

**HOUSING AUTHORITY OF THE CITY OF EAU CLAIRE**  
**BOARD OF COMMISSIONERS BOARD MEETING MINUTES**

**Monday, October 27, 2014**  
**7:45 A.M.**  
**Regular Meeting**

**City Council Chambers, City Hall**  
**203 S Farwell St**  
**Eau Claire, WI 54701**

Chair Klinkhammer called the meeting to order at 7:46 A.M.

**Roll Call**

**MEMBERS PRESENT:** Chair Klinkhammer, Vice Chair Prindle, Commissioner Smith, and Commissioner Xiong  
**MEMBERS ABSENT:** Commissioner Dalton  
**STAFF PRESENT:** Mr. Johnathan, Mr. Bolstad, Ms. Schermerhorn, and Ms. Schmidt  
**PUBLIC IN ATTENDANCE:** None

**OPEN SESSION**

**Consent Agenda**

- 1. Report and Consideration on the Consent Agenda**
  - A. Minutes from the Meeting of September 29, 2014
  - B. Monthly Status on CDBG Rehabilitation Loans
  - C. CDBG Rehabilitation Loan Program Delinquency Report
  - D. Monthly Expenditures
  - E. Operating Statements of Housing Authority Rental Assistance Programs, if available
  - F. Housing Authority Investments, if available
  - G. Tenant 30-Day Delinquency Report
  - H. Housing Authority Waiting Lists
  - I. New Tenant Placement Report
  - J. Tenant Occupancy Report
  - K. Summary of Terminations, Appeals, and Hearing Results
  - L. Housing Authority Newsletters, if available
  - M. Tax Intercept Update, if available

Vice Chair Prindle moved to approve the consent agenda and Commissioner Smith seconded.

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Roll Call: Chair Klinkhammer – Aye; Vice Chair Prindle – Aye; Commissioner Smith – Aye;  
Commissioner Xiong – Aye

**Business Agenda**

**CLOSED SESSION**

The Housing Authority may convene in closed session pursuant to Section 19.85 (1) (f), of the Wisconsin Statutes for discussion of rehabilitation loans and relocation payments to consider financial histories of specific persons which may have an adverse effect upon individual reputations if discussed in public, would be likely to have a substantial adverse effect upon the reputation of the tenant, pursuant to s. 19.85 (1) (f) of the Wisconsin Statutes.

Commissioner Smith moved to go into closed session and Vice Chair Prindle seconded.

Roll Call: Chair Klinkhammer – Aye; Vice Chair Prindle – Aye; Commissioner Smith – Aye;  
Commissioner Xiong – Aye

The meeting continued in closed session at 7:47 A.M.

Commissioner Dalton arrived at 7:49 A.M.

Commissioner Smith moved to go into open session and Commissioner Xiong seconded.

Roll Call: Chair Klinkhammer – Aye; Vice Chair Prindle – Aye; Commissioner Dalton – Aye;  
Commissioner Smith – Aye; Commissioner Xiong – Aye

The meeting proceeded into open session at 7:55 A.M.

**2. Report and Consideration on CDBG Housing Rehabilitation Loans, if available**

Mr. Bolstad presented the following loan for the Board’s approval:

Name:	John & Pamela Jensen	Patricia Schilling	Doris Brown
Address:	504 Vine Street	809 Plum Street	3629 Jeffers Road
Application #:	10-2014-xxxx-I	12-2014-xxxx-D	15-2014-xxxx-D
CDBG =	\$ 18,400.00	\$ 20,000.00	\$ 13,090.00
HOME =	3,500.00	3,500.00	2,500.00
LEAD =	3,500.00	3,500.00	2,500.00
ASBESTOS =	0.00	0.00	0.00
HOME OWNER’S FUNDS =	0.00	0.00	0.00
<b>Approved for:</b>	<b>\$ 25,400.00</b>	<b>\$ 27,000.00</b>	<b>\$ 18,090.00</b>

Vice Chair Prindle moved to approve the CDBG Rehab Loan and Commissioner Xiong seconded.

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Roll Call: Chair Klinkhammer – Aye; Vice Chair Prindle – Aye; Commissioner Dalton – Aye;  
Commissioner Smith – Aye; Commissioner Xiong – Aye

**3. Report and Consideration on a Resolution Regarding HOME Tenant Based Rental Assistance (TBRA) Payment Standards Revisions**

Mr. Johnathan reported that when HUD revises the Fair Market Rents (FMRs) every October, we revise the Payment Standards in accordance with HUD regulations to be at least 90% of the FMR's.

Commissioner Smith moved to approve the Resolution and Commissioner Xiong seconded.

Roll Call: Chair Klinkhammer – Aye; Vice Chair Prindle – Aye; Commissioner Dalton – Aye;  
Commissioner Smith – Aye; Commissioner Xiong – Aye

**4. Report and Consideration on a Resolution Regarding Public Housing Admissions & Occupancy Policy Revisions**

Mr. Johnathan reported that HUD revised some wording in regards to protected classes and we were updating the policy accordingly. It was noted that additional policies will be revised accordingly in the near future.

Commissioner Smith moved to approve the Resolution and Commissioner Dalton seconded.

Roll Call: Chair Klinkhammer – Aye; Vice Chair Prindle – Aye; Commissioner Dalton – Aye;  
Commissioner Smith – Aye; Commissioner Xiong – Aye

**5. Report and Consideration on a Resolution Regarding Tenant Charge List Revisions**

Mr. Johnathan reported that the Housing Authority was revising the Tenant Charge List to become more reflective of the bills received regarding assorted charges and to also match the charges that the City of Eau Claire charges homeowner's with respect to mowing lawn and removing snow if non-compliance continues after a notice is issued.

Commissioner Smith moved to approve the Resolution and Vice Chair Prindle seconded.

Roll Call: Chair Klinkhammer – Aye; Vice Chair Prindle – Aye; Commissioner Dalton – Aye;  
Commissioner Smith – Aye; Commissioner Xiong – Aye

**6. Report and Consideration on a Resolution Regarding Public Housing Refrigerator Replacements**



Mr. Johnathan reported that 46 refrigerators needed to be replaced in assorted Public Housing units. The contract was awarded to Karl's TV & Appliance in the amount of \$24,150.00.

Commissioner Smith moved to approve the Resolution and Vice Chair Prindle seconded.

Roll Call: Chair Klinkhammer – Aye; Vice Chair Prindle – Aye; Commissioner Dalton – Aye;  
Commissioner Smith – Aye; Commissioner Xiong – Aye

**7. Report and Consideration on a Resolution Regarding the Adoption of the Down Payment / Closing Cost Assistance (DP / CCA) Procedures Manual**

Mr. Johnathan reported that the DP / CCA procedures have always been followed, but the manual incorporates recent updates to regulations and provides a written account of the procedures used.

Commissioner Dalton moved to approve the Resolution and Commissioner Smith seconded.

Roll Call: Chair Klinkhammer – Aye; Vice Chair Prindle – Aye; Commissioner Dalton – Aye;  
Commissioner Smith – Aye; Commissioner Xiong – Aye

**8. Report and Consideration on a Resolution Regarding iPad Purchase**

Mr. Johnathan reported on providing iPads to Board Members and upper management in order to stay abreast with technology and reduce some costs. A report, with a possible resolution, would be brought to the Board's attention at a future meeting when the purchase took place.

Commissioner Xiong moved to approve the Resolution and Commissioner Smith seconded.

Roll Call: Chair Klinkhammer – Aye; Vice Chair Prindle – Aye; Commissioner Dalton – Aye;  
Commissioner Smith – Aye; Commissioner Xiong – Aye

**9. Report Regarding Public Housing Assessment System (PHAS) Score Report for Fiscal Year End 2013**

Mr. Johnathan reported that the final score dropped due to applicants on the waiting list are found not to qualify.

**10. Report Regarding Public Housing Assessment System (PHAS) September 30, 2014 Update**

Mr. Johnathan reported that the unit turnaround time was based upon the applicants not qualifying.

**11. Director's Update / Board Announcements & Directives**

Mr. Johnathan reported that the plaintiff in the Don Watton case continues to submit bills to the Housing Authority's attorney that he is not entitled to pursue though we can in turn proceed with charging him for the court fees associated with the case though it seems unlikely we would get any funds.

**12. Set Date for Next Meeting**


The next Board meeting is scheduled for Monday, November 24, 2014 at 7:45 A.M. in the Council Chambers at City Hall.

Commissioner Dalton moved to adjourn the meeting and Commissioner Smith seconded.

Roll Call: Chair Klinkhammer – Aye; Vice Chair Prindle – Aye; Commissioner Dalton – Aye; Commissioner Smith – Aye; Commissioner Xiong – Aye

The meeting adjourned at 8:14 A.M.

November 24, 2014  
Date

  
M. Laurie Klinkhammer, Chair

November 24, 2014  
Date

  
Keith D. Johnathan, Secretary

