

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

January 29, 2018  
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 7:50 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, Mr. Gordon, 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 December 29, 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**

2. **Report and Consideration on a Resolution Regarding HOME Tenant Based Rental Assistance (TBRA) Admin Plan Revisions**

Mr. Johnathan reported that the revisions were housekeeping issues for the Administrative Plan

**HACEC AGENDA**  
**FEBRUARY 26, 2018**  
**ITEM #: 1. A.**  
**PAGE 1 OF 4**

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 HOME Tenant Based Rental Assistance (TBRA) Tenant Obligations – Back Rent Due to Unreported Changes Policy Revisions**

Mr. Johnathan reported the revisions were due to the Admin Plan revisions as this policy is taken directly from it.

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 Administrative Policies**

Mr. Johnathan reported that annually the administrative policies are reviewed and forwarded to HUD after Board approval.

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

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

**5. Report and Consideration on a Resolution Tenant Related Policies**

Mr. Johnathan reported that annually the tenant related policies are also reviewed and forwarded to HUD after Board approval.

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 Housing Authority Annual Furnace Maintenance**

Mr. Johnathan reported that bids received will be divided between two companies due to the types of furnaces. Indoor Comfort will proceed with the gas furnaces and gas boilers for \$4,755.00 and Hovlands will do the gas pulse furnaces for \$2,929.00.

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

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

**7. Report and Consideration on a Resolution Regarding Housing Authority Annual Lawn Treatments**

Mr. Johnathan reported that the annual lawn maintenance lowest responsible bid received was from Green Oasis in the amount of \$8,030.00.

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

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

**8. Report and Consideration on a Resolution Regarding Park Tower Apartments Copier Purchase**

Mr. Johnathan reported that copier purchase was in line with the City of Eau Claire's pricing from E.O. Johnson in the amount of \$3,984.00 which is to replace the high cost maintenance copier presently used at Park Tower Apartments. Mr. Johnathan also noted that E.O. Johnson was going to donate a used copier to Owen Rust Memorial Apartments.

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

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

**9. Report and Consideration on a Resolution Regarding Contractor Selection for Rehabilitation of Home Ownership Unit at 711 Gilbert Street**

Mr. Johnathan reported that Special T Siding's bid of \$73,604.00 was the lowest responsible bidder for the rehabilitation of the Home Ownership unit at 711 Gilbert Street.

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 Housing Authority Depository Agreements with Ameriprise Financial**

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

Vice Chair Prindle moved to table the agenda item until the next Board meeting and Commissioner Dalton seconded.

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

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

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

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

Mr. Johnathan reported the orders have been placed for proceeding with the Park Towers Apartments and Owen Rust Memorial Apartments video cameras and security systems upgrades.

**13. Set Date for Next Meeting**


The next meeting is scheduled for Monday, February 26, 2018 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 Dalton – Aye

The meeting adjourned at 8:06 A.M.

January 29, 2018  
Date

  
M. Laurie Klinkhammer, Chair

January 29, 2018  
Date

  
Keith D. Johnathan, Secretary