



MINUTES

**November 26, 2019
8:30 AM
Regular Meeting**

**City Hall – Council Chambers
203 S Farwell St
EAU CLAIRE, WI**

Mr. Johnathan called the meeting to order at 8:30 AM with Jennifer Govek calling the role:

MEMBERS PRESENT:	MEMBERS ABSENT:	STAFF PRESENT:
Chair: William Prindle Vice Chair: Joshua Dalton Commissioner: Paul Weinke	Commissioner: Thomas Evans Commissioner: John Lor Public: None	Keith Johnathan Ruth Schermerhorn Jennifer Govek

CONSENT AGENDA

1. Report and Consideration on the Consent Agenda

- A. Minutes – November 1, 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
- 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 Weinke
 Second Motion: Commissioner Dalton
 Motion Carried: Yes – Unanimous Vote

BUSINESS AGENDA

2. Business Agenda

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 Dalton
Second Motion: Commissioner Weinke
Motion Carried: Yes – Unanimous Vote*

The meeting went in to closed session at 8:34 AM.

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

The meeting returned to open session at 8:38 AM

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

OPEN SESSION

Report and Consideration on CDBG Housing Rehabilitation Loan(s)

A. 3113 Saturn Ave

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

Name:	Scott & Erin LaFaive
Address:	3113 Saturn Ave
Application #:	36-2016-3450-1
CDBG =	\$17,000
HOME =	3,500
LEAD =	3,500
ASBESTOS =	0
Western Dairyland =	0
HOME OWNER’S FUNDS =	0
Approved for =	\$ 24,000

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

3. Business Considerations

A. Report and Consideration on a Resolution Regarding Public Housing 2020 Operating Budget

Mr. Johnathan reported on the 2020 Operating Budget for Public Housing.

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

B. Report and Consideration on a Resolution Regarding Owen Rust Memorial Apartments, Park Towers, Substantial Rehabilitation, Home Ownership and Affordable Housing 2020 Operating Budgets

Mr. Johnathan reported on the 2020 Operating Budgets for Owen Rust Memorial Apartments, Park Towers, Substantial Rehabilitation, Home Ownership, and Affordable Housing.

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

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

Mr. Johnathan reported on the tenant related bad debt write offs for 2019.

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

D. Report and Consideration on a Resolution Regarding Housing Authority Software Maintenance and Support Contract Renewal with MRI Software LLC

Mr. Johnathan reported that MRI Software provides software support for Housing programs and the contract for 2020.

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

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

Mr. Johnathan presented the 2020 Pay Plan for January and July showing a 1.25% increase for January and a 1.25% increase for July which follows the City's plan.

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

F. Report and Consideration on a Resolution Regarding Lead Inspector’s Professional Liability Insurance Coverage.

Mr. Johnathan reported on the Lead Inspector’s Professional Liability Insurance Coverage proved by Spectrum Insurance for \$4,050.00.

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

4. Director’s Update/Board Announcements & Directives

Mr. Johnathan informed the board about the preparation of the HA’S financial statements in conjunction with the annual audit. Mr. Johnathan will get more information from Baker Tilley and Hawkins Ash regarding pricing and present at the December meeting, in order to make a more informed decision on the course of action to take next.

5. Next Meeting Date

December 30, 2019
7:45 AM
City Hall – Council Chambers

Motion to Adjourn:	Commissioner Weinke
Seconded:	Commissioner Dalton
Motion Carried:	Yes – Unanimous Vote

Adjournment: 9:05 A.M.