

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

**April 27, 2016**  
**7:30 A.M.**  
**Regular Meeting**

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

Chair Klinkhammer called the meeting to order at 7:30 A.M.

**Roll Call**

MEMBERS PRESENT: Chair Klinkhammer, Vice Chair Prindle, Commissioner Dalton, and  
Commissioner Kincaid

MEMBERS ABSENT: Commissioner Rusin

STAFF PRESENT: Mr. Johnathan, Ms. Schermerhorn, Mr. Goodman, 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 March 30, 2016**
  - 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**
  - M. **Tax Intercept Update**

Mr. Johnathan reported on the Consent Agenda.

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

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

Vice Chair Prindle moved to go into Closed Session and Commissioner Dalton seconded.

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

The meeting continued in closed session at 7:32 A.M.

Commissioner Dalton moved to go into open session and Vice Chair Prindle seconded.

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

The meeting continued into open session at 7:33 A.M.

**OPEN SESSION**

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

Mr. Goodman presented the following loan for the Board’s approval for an additional funding request:

Name:	Nicole Kircher
Address:	1516 Badger Avenue
Application #:	4-2015-3236-D
CDBG =	\$ 11,950.00
HOME =	2,000.00
WEATHERIZATION =	2,000.00
LEAD =	0.00
ASBESTOS =	0.00
HOME OWNER’S FUNDS =	0.00
<b>Originally Approved for =</b>	<b>\$ 15,950.00</b>
<b>ADDITIONAL FUNDING REQUEST =</b>	<b>\$ 2,460.00</b>
<b>Approved for =</b>	<b>\$ 18,410.00</b>

Vice Chair Prindle moved to approve the additional funding request for the CDBG Rehabilitation Loan and Commissioner Dalton seconded.

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

**3. Report and Consideration on a Resolution Regarding Proposal for Programming Relationship with SNAP-ED / WNEP**

Mr. Johnathan reported that this would be the second year of this agreement for educational opportunities for Park Tower Apartments and Owen Rust Memorial Apartments’ tenants to learn about healthy eating and recipes. It would be a minimal cost for some food and duplicating necessary for the classes.

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

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

**4. Report and Consideration on a Resolution Regarding Park Tower Apartments Drain Pipes Assessment**

Mr. Johnathan reported that Park Tower Apartments has some aging cast iron pipes that are rusting through and leaking. There are some issues with one of the waste pipes under the building which carry the waste water out to the street. The building was built approximately 1979-1980. This is the first of two phases in order to investigate the issues. The contract is awarded to Ellingson Companies in the amount of \$6,200.00.

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

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

**5. Report Regarding City Council's Board Commissioner Appointment**

Mr. Johnathan welcomed and introduced Kerry Kincaid who had been assigned to the Housing Authority Board by City Council. Introductions were made from staff and Board members.

**6. Report Regarding Public Housing Assessment System (PHAS) 03/31/16 Update**

Mr. Johnathan reported on the quarterly PHAS report.

**7. Report Regarding Housing Authority 2015 Annual Report Draft**

Mr. Johnathan reported on the Annual Report noting that he was working on the Executive Director letter.

**8. Discussion Regarding EMG Change Order**

Mr. Johnathan reported that as a part of the RAD conversion, an environmental assessment, or Phase I, by a third party is required. The Board had previously approved EMG for this phase for up to \$60,000 and they have not reached this amount. Due to change to the services requested, a change order was submitted in the amount of \$2,750, which will still keep us under the \$60,000 approval.

**9. Report and Consideration on a Resolution Regarding Park Tower Apartments Water Heater Tank Replacements**

Mr. Johnathan reported that the water heaters at Park Tower Apartments are old and one is starting to leak. The water heaters are part of an Xcel Energy gas interrupt program which requires the building to use fuel oil for back-up, which ultimately provides considerable savings with the Xcel energy bills. The water heaters need to be replaced and can be done so with the existing gas/oil burners. The contract is awarded to Bartingale Mechanical in the amount of \$46,436.00.

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

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

**10. Director's Update / Board Announcement & Directives**

The Board discussed and agreed to return to the normal appointed time for Housing Authority Board meetings for the fourth Monday of the month at 7:45 A.M.

**11. Set Date for Next Meeting – Annual & Regular Meeting**


The next meeting is scheduled for Tuesday, May 31, 2016 at a time and location to be determined at a later date.

Commissioner Dalton moved to adjourn the meeting and Vice Chair Prindle seconded.

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

The meeting adjourned at 7:54 A.M.

May 31, 2016  
Date

  
M. Laurie Klinkhammer, Chair

May 31, 2016  
Date

  
Keith D. Johnathan, Secretary