

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

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

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

Chair Klinkhammer called the meeting to order at 8:35 A.M. *(Due to weather, the meeting started late in order to wait for a quorum since no public was present.)*

**Roll Call**

MEMBERS PRESENT: Chair Klinkhammer, Commissioner Smith, and Commissioner Xiong

MEMBERS ABSENT: Vice Chair Prindle and Commissioner Dalton

STAFF PRESENT: Mr. Johnathan, Mr. Bolstad, Ms. Schermerhorn, Ms. Schmidt

PUBLIC IN ATTENDANCE: None

**OPEN SESSION**

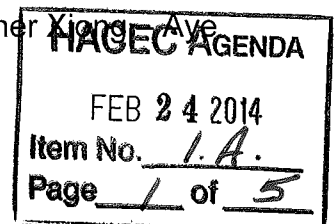
**Consent Agenda**

**1. Report and Consideration on the Consent Agenda**

- A. Minutes from the Meeting of December 30, 2013
- 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

Commissioner Smith moved to approve the consent agenda and Commissioner Xiong seconded.

Roll Call: Chair Klinkhammer – 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 Xiong moved to go into closed session and Commissioner Smith seconded.

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

The meeting continued in closed session at 8:37 A.M.

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

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

The meeting proceeded into open session at 8:41 A.M.

**OPEN SESSION**

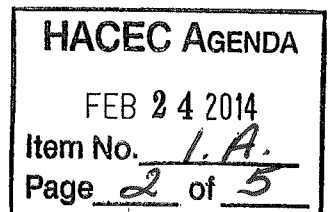
**2. Report and Consideration on CDBG Housing Rehabilitation Loans, if available**

Mr. Bolstad presented the following loans for the board's approval:

Name:	Thomas Dugan	Jason Thomas
Address:	3013 Rudolph Road	2904 Eddy Lane
Application #:	19-2013-xxxx-l	22-2013-xxxx-l
CDBG =	\$ 18,500.00	\$ 7,560.00
HOME =	3,500.00	0.00
LEAD =	3,500.00	1,500.00
ASBESTOS =	0.00	0.00
HOME OWNER'S FUNDS =	0.00	0.00
<b>Approved for:</b>	<b>\$ 25,500.00</b>	<b>\$ 9,060.00</b>

Commissioner Xiong moved to approve the CDBG Rehab Loans and Commissioner Smith seconded.

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



**3. Report and Consideration on a Resolution Regarding Code of Conduct Policy Revisions**

Mr. Johnathan reported that revisions reflect the City's revisions to their Code of Conduct Policy.

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

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

**4. Report and Consideration on a Resolution Regarding Travel and Training Policy Revisions**

Mr. Johnathan reported on the revisions to the Travel and Training policy to bring it in more in line with the City, but also to reflect that it is the Housing Authority's policy and to bring it in line with our procedures as well.

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

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

**5. Report and Consideration on a Resolution Regarding Tenant Related Policies**

Mr. Johnathan reported that Housing Authority seeks annual approval for its Tenant Related Policies which is forwarded to HUD though is not an annual requirement.

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

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

**6. Report and Consideration on a Resolution Regarding Administrative Policies**

Mr. Johnathan reported that these Administrative Policies are also approved annually and forwarded to HUD, but is not a HUD requirement.

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

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

**7. Report and Consideration on a Resolution Regarding Park Tower Apartments and Owen Rust Memorial Apartments House Rules Revisions**

Mr. Johnathan reported that the revision reflects that there is no smoking in the common areas of the building.

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

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

**8. Report and Consideration on a Resolution Regarding Owen Rust Memorial Apartments Rent Increase**

Mr. Johnathan reported that the rent increases have been approved by WHEDA and we are presently waiting upon signatures and approval from HUD. If approved by HUD, the rent increases would be effective March 1, 2014.

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

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

**9. Report and Consideration on a Resolution Regarding Personnel Policy Revisions**

Mr. Johnathan reported that some housekeeping changes were made to two sections of the Policy.

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

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

**10. Report and Consideration on a Resolution Regarding Public Housing, HOME Affordable Housing, Transitional Housing, Home Ownership, NSP Home Ownership, Substantial Rehabilitation, Park Tower Townhomes, Park Tower Apartments, and Owen Rust Memorial Apartments Lease Addendum for Notice of Domestic Abuse Protections**

Mr. Johnathan reported that this lease addendum reflects recent Wisconsin legislation changes and is a requirement for landlords.

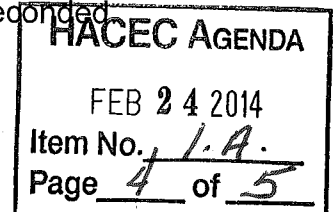
Commissioner Smith moved to approve the Resolution and Commissioner Xiong seconded.

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

**11. Report and Consideration on a Resolution Regarding Section 8 Management Assessment Program (SEMAP) December 31, 2013 Submission**

Mr. Johnathan reported on the biannual HUD required submission for the Section 8 program.

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



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

**12. Director's Update on Housing Authority Properties, Programs, and Activities**

Mr. Johnathan stated there were no updates for any litigation.

Mr. Johnathan stated the Park Tower Apartments roofing and solar projects were still underway.

**13. Announcements and Directives**

None.

**14. Set Date for Next Meeting**


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

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


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

The meeting adjourned at 8:55 A.M.

January 27, 2014  
Date

  
M. Laurie Klinkhammer, Chair

January 27, 2014  
Date

  
Keith D. Johnathan, Secretary