

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

**October 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 7:46 A.M.

**Roll Call**

MEMBERS PRESENT: Chair Klinkhammer, Vice Chair Prindle, and Commissioner Dalton  
MEMBERS ABSENT: Commissioner Beaton and Commissioner Vajko  
STAFF PRESENT: Mr. Johnathan, Ms. Schermerhorn, Ms. Frueh, 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 25, 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**
  - 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.

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

Roll Call: Chair Klinkhammer – Aye; Vice Chair Prindle – Aye; Commissioner Dalton – 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 foreclosure proceedings which will require consideration of financial histories of specific persons which may have an adverse effect upon individual reputations if discussed in public, pursuant to s. 19.85 (1) (f) of the Wisconsin Statutes.

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

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

The meeting continued in closed session at 7:48 A.M.

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

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

The meeting continued into open session at 7:52 A.M.

## OPEN SESSION

### Business Agenda

#### **2. Report and Consideration on a Resolution Regarding Approving the Foreclosure Proceedings for a Rehabilitation Loan for 551 Bergen Avenue**

Mr. Johnathan and Ms. Frueh reported that the home owner has been delinquent paying their rehabilitation loan. They have not responded when contacted by us or our attorney regarding the delinquency. The Housing Division is seeking approval on proceeding with foreclosure.

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

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

#### **3. Report and Consideration on a Resolution Regarding Substantial Rehabilitation Gross Rent Revisions**

Mr. Johnathan reported that WHEDA has approved the annual gross rent revisions for the Substantial Rehabilitation program. The rent changes are effective February 1, 2018.

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

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

#### **4. Report and Consideration on a Resolution Regarding Public Housing Utility Allowance Revisions**

Mr. Johnathan reported that the annual utility allowances have been adjusted to reflect current utility charges. The Public Housing utility allowance revisions are effective January 1, 2018.

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

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

#### **5. Report and Consideration on a Resolution Regarding Public Housing Flat Rent Revisions**

Mr. Johnathan reported that the annual flat rent revisions are adjusted to reflect the current Fair Market Rents in accordance with HUD Regulations. The Public Housing flat rent revisions are effective January 1, 2018.

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

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

**6. Report and Consideration on a Resolution Regarding HOME Tenant Based Rental Assistance Utility Allowance Revisions**

Mr. Johnathan reported that the annual utility allowances have been adjusted to reflect current utility charges. The HOME Tenant Based Rental Assistance (TBRA) utility allowance revisions are effective January 1, 2018.

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

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

**7. Report and Consideration on a Resolution Regarding Public Housing Drapery Replacements**

Mr. Johnathan reported that draperies need replacement in three projects in Public Housing. Request approval to award Bed Bath Drapery, the sole bidder, in the amount of \$53,048.00.

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

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

**8. Report and Consideration on a Resolution Regarding Public Housing Admissions and Continued Occupancy Policy (ACOP) Revisions**

Mr. Johnathan reported that the smoke free policy / lease addendum outlined in the ACOP was updated to reflect the minimum 25 feet minimum distance. The revision is effective upon approval of the Board on October 30, 2017.

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

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

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

Mr. Johnathan reported that the smoke free policy / lease addendum was updated to reflect the minimum 25 feet minimum distance. This is for all units owned by the Housing Authority is effective upon approval of the Board on October 30, 2017.

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

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

**10. Report and Consideration on a Resolution Regarding Public Housing Lease Revisions**

Mr. Johnathan reported that the smoke free policy / lease addendum outlined in the ACOP was updated to reflect the minimum 25 feet minimum distance and is revised in the Public Housing Lease. This is effective upon approval of the Board on October 30, 2017.

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

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

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

Mr. Johnathan reported that the smoke free policy / lease addendum outlined in the ACOP was updated to reflect the minimum 25 feet minimum distance and is revised in the Public Housing House Rules. This is effective upon approval of the Board on October 30, 2017.

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

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

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

Mr. Johnathan reported that the smoke free policy / lease addendum outlined in the ACOP was updated to reflect the minimum 25 feet minimum distance. This is for the remaining program's House Rules and is effective upon approval of the Board on October 30, 2017.

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

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

**13. Report and Consideration on a Resolution Regarding Public Housing Non-Subsidized Lease Implementation**

Mr. Johnathan reported that because the unit at 523 Hobart Street is no longer a subsidized unit and can be rented to a tenant without regard to income guidelines or other Public Housing Policies, a lease was prepared so that the process for seeking a tenant can be started. Board approval is requested for the new lease. This is effective upon approval of the Board on October 30, 2017..

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

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

**14. Report Regarding Public Housing Assessment System (PHAS) Quarterly Update**

Mr. Johnathan reported on the current grades for the report.

**15. Director's Update / Board Announcements and Directives**

Mr. Johnathan reported that we are working with American Family Insurance to find a replacement Policy for our Lead Liability Insurance. The current policy expires on 11/05/17 and is no longer provided by the Housing Authority Insurance Group.

**16. Set Date for Next Meeting**

The next meeting is scheduled for Tuesday, November 28, 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

The meeting adjourned at 8:11 A.M.

November 28, 2017  
Date

  
M. Laurie Klinkhammer, Chair

November 28, 2017  
Date

  
Keith D. Johnathan, Secretary

