

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

May 30, 2017
4:30 P.M.
Annual & Regular Meeting

Sleep Inn & Suites Conference Center
29 Pines Conference Room
5872 33rd Avenue
Eau Claire WI 54703

Chair Klinkhammer called the meeting to order at 4:36 P.M.

Roll Call

MEMBERS PRESENT: Chair Klinkhammer, Vice Chair Prindle, Commissioner Beaton,
Commissioner Dalton, and Commissioner Vajko

MEMBERS ABSENT: None

STAFF PRESENT: Mr. Johnathan, Mr. Gordon, Mr. Berger, and Ms. Schmidt

PUBLIC IN ATTENDANCE: None

OPEN SESSION

Business Agenda

1. Report Regarding City Council's Board Commissioner Appointment

Mr. Johnathan reported on the Housing Authority's Board Commissioner appointment that Ms. Beaton replaced Ms. Kinkaid as the City Council's representative. Introductions were done.

2. Report and Consideration on Election of Officers

Mr. Johnathan reported that every year at the Annual Meeting, election of officers is done.

Vice Chair Prindle made a motion for the current officers remain the same and Commissioner Dalton seconded.

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

Consent Agenda

3. Report and Consideration on the April Consent Agenda

- A. Minutes from the Meeting of April 3, 2017
- 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

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- K. **Summary of Terminations, Appeals, and Hearing Results**
- L. **Housing Authority Newsletters, if available**
- M. **Tax Intercept Update**

Mr. Johnathan reported on the April 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 Beaton – Aye;
Commissioner Dalton – Aye; Commissioner Vajko – Aye

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

Mr. Johnathan reported on the May Consent Agenda.

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

Roll Call: Chair Klinkhammer – Aye; Vice Chair Prindle – Aye; Commissioner Beaton – Aye;
Commissioner Dalton – Aye; Commissioner Vajko – 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 homeowners, pursuant to s. 19.85 (1) (f) of the Wisconsin Statutes.

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

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

The meeting continued in closed session at 4:42 P.M.

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

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

The meeting continued into open session at 4:51 P.M.

OPEN SESSION

5. Report and Consideration on CDBG Housing Rehabilitation Loan(s)

- A. 403 Vine Street**
- B. 3335 Gerrard Avenue**

Mr. Gordon presented the following loans for the Board's approval:

Name:	Vivian DeFord	Jessica Lynch
Address:	403 Wine Street	3335 Gerrard Avenue
Application #:	41-2015-xxxx-D	04-2016-????-I
CDBG =	\$ 17,800	\$ 16,200
HOME =	3,500	3,000
WEATHERIZATION =	0	0
LEAD =	3,500	3,000
ASBESTOS =	0	0
Western Dairyland =	6,800	0
HOME OWNER'S FUNDS =	0	0
Approved for =	\$ 31,600	\$ 22,200

Commissioner Dalton moved to approve the CDBG Rehabilitation Loans and Vice Chair Prindle seconded.

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

6. Report and Consideration on a Resolution Regarding Breach of Contract Lawsuit Against HUD

Mr. Johnathan reported on a letter he received from PHADA and NAHRO regarding a lawsuit that several Housing Authorities participated in with suing HUD for a breach of the Annual Contributions Contract for not providing an operating subsidy in 2012 and then being forced to use reserves. The Housing Authorities were awarded money damages. We were being invited to join in a second lawsuit with the potential of receiving over \$270,000 and our cost for legal fees would only be \$1,000, but must be non-federal funds. Mr. Johnathan was requesting that the Housing Authority join in this second lawsuit.

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

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

7. Report and Consideration on a Resolution Regarding Housing Authority Electronic Communications Usage Policy Implementation

Mr. Johnathan reported that this is a HUD required policy. We are piggy-backing off of the City's Information Services Department and policy and merged them with the Housing Authority's policy into one policy. The policy is to be implemented immediately.

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

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

8. Report and Consideration on a Resolution Regarding Public Housing ACOP (Admissions & Continued Occupancy Policy) Complete Revision and Update

Mr. Johnathan reported that Nan McKay Inc., the leading experts on Public Housing regulations and policies, assisted in the rewrite of every requirement for the policy.

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

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

9. Report and Consideration on a Resolution Regarding Public Housing Emergency Transfer Plan (VAWA), Certification Form, and Request Form Implementation

Mr. Johnathan reported that HUD was requiring implementation of this policy by June 14, 2017 which covers emergency transfers for victims of domestic violence, dating violence, sexual assault, or stalking. This policy is specific for the Public Housing program and also includes a certification form and a request form.

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

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

10. Report and Consideration on a Resolution Regarding Park Tower Apartments, Park Tower Townhomes, Owen Rust Memorial Apartments, Substantial Rehabilitation, Affordable Housing, and Transitional Housing Emergency Transfer Plan (VAWA), Certification Form, and Request Form Implementation

Mr. Johnathan reported that this was identical to the previous Resolution except that covers all other Housing Authority units and programs.

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

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

11. Report and Consideration on a Resolution Regarding Public Housing Lease Complete Revision and Update

Mr. Johnathan reported that a result of the complete revision and update of the Public Housing ACOP (Admissions and Continued Occupancy Policy), the Public Housing Lease was completely revised and updated as well. It has been reviewed by our attorneys also for compliance with Wisconsin statute.

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

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

12. Report and Consideration on a Resolution Regarding Housing Authority Smoke Free Policy and Smoke Free Policy Lease Rider Implementation

Mr. Johnathan reported that due to HUD's smoke free mandate, we are implementing this Smoke Free Policy as a Lease Rider. Though we are only required to implement this for Public Housing units, we will implement this for all of our units in all of our programs. Due to a required 60 day comment period and preparation for the mass mailing surrounding the start date, this policy will go into effect September 1, 2017.

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

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

13. Report and Consideration on a Resolution Regarding Public Housing Pet Policy Agreement – Policy Retirement

14. Report and Consideration on a Resolution Regarding Public Housing Pet Policy Agreement (Limited Pet Policy) – Policy Retirement

Mr. Johnathan reported that these two Public Housing Pet Policies are obsolete due to the complete revision and update of the Public Housing ACOP (Admissions and Continued Occupancy Policy) and need to be retired before implementing the new Public Housing Pet Policy.

Vice Chair Prindle move to approve both Resolutions and Commissioner Vajko seconded.

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

15. Report and Consideration on a Resolution Regarding Public Housing Pet Policy Agreement – Addendum to Lease – Policy Implementation

Mr. Johnathan reported that this policy is a result of the newly updated and revised Public Housing ACOP (Admissions and Continued Occupancy Policy) and was taken directly from the ACOP. This is only for the Public Housing Program.

Commissioner Dalton expressed concern over listing particular breeds of dogs that are prohibited and that the weight limit restriction would cover those breeds. He also inquired about our insurance restrictions with pets. He would like the listing of the particular breeds stricken from the policy.

Commissioner Dalton moved to approve the Resolution with the breeds stricken from the policy if additional inquiry with insurance and/or regulations supported doing so and Commissioner Beaton seconded.

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

16. Report and Consideration on a Resolution Regarding Public Housing House Rules Revisions

Mr. Johnathan reported that due to the newly revised and updated Public Housing ACOP (Admissions and Continued Occupancy Policy) and with the implementation of the of the Smoke Free Policy and the new Pet Policy, the House Rules were revised accordingly. The effective date of change is May 31, 2017, however, will be implemented and enforced effective September 1, 2017 to coincide with the Smoke Free Policy implementation.

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

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

17. Report and Consideration on a Resolution Regarding Affordable Housing, Transitional Housing, Substantial Rehabilitation, Park Tower Townhomes, Park Tower Apartments, and Owen Rust Memorial Apartments House Rules Revisions

Mr. Johnathan reported the remaining program's House Rules were revised similarly to Public Housing.

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

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

18. Report and Consideration on a Resolution Regarding Park Tower Apartments & Owen Rust Memorial Apartments SNAP-ED / WNEP Proposal for Programming Relationship

Mr. Johnathan reported that University of Wisconsin Extension office was looking to continue this nutrition education program for another year with Park Towers Apartments and Owen Rust Memorial Apartments.

Commissioner Beaton pointed out that the name changed from WNEP to FoodWise.

Commissioner Beaton moved to approve the Resolution with the correction of the name change to FoodWise and Commissioner Dalton seconded.

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

19. Report and Consideration on a Resolution Regarding Approval of the Acquisition of the Home Ownership Funded Property at 711 Gilbert Street for Use in the Housing Authority's Home Ownership Program

Mr. Johnathan reported that site approval has been obtained from the Planning Commission and the Housing Authority is seeking to purchase the unit for the Home Ownership Program for \$107,000.

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

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

20. Report and Consideration on a Resolution Regarding Public Housing Asphalt Work

Mr. Johnathan reported that two Public Housing units needed their driveways repaved. The contract is awarded to Monarch Paving Co. in the amount of \$7,218.00

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

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

21. Report and Consideration on a Resolution Regarding Public Housing Landscaping

Mr. Johnathan reported that several Public Housing units needed some landscaping refurbished. The contract is awarded to K & M Landscaping in the amount of \$38,300.00.

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

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

22. Report and Consideration on a Resolution Regarding Public Housing Roof Replacements

Mr. Johnathan reported that three Public Housing units needed new roofs. The contract was awarded to Kickapoo Roofing, LLC. in the amount of \$21,000.00.

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

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

23. Report and Consideration on a Resolution Regarding Substantial Rehabilitation Roof Replacement

24. Report and Consideration on a Resolution Regarding Affordable Housing Roof Replacement

Mr. Johnathan reported that one roof needed to be replaced at a Substantial Rehabilitation unit and one roof at an Affordable Housing unit. The contracts were awarded to Kickapoo Roofing, LLC. in the amounts of \$8,100.00 and \$2,700.00 respectively.

Vice Chair Prindle moved to approve both Resolutions and Commissioner Dalton seconded.

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

25. Report Regarding PHAS (Public Housing Assessment System) March 31, 2017 Quarterly Update

Mr. Johnathan reported on the quarterly update for PHAS (Public Housing Assessment System).

26. Report and Presentation Regarding Housing Authority 2016 Annual Report

Mr. Johnathan reported on and presented the Board members with the Housing Authority's 2016 Annual Report.

27. Director's Update / Board Announcements and Directives

None.

28. Set Date for Next Meeting

The next meeting is scheduled for Monday, June 26, 2017 at 7:45 A.M. in the City Council Chambers.

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

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

The meeting adjourned at 5:37 P.M.

June 26, 2017
Date


M. Laurie Klinkhammer, Chair

June 26, 2017
Date


Keith D. Johnathan, Secretary