

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
June 20, 2013 7:00 a.m.

Members Present: Margaret Calvert, Trey Becker, Sally Jenkins, Jill Streich, and Jeremy Heyer.
Absent: None. Others present: Heidi Nielsen, staff

Call to Order. Chairperson Calvert called the meeting to order at 7:00 a.m.

Public Comments. None

Amend-Approve Minutes of May 23, 2013. Becker made a motion and Jenkins seconded the motion to approve the minutes of May 23, 2013 as presented. Ayes: 4, Nays: 0. Motion carried.

Board member Heyer arrived at 7:04 a.m.

Approval of Bills. Jenkins made a motion and Streich seconded the motion to approve payment of the revised bill listing totaling \$88,725.93. Ayes: 5, Nays: 0. Motion carried.

Communications. Items under Communications were reviewed but no action was taken.

Old Business. None

New Business.

Approve Resolution No. 05-13, Writing Off Accounts Receivable. A list of accounts to be written off as uncollectible was presented to the Board. As in the past, those who owe money to our agency will not be eligible to receive assistance until payment paid in full and collection efforts will continue. Heyer made a motion, and Becker seconded the motion to approve Resolution No. 07-12. Motion carried on roll call vote: Ayes: Calvert, Jenkins, Streich, Heyer and Becker. Nays: None.

Consider Approval of Contract for Upgrade of Copier. Current lease was discussed in comparison to the proposed lease. Jenkins made a motion to approve the copier upgrade and Streich seconded the motion. Ayes: 5, Nays: 0.

Consider Approval of Contract for Routine Plumbing Repairs. Explained to board that our current contract for routine repairs is expired and bid requests were sent out to several area plumbing contractors. We only received one bid from Ron's Plumbing. Staff requested approval of the bid even though the rate was higher than the old contracted rate because the proposed rate appears to be consistent with the rates currently being charged by area plumbers. Jenkins moved to approve the contract with Ron's Plumbing and was seconded by Becker. Ayes: 5. Nays: 0. Motion carried.

Consider Approval of Contract for Routine Heating Repairs. Staff requested approval of the contract with Linderman Heating & Air for the proposed rate. Just as it was the case with the plumbing bid, the heating bid was higher than the old contracted rate with Ron's Plumbing, but it is also consistent with the going rate. Jenkins moved to approve the contract with Linderman Heating & Air. Heyer seconded the motion. Ayes: 5. Nays: 0. Motion carried.

Consider Approval of Contract for Routine Electrical Repairs. Bid requests were sent to several area electrical contractors. Two were received from Bluhm's Cedar Valley Electric and Jensen Electric. The request was made to approve the bid from Bluhm's since they were the low bid and we have a good working relationship with them. Becker moved to approve the contract with Bluhm's and it was seconded by Streich. Ayes: 5, Nays: 0. Motion carried.

Consider Approval of Contract for Painting Services. Nielsen explained that we have been without a contract for the past three years because Art Mehmen wasn't willing to sign a contract but agreed to honor his existing pricing. This time we received two bids. One from Rick Burton and the other from Art Mehmen. While Art's costs did increase, he was still the low bidder. Streich made a motion to approve the bid from Art Mehmen. Jenkins seconded the motion. Ayes: 5. Nays: 0. Motion carried.

Consider Approval of Contract Extension for Pest Control Services. The request was made to extend the current contract for pest control with Plunkett's for two additional years. The program that they use for maintenance is different than what is offered by the competitors and provides us with a substantial cost savings. When the initial contract was signed, we agreed to see how effective it was. Since then, we have not seen an increase in infestation. Streich moved to approve the extension and it was seconded by Heyer. Ayes: 5, Nays: 0. Motion carried.

Discuss Adoption of "No Smoking" Policy to Eliminate Smoking in all Apartments. The justifications for the policy were discussed and included liability issues, health issues, and the increase in maintenance costs. Nielsen explained that the policy and lease addendum would be presented for action at the July meeting. However, the plan is to ban all smoking inside of the units as of September 1, 2013. This would allow for the residents to receive the required 30-day notice for the lease change. In the past we "grandfathered" the existing smokers and that is not the plan at this time, although smoking will be permitted outside of the units. No action was taken and a motion was not required.

Approve Purchase of Skid Loader. Staff requested approval to purchase a skid loader from the City for \$11,500. Becker had researched the price and found it to be reasonable. Nielsen explained how Dirk Uetz arrived at the price of the equipment. Calvert stated that she would like to know what the trade in value was and Nielsen stated that the city hasn't started the procurement process yet, but would request that the City get that information once it is available. Approval was tabled until all of the information was available. Staff was directed to inform the City that we would still like to purchase the equipment once a trade-in value has been established to determine if there is any room for negotiations.

Being no further business, Becker moved, Jenkins seconded the motion to adjourn. Ayes: 5. Nays: 0. Motion carried.

Charles City Housing and Redevelopment Authority

Margaret Calvert, Chairperson

ATTEST:

Heidi Nielsen, Director