



**MINUTES**

**May 29, 2019  
5:00 PM Annual/Regular  
Meeting**

**Hanger 54  
3800 Starr Ave  
Eau Claire WI 54703**

Mr. Johnathan called the meeting to order at 5:21 PM with Jennifer Govek calling the role:

<b>MEMBERS PRESENT:</b>	<b>MEMBERS ABSENT:</b>	<b>STAFF PRESENT:</b>
(Acting Chair) Commissioner Dalton Commissioner Evans Commissioner Lor Commissioner Weinke	Vice Chair Prindle Public: None	Keith Johnathan Ruth Schermerhorn Jennifer Govek Tom Gordon

**BUSINESS CONSIDERATIONS**

**1. Business Considerations**

**A. Nomination of Election of Officers**

Mr. Johnathan introduced and welcomed Mr. Paul Weinke to the board. The vote for the new Chairperson and Vice Chairperson was tabled until the June Board Meeting. Commissioner Dalton volunteered to be the Acting Chairperson for this meeting.

Motion to approve as presented: Commissioner Evans  
Second Motion: Commissioner Weinke  
Motion Carried: Yes – Unanimous Vote

**CONSENT AGENDA**

**2. Report and Consideration on the Consent Agenda**

- A. Minutes – April 25, 2019
- B. Community Development Block Grant (CDBG) Rehabilitation Loan Program Monthly Reports
  - 1. Application Status Report
  - 2. Monthly Loan Status Report
  - 3. Year to Date Report
  - 4. Delinquency Report
- C. Housing Authority Financial Monthly Reports
  - 1. Monthly Expenditures
  - 2. Operating Statements, if available
  - 3. Investments
  - 4. 30-Day Tenant Delinquencies
  - 5. Tax Intercept Update, quarterly

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- D. Housing Authority Occupancy Monthly Reports
  - 1. Waiting List
  - 2. Tenant Placements
  - 3. Occupancy Report & Vacant Units Move-Out Summary
  - 4. Summary of Terminations, Appeals, and Hearings
  - 5. Newsletters, if available

Mr. Johnathan reported on the consent agenda.

Motion to approve as presented: Commissioner Evans  
 Second Motion: Commissioner Weinke  
 Motion Carried: Yes – Unanimous Vote

**3. CDBG Rehabilitation Loans**

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 to consider 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.*

*Motion to go into closed session: Commissioner Weinke  
 Second Motion: Commissioner Evans  
 Motion Carried: Yes – Unanimous Vote*

*The meeting went in to closed session at 5:29 PM.*

*Motion to return to open session: Commissioner Weinke  
 Second Motion: Commissioner Evans  
 Motion Carried: Yes – Unanimous Vote*

*The meeting returned to open session at 5:42 PM*

Motion to approve as presented: Commissioner Weinke  
 Second Motion: Commissioner Lor  
 Motion Carried: Yes – Unanimous Vote

**OPEN SESSION**

- 3. Report and Consideration on CDBG Housing Rehabilitation Loan(s)
  - A. 519 Starr Ave
  - B. 1923 Omaha St

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

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Name:	Lori Roholt & David Yorde	Kathleen M. Tuttle
Address:	519 Starr Ave	1723 Omaha St
Application #:	24-2016-???-I	31-2016-???-D
CDBG =	\$17,500	13,500
HOME =	3,500	3,500
LEAD =	3,500	3,500
ASBESTOS =	0	0
Western Dairyland =	0	0
HOME OWNER'S FUNDS =	0	0
<b>Approved for =</b>	<b>\$ 24,500</b>	<b>\$20,500</b>

Commissioner Weinke moved to approve the CDBG Rehabilitation Loans and Commissioner Lor

## BUSINESS AGENDA

### 4. Business Considerations

#### A. Report and Consideration on a Resolution Regarding the John Deere Lawn Tractor and Accessories Purchase

Mr. Johnathan reported that the maintenance staff requested the purchase of the lawn tractor to help with all the HA properties. The Housing Authority would like to purchase the lawn tractor from Tractor Central; the sale would be done through a state contract so no bidding is necessary

Motion to approve as presented: Commissioner Evans  
 Second Motion: Commissioner Lor  
 Motion Carried: Yes – Unanimous Vote

#### B. Report and Consideration on a Resolution Regarding Home Ownership Property Purchase at 710 N Eddy St, Eau Claire

Mr. Johnathan reported that this property was looked at and is in relatively good condition and perfect for our homeownership program. Approval was given from the City of Eau Claire Planning Commission. Issues with the lot lines and the driveway ownership were discovered and are being worked on. The City of Eau Claire owns the driveway of this property and the HA is working on getting it annexed into our property.  
 Paving will be done of the joint driveway; the cost is included in the selling price to us.

Motion to approve as presented: Commissioner Evans  
 Second Motion: Commissioner Weinke  
 Motion Carried: Yes – Unanimous Vote

#### C. Report and Consideration on a Resolution Regarding Personnel Action

Mr. Johnathan reported that our accounting assistant will be going on maternity leave. Instead of hiring a temporary employee to help with her position, Ruth Schermerhorn, the Accounting Supervisor, is willing to work both her position and the accounting assistant's position during the duration of the maternity leave. Her pay would increase \$5.00/hour for the duration of the maternity leave, and would be reduced to her current rate of pay when the Accounting Assistant

Motion to approve as presented: Commissioner Evans  
 Second Motion: Commissioner Weinke  
 Motion Carried: Yes – Unanimous Vote

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**D. Discussion Regarding HOME Tenant Based Rental Assistance (TBRA) 01/01/19 Payment Standards**

Mr. Johnathan presented the payment standard to the board for their approval.

Motion to approve as presented: Commissioner Evans  
Second Motion: Commissioner Lor  
Motion Carried: Yes – Unanimous Vote

**D. Presentation of the Annual Report**

Mr. Johnathan handed out the 2018 annual report for the board's review.

**ANNOUNCEMENTS**

**5. Director's Update / Board Announcements & Directives**

The City of Eau Claire sent Laurie Klinkhammer a certificate for her service.

Mr. Johnathan brought a leaking problem at Park Tower Apartments to the Board's attention which is currently trying to be resolved.

**6. Next Meeting Date**

June 24, 2019

7:45 A.M.

*Motion to Adjourn: Commissioner Weinke*

*Seconded: Commissioner Lor*

*Motion Carried: Yes – Unanimous Vote*

Adjournment: 5:59 P.M.