



**MINUTES**

**August 27, 2018  
7:45 A.M.  
Regular Meeting**

**North Conference Room  
Temporary City Hall  
2020 Prairie Ln  
Eau Claire WI 54703**

*Chair Klinkhammer called the meeting to order at 7:45 A.M.*

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**Members Present:**

Chair Klinkhammer  
Vice Chair Prindle  
Commissioner Christopherson  
Commissioner Dalton

**Members Absent:**

Vacant Position – Tenant  
Representative

**Public:**

None

**Staff Present:**

Keith D. Johnathan  
Scott Allen  
Anisa D. Schmidt

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**CONSENT AGENDA**

1. **Report and Consideration on the Consent Agenda**
  - A. **Minutes – June 25, 2018**
  - B. **July 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. **July Housing Authority Financial Monthly Reports**
    1. **Monthly Expenditures**
    2. **Operating Statements, if available**
    3. **Investments**
    4. **30-Day Tenant Delinquencies**
  - D. **July Housing Authority Occupancy Reports**
    1. **Waiting List**
    2. **Tenant Placements**
    3. **Occupancy Report & Vacant Units Move-Out Summary**
    4. **Summary of Terminations, Appeals, and Hearings**
  - E. **August 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**
  - F. **August Housing Authority Financial Monthly Reports**
    1. **Monthly Expenditures**
    2. **Operating Statements, if available**
    3. **Investments**
    4. **30-Day Tenant Delinquencies**
    5. **Tax Intercept Update**
  - G. **August Housing Authority Occupancy Reports**
    1. **Waiting List**
    2. **Tenant Placements**

- 3. **Occupancy Report & Vacant Units Move-Out Summary**
- 4. **Summary of Terminations, Appeals, and Hearings**
- H. **Housing Authority Periodic Reports**
  - 1. **Public Housing Assessment System (PHAS) Quarterly Report**

Mr. Johnathan reported on the consent agendas.

Chair Klinkhammer had questions regarding the CDBG Rehabilitation Loan Program about possibly losing the funding we have when we have no loans. Mr. Johnathan stated he was aware of the problem and we are looking into a few options. One of these options is by increasing the maximum loan amount, however, that brings in additional requirements for lead based paint. Another option is to increase the Home Ownership program by purchasing and then rehabbing those units. Mr. Johnathan is hoping to bring something to the Board in the next meeting or so.

<i>Motion to approve as presented:</i>	<i>Commissioner Dalton</i>
<i>Second Motion:</i>	<i>Commissioner Christopherson</i>
<i>Motion Carried:</i>	<i>Yes – Unanimous Vote</i>

## BUSINESS AGENDA

- 2. **Business Considerations**
  - A. **Report and Consideration on a Resolution Regarding Park Tower Rent Revisions**

Mr. Johnathan reported that annually we submit rent increase requests as needed for all programs. Park Towers was approved by WHEDA and would take effect November 16, 2018 with Board approval.

<i>Motion to approve:</i>	<i>Commissioner Dalton</i>
<i>Second Motion:</i>	<i>Vice Chair Prindle</i>
<i>Motion Carried:</i>	<i>Yes – Unanimous Vote</i>

- B. **Report and Consideration on a Resolution Regarding Public Housing Concrete Pad Replacements on Sunset Drive**

Mr. Johnathan reported that some concrete pads are in need of being replaced. The contract is awarded to Hospitality Inc. in the amount of \$5,812.00.

<i>Motion to approve:</i>	<i>Vice Chair Prindle</i>
<i>Second Motion:</i>	<i>Commissioner Dalton</i>
<i>Motion Carried:</i>	<i>Yes – Unanimous Vote</i>

## REPORTS AND DISCUSSIONS

- 3. **Reports**
  - A. **Report Regarding 2017 Housing Authority Financial Audit with Financial Statements**

Mr. Johnathan reported that there were no findings and the audit shows an accurate representation of the Housing Authority's financial position.

**4. Discussions**

**A. Discussion Regarding Housing Authority Travel Statements**

Mr. Johnathan requested guidance on the Housing Authority's travel statements and policy. He stated that we are a separate entity from the City of Eau Claire and many of our policies are the same as the City's policies. We've always had the City approve the Housing Authority's travel statements. The question is whether the Board wants to continue the practice or establish our own practice for approving travel statements. After discussion among the Board, it was decided the Housing Authority should approve all statements for its employees in-house. There is currently one other City employee in the Housing Authority besides the Executive Director. The Executive Director advised that he would provide some form of resolution to formalize this arrangement at next month's meeting.

**ANNOUNCEMENTS**

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

Mr. Johnathan reported on the vacant board member position search for a tenant representative.

Mr. Johnathan reported that Park Tower Apartments upgraded video surveillance system is in place. Owen Rust Memorial Apartment's upgrade is scheduled for this fall with the City's I.T. department, which was delayed due to City Hall's relocation. We are expecting the specs for the upgrade to the fire and nurse call system any time for review.

Mr. Johnathan reported that he has been working with a core group of individuals on a homeless elimination strategy. The idea is to make a cohesive group to tackle the homeless issue and then to unify all parties involved. Mr. Johnathan requested and invited the Board members to the kick-off meeting set for the week of October 22, 2018 to show our support and unification behind the idea.

**6. Next Meeting Date – Annual Meeting**

September 24, 2018  
7:45 A.M.  
North Conference Room  
Temporary City Hall, 2020 Prairie Ln Ste 102

<i>Motion to Adjourn:</i>	<i>Vice Chair Prindle</i>
<i>Seconded:</i>	<i>Commissioner Christopherson</i>
<i>Motion Carried:</i>	<i>Yes – Unanimous Vote</i>

Adjournment: 8:15 A.M.

September 24, 2018

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Date

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M. Laurie Klinkhammer, Chair

September 24, 2018

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Date

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Keith D. Johnathan, Secretary