CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
MINUTES

October 15, 2020 7:00 a.m.

Members Present: Linda Klemesrud, Joel Farnham, Brandon Franke, Beth Diers, and Jeremy Heyer. Absent: None. Others present: Heidi Nielsen, staff.

Call to Order. Board-Chairperson Heyer called the meeting to order at 7:02 a.m.

Public Comment. No written or verbal comments. Nielsen announced resignation from position to be effective October 30th.

Approve Minutes of September 17, 2020. Diers moved; Franke seconded the motion to approve the minutes of September 17, 2020. Ayes: 5, Nays: 0. Motion carried.

Approval of Bills. Nielsen noted that most of the bills were routine in nature and stated that there was a payment to move a resident and the work on roof at NCT was being paid. Farnham moved, and Franke seconded the motion to approve payment of the revised bill listing for Sept 2020 totaling \$116,368.51. Ayes: 5, Nays: 0. Motion carried.

Communications. Items that were reviewed included an update on the progress of the Sidewalk/Parking Lot Project, the Rehab Program, Section 8 funding/utilization, program turnover, and additional HAP funding. No action was taken.

Old Business.
None

New Business.

Review Operating Reports. Operating reports for September 2020 were reviewed. Nielsen stated that there were no concerns. There were no concerns or questions. No action was necessary.

Approve Surveys for North Cedar Terrace. Nielsen explained that it was necessary to perform a topographical survey for the engineers to utilize during the design of the electrical upgrades. Nielsen informed the board of the two proposals received: HRS, \$14,500 and CGA Consultants, \$19,500 and requested that the Board recommend acceptance of the proposal from HRS. Diers made a motion to recommend acceptance of the proposal from HRS. Klemesrud seconded the motion. Ayes: 5, Nays: 0. Motion carried.

Review and Accept Proposal for Engineering/Architectural Services. Nielsen explained that it was necessary to upgrade the electrical system at NCT by replacing the transformers and primary and secondary underground lines. Nielsen stated that due to the design of the property, it will be easier to run the lines. The Board was also told of the plan to replace the security lighting and add an additional set of conduit to run data cable for a security camera system. Nielsen informed that board of the three proposals received: Atura Architecture, \$34,500, Skott & Anderson, \$23,500 and KCL Engineering, \$19,500 and requested that the Board recommend acceptance of the proposal from Skott and Anderson. Nielsen explained that they designed and managed the SCT Electrical Upgrades and the project went very well. Klemesrud made a motion to recommend acceptance of the proposal from Skott and Anderson. Franke seconded the motion. Ayes: 5, Nays: 0. Motion carried.

Consider Application for Safety & Security Grant. Nielsen informed the Board of the opportunity to apply for a grant of up to \$250,000 to offset the cost of the new security lighting and security camera system at NCT and that the agency had secured an agreement with a consulting firm to prepare the application at a cost of \$1,750. Nielsen requested approval to proceed with the application in the absence of a Director. Franke made a motion to approve the application. Klemesrud seconded the motion. Ayes: 5, Nays: 0. Motion carried.

Executive Director's Report.

Nielsen informed that Board that there may be some meetings scheduled in the next few weeks to help determine which route to take to fill the director position.

Being no further business, Klemesrud moved, Farnham seconded the motion to adjourn. Ayes: 5. Nays: 0. Motion carried, and the meeting adjourned at 7:45 a.m.

Charles City Housing and Redevelopment Authority

Jeremy Heyer, Chairperson

ATTEST:

Heidi Nielsen, Director