

MINUTES
CHARLES CITY HOUSING AND REDEVELOPMENT AUTHORITY
June 18, 2015 7:00 a.m.

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

Call to Order. Chairperson Heyer called the meeting to order at 7:01 a.m.

Public Comments. None

Amend-Approve Minutes of May 21, 2015 and June 9, 2015. Miller made a motion and Tyler seconded the motion to approve the minutes of May 21, 2015 as presented. Ayes: 3, Nays: 0. Motion carried.

Approval of Bills. Miller made a motion and Tyler seconded the motion to approve payment of the revised bill listing totaling \$72,586.88. Ayes: 3, Nays: 0. Motion carried.

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

Old Business. None

New Business.

Review Financial Reports. The Operating Reports for the Month Ended May 2015 were reviewed. No action was taken.

Approve Resolution No. 07-15, Writing Off Accounts Receivable. A list of accounts to be written off as uncollectible was presented to the Board. Nielsen explained that HUD recommends writing off all debt that we determine as uncollectible because keeping the uncollectible debt on the books has a negative impact on our financial score. She also explained that collection efforts will continue. The different types of debt were also discussed. Tyler made a motion, and Miller seconded the motion to approve Resolution No. 07-15. Motion carried on roll call vote: Ayes: Heyer, Miller, and Tyler. Nays: None. Motion carried on roll call vote.

Approve Resolution No. 08-15, Removal of Assets from Depreciation. Nielsen provided the board with an explanation regarding the requirement to remove assets no longer in service from the depreciation schedule. The resolution was reviewed noting that there were no assets removed from service during the year and the resolution was necessary to show that the HUD requirement had been met. Nielsen brought up the capitalization amount and questioned whether or not the board felt that it should be lower than \$5,000. Miller made a motion, and Tyler seconded the motion to approve Resolution No. 08-15. Motion carried on roll call vote: Ayes: Tyler, Miller, and Heyer. Nays: None. Motion carried on roll call vote.

Consider Approval of Contract for Routine Plumbing Repairs. Explained to board that every two years we go out for bids for routine repairs and bid requests were sent out to several area plumbing contractors. Nielsen expressed interest in extending the new contracts for an additional year for a total of three years. We received bids from Hockensen Plumbing and Mick Gage Plumbing & Heating. Staff requested approval of the bid from Hockensen Plumbing because they proposed the same rates as the expiring contract and were substantially lower

than Mick Gage. Miller moved to approve the contract with Hockensen Plumbing and was seconded by Tyler. Ayes: 3. Nays: 0. Motion carried.

Consider Approval of Contract for Routine Heating Repairs. Staff requested approval of the contract with Linderman Heating & Air. Just as was the case with the plumbing bid, the heating/cooling bid was the same as the rates charged under the current contract and were lower than the proposed rates from Mick Gage. Miller moved to approve the contract with Linderman Heating & Air. Tyler seconded the motion. Ayes: 3. Nays: 0. Motion carried.

Consider Approval of Contract for Routine Electrical Repairs. Bid requests were sent to several area electrical contractors. One was received from Bluhm's Cedar Valley Electric. The request was made to approve the bid from Bluhm's. Even though they were the only bid, we have a good working relationship with them. Tyler moved to approve the new three year contract with Bluhm's and it was seconded by Miller. Ayes: 3, Nays: 0. Motion carried.

Discuss Extension of Painting Contract. Our current contract with Art Mehmen was discussed. Nielsen requested that we allow Art to continue painting without a contract as he requested. He agreed to keep his fees the same as the contracted fees. His fees are a fraction of other bids that we have gotten and he indicated that due to his age, he doesn't know how much longer he will be working. Nielsen stated that she has been collecting information on area painting firms so we have several contacts once Art decides to retire. Tyler made a motion to continue using Art Mehmen to paint the units. Miller seconded the motion. Ayes: 3. Nays: 0. Motion carried.

Being no further business, Tyler moved, Miller seconded the motion to adjourn. Ayes: 3. Nays: 0. Motion carried.

Charles City Housing and Redevelopment Authority

Jeremy Heyer, Chairperson

ATTEST:

Heidi Nielsen, Director