

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

December 29, 2017
7:45 A.M.
Regular Meeting

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

Vice Chair Prindle called the meeting to order at 7:50 A.M.

Roll Call

MEMBERS PRESENT: Vice Chair Prindle, Commissioner Beaton, and Commissioner Vajko
MEMBERS ABSENT: Chair Klinkhammer and Commissioner Dalton
STAFF PRESENT: Mr. Johnathan, Ms. Schermerhorn, 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 November 28, 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.

Commissioner Beaton moved to approve the consent agenda and Commissioner Vajko seconded.

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

Business Agenda

2. **Report and Consideration on a Resolution Regarding Public Housing 2017 Operating Budget Revisions**

Mr. Johnathan reported on the revised 2017 budget for Public Housing.

Commissioner Beaton moved to approve the consent agenda and Commissioner Vajko seconded.

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

3. Report and Consideration on a Resolution Regarding Owen Rust Memorial Apartments, Substantial Rehabilitation, Home Ownership, Park Towers, and Affordable Housing 2017 Operating Budget Revisions

Mr. Johnathan reported on the revised 2017 budgets for the remaining Housing Authority programs.

Commissioner Beaton moved to approve the consent agenda and Commissioner Vajko seconded.

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

4. Report and Consideration on a Resolution Regarding Write-Off of Additional Tenant Related Bad Debts

Mr. Johnathan reported that additional bad debts were for \$15,531.92 and was requesting to write them off.

Commissioner Vajko moved to approve the consent agenda and Commissioner Beaton seconded.

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

5. Report and Consideration on a Resolution Regarding Housing Authority Depository Agreements with US Bank

Mr. Johnathan reported that the depository agreements required updating with accounts and staff turnovers.

Commissioner Vajko moved to approve the consent agenda and Commissioner Beaton seconded.

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

6. Report and Consideration on a Resolution Regarding Housing Authority Depository Agreements with Ameriprise Financial

Mr. Johnathan reported due to unforeseen circumstances that this was not ready to be considered.

Commissioner Beaton moved to table the agenda item until the next Board meeting and Commissioner Vajko seconded.

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

7. Report and Consideration on a Resolution Regarding Housing Authority Pay Plan

Mr. Johnathan reported that the pay plan reflected the same 1% cost of living wage increase given by the City and is effective January 1, 2018.

Commissioner Vajko moved to approve the consent agenda and Commissioner Beaton seconded.

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

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

Mr. Johnathan reported that the annual contract with HAB Inc. included a 2% increase in the amount for \$5,888.00.

Commissioner Beaton moved to approve the consent agenda and Commissioner Vajko seconded.

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

9. Report and Consideration on a Resolution Regarding Owen Rust Memorial Apartments Rent Revisions

Mr. Johnathan reported that WHEDA approved the annual rent revisions and with the Board's approval would be effective March 1, 2018.

Commissioner Vajko moved to approve the consent agenda and Commissioner Beaton seconded.

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

10. Report and Consideration on a Resolution Regarding Park Tower Apartments and Owen Rust Memorial Apartments Surveillance Video System Upgrade

Mr. Johnathan reported that the City of Eau Claire's Information Technology Department would handle the upgrade in the amount of \$165,000 total whereby \$97,000 was for Park Tower Apartments and \$68,000 was for Owen Rust Memorial Apartments.

Commissioner Beaton moved to approve the consent agenda and Commissioner Vajko seconded.

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

11. Report and Consideration on a Resolution Regarding Park Tower Apartments and Owen Rust Memorial Apartments Fire Alarm, Nurse Call, and Security System Upgrades

Mr. Johnathan reported that the design of the various systems would be a change order with the City's contract for the engineering firm of Michaud Cooley Erickson for up to \$60,000 for both apartment buildings.

Commissioner Beaton moved to approve the consent agenda and Commissioner Vajko seconded.

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

12. Report and Consideration on a Resolution Regarding Transitional Housing Authority Property Sale of One Unit at 1939 Cleveland Street

Mr. Johnathan reported that during the course of an offer on the property that has since fallen through, the title search revealed that the City of Eau Claire still owned the property though all other records showed the Housing Authority owned the property. Mr. Johnathan stated that he spoke with the previous director and confirmed that there was no transfer of ownership in the mid-90's that occurred with this unit though the other Transitional Housing units were transferred to the Housing Authority. Mr. Johnathan stated that the HACEC would need to go through the formal process of seeking approval from the Planning Commission and then City

Council to have the ownership rights transferred to the Housing Authority. The resolution is approval to sell the unit pending the transfer of the ownership for up to \$119,900.

Commissioner Beaton moved to approve the consent agenda and Commissioner Vajko seconded.

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

13. Report and Consideration on a Resolution Regarding Housing Authority Records Retention and Disposition Policy Implementation

Mr. Johnathan reported that HUD now requires a formal policy of the procedure that has been in place.

Commissioner Vajko moved to approve the consent agenda and Commissioner Beaton seconded.

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

14. Director’s Update / Board Announcements and Directives

None.

15. Set Date for Next Meeting


The next meeting is scheduled for Monday, January 29, 2018 at 7:45 A.M. in the City Council Chambers.

Commissioner Beaton moved to adjourn the meeting and Commissioner Vajko seconded.

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

The meeting adjourned at 8:29 A.M.

January 29, 2018
Date


M. Laurie Klinkhammer, Chair

January 29, 2018
Date


Keith D. Johnathan, Secretary