

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

January 30, 2017
7:45 A.M.
Regular Meeting

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

Chair Klinkhammer called the meeting to order at 7:47 A.M.

Roll Call

MEMBERS PRESENT: Chair Klinkhammer, Vice Chair Prindle, Commissioner Dalton,
Commissioner Kincaid (arrived at 7:48 A.M.) and Commissioner Vajko

MEMBERS ABSENT: None

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

PUBLIC IN ATTENDANCE: Ms. Aleshire and Ms. Duncan

OPEN SESSION

Business Agenda

12. Director's Update

Mr. Johnathan reported on a CDBG Rehabilitation Loan project on Western Avenue that was approved by the Board this past fall. As the job began, the Building Inspector discovered that there was extensive damage to the structure of the home. The City Inspectors ceased the continuation of the job, the Health Department placarded the unit, and a raze order was issued by the City. The family has contacted several architects to evaluate the home. The Housing Division has been investigating relocation assistance for the family since it is a federal job.

Ms. Aleshire introduced herself as one of the daughters of home owner, Lorraine Treinen, and is now the main contact in this issue. She explained that the Housing Division told them that Ms. Treinen was told she would still be responsible for the work performed on the home along with the cost of razing the unit which was approximately \$20,000 total. She was requesting assistance with the cost, requesting additional time, and requesting relocation assistance for her mother and brother who were residing in the home. Ms. Duncan introduced herself as another daughter of Ms. Treinen and was also Ms. Treinen's insurance agent and stated that the insurance company does not cover raze orders nor relocation assistance unless there was a specific event that caused the damage to the structure of the home.

Mr. Johnathan stated that the Inspections Department has pushed back the raze order to the summer as the Housing Department does not deal with this. He also stated that the Housing Division has been in contact with someone who has experience with the federal relocation assistance and they should be hearing from them soon.

Mr. Johnathan also advised that Ms. Aleshire's brother was offered but refused to fill out a housing application. Mr. Johnathan also advised that the Housing Division was also looking at other means of assistance but was reluctant to discuss unless he had concrete information for her.

Consent Agenda

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1. **Report and Consideration on the Consent Agenda**
 - A. **Minutes from the Meeting of December 21, 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, if available**
 - 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; Commissioner Vajko – Aye

Business Agenda

2. Report and Consideration on a Resolution Regarding Capitalization Policy Revisions

Mr. Johnathan reported that the Auditor's suggested raising the amount from \$1,500 to \$5,000 similar to other Housing Authorities.

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

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

3. Report and Consideration on a Resolution Regarding Administrative Policies

Mr. Johnathan reported on the annual review of the administrative policies by the Board which is then submitted to HUD.

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 – Nay; Commissioner Vajko – Aye

4. Report and Consideration on a Resolution Regarding Tenant Related Policies

Mr. Johnathan reported on the annual review of the tenant related policies by the Board which is then submitted to HUD as well.

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

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

5. Report and Consideration on a Resolution Regarding Public Housing, Affordable Housing Including Transitional Housing, Section 8 New Construction & Substantial Rehabilitation (Includes Park Tower Apartments, Park Tower Townhomes, and Owen Rust Memorial Apartments) Programs Going Smoke Free

Mr. Johnathan reported that HUD recently ruled that all Public Housing programs and units must go smoke free within 18 months yet it did not include any other programs. The Housing Authority wants all programs and all units to go smoke free and this would start the process necessary to proceed.

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; Commissioner Vajko – Aye

6. Report and Consideration on a Resolution Regarding Housing Authority Annual Software Maintenance and Support Contract Renewal with HAB Inc.

Mr. Johnathan reported that HAB Inc. maintains the Housing Authority's software for all rental assistance programs and this year's contract is in the amount of \$5,730.00 which is approximately a 2% increase.

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

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

7. Report and Consideration on a Resolution Regarding Public Housing Nan McKay Training

Mr. Johnathan reported that Nan McKay's training was regarding the Public Housing program's Admissions and Continued Occupancy Policies and Lease being brought up to date with Federal HUD regulations and is now currently under legal review with regards to the Wisconsin Statutes. Nan McKay will continue to provide the Housing Authority with any necessary updates as mandated by HUD. The contract is in the amount of \$9,416.00.

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; Commissioner Vajko – Aye

8. Report and Consideration on a Resolution Regarding Park Tower Apartments Rehabilitation and Haz-Mat Clean-Up of 1 Unit

Mr. Johnathan reported that a tenant passed away in a unit and Steamatic is the contract that deals with the emergency clean-up and that they also did some rehabilitation on the unit which needed to be done. Steamatic submitted one invoice for two distinct jobs when they should have submitted two invoices. If they had submitted the invoice properly, it would have fallen under the \$3,500 limit not requiring Board approval to proceed accordingly.

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

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

9. Report and Consideration on a Resolution Regarding the Sale of 2206 First Street

Mr. Johnathan reported that the unit was purchase in May 2016 for the Home Ownership program and that the Housing Division was in the process of putting the specs together for rehabilitation when a staff change occurred and delayed the process. It has been determined that the cost was prohibitive in obtaining the objectives for the Home Ownership program and that the Housing Authority wants to sell the unit.

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

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

10. Report Regarding PHAS – Public Housing Assessment System – 12/31/16 Update

Mr. Johnathan reported on the fourth Quarter PHAS report.

11. Discussion Regarding Housing Authority Investments

Chair Klinkhammer requested that the since the discussion was a training in regards to the investments that this could be handled after the meeting adjourned.

12. Director's Update / Board Announcement & Directives

None.

13. Set Date for Next Meeting – Planning Session

The next meeting is scheduled for Monday, February 27, 2017 at 7:45 A.M. in the City Council Chambers.

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

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

The meeting adjourned at 8:44 A.M.

Date January 30, 2017



M. Laurie Klinkhammer, Chair

Date January 30, 2017



Keith D. Johnathan, Secretary