

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

Monday, April 29, 2013
7:45 A.M.
Regular Meeting

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

OPEN SESSION

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

1. Roll Call

MEMBERS PRESENT: Chair Klinkhammer, Vice Chair Prindle, Commissioner Smith, and
Commissioner Xiong

MEMBERS ABSENT: Commissioner Dalton

STAFF PRESENT: Mr. Johnathan, Mr. Bolstad, Ms. Schermerhorn, and Ms. Schmidt

PUBLIC IN ATTENDANCE: None

2. Report Regarding Appointments to Housing Authority Board of Commissioners.

Mr. Johnathan reported Commissioner Xiong replaced former Commissioner Mitchell as the City Council Representative and that Commissioner Dalton was approved for a five-year term. These became effective in April at City Council meeting(s).

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 and relocation payments to consider financial histories of specific persons which may have an adverse effect upon individual reputations if discussed in public, would be likely to have a substantial adverse effect upon the reputation of the tenant, pursuant to s. 19.85 (1) (f) of the Wisconsin Statutes.

Vice Chair Prindle moved to go into closed session and Commissioner Smith seconded.

Roll Call: Chairman Klinkhammer – Aye; Vice Chairman Prindle – Aye; Commissioner Smith –
Aye; and Commissioner Xiong – Aye

The meeting continued in closed session at 7:47 A.M.

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Commissioner Smith moved to go into open session and Vice Chairman Prindle seconded.

Roll Call: Chairman Klinkhammer – Aye; Vice Chairman Prindle – Aye; Commissioner Smith – Aye; and Commissioner Xiong – Aye

The meeting proceeded into open session at 7:50 A.M.

OPEN SESSION

3. Report and Consideration on CDBG Housing Rehabilitation Loans, if available

Mr. Bolstad presented the following loan for the board's approval:

Name:	Tanya & Wade Frederick
Address:	215 Ferry Street
Application #:	1-2012-xxxx-D
CDBG =	\$ 17,000.00
HOME =	0.00
LEAD =	0.00
ASBESTOS =	0.00
HOME OWNER'S FUNDS =	0.00
Approved for:	\$ 17,000.00

Vice Chair Prindle moved to approve the CDBG Rehab Loan and Commissioner Smith seconded.

4. Report and Consideration on the March Consent Agenda

- A. Minutes from the Meeting of February 27, 2013
- 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
- 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

Commissioner Dalton arrived at 7:52 A.M.

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5. Report and Consideration on the April Consent Agenda

- A. Monthly Status on CDBG Rehabilitation Loans
- B. CDBG Rehabilitation Loan Program Delinquency Report
- C. Monthly Expenditures
- D. Operating Statements of Housing Authority Rental Assistance Programs, if available
- E. Housing Authority Investments
- F. Tenant 30-Day Delinquency Report
- G. Housing Authority Waiting Lists
- H. New Tenant Placement Report
- I. Tenant Occupancy Report
- J. Summary of Terminations, Appeals, and Hearing Results
- K. Housing Authority Newsletters
- L. Tax Intercept Update

Vice-Chair Prindle moved to approve both the March and April consent agendas and Commissioner Smith seconded.

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

6. Report and Consideration on a Resolution Regarding All Housing Authority Owned Units Lawn Maintenance

Mr. Johnathan reported the lowest bid was from Nature Scape Lawn Care in the amount of \$6,432.00, which beat the previous provider of several years by a little over \$3,000.00.

Commissioner Smith moved to approve the Resolution and Commissioner Dalton seconded.

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

7. Report and Consideration on a Resolution Regarding Park Tower Townhomes Smoke and Carbon Monoxide Detectors Replacement

Mr. Johnathan reported that periodically smoke detectors are required to be changed and D.S. Electric Supply was awarded the contract in the amount of \$4,500.00.

Commissioner Smith moved to approve the Resolution and Commissioner Dalton seconded.

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

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8. Report and Consideration on a Resolution Regarding Park Tower Townhomes Furnace Replacement

Mr. Johnathan reported that this is the second group of furnaces to be replaced at the Townhomes. The contract was awarded to Indoor Comfort for the amount of \$18,070.00

Commissioner Dalton moved to approve the Resolution and Commissioner Smith seconded.

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

9. Report and Consideration on a Resolution Regarding Home Ownership Rehabilitation at 1911 Bellevue Avenue

Mr. Johnathan and Mr. Bolstad reported that the estimated consideration for the contract is for \$76,647.00 and the contract is awarded to Special T Construction.

Commissioner Smith moved to approve the Resolution and Commissioner Dalton seconded.

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

10. Report and Consideration on a Resolution Regarding CDBG Rehab Home Loan Program Handbook Revisions

Mr. Johnathan and Mr. Bolstad reported that the revision is in regard to subordination agreements when a home owner refinances their home.

Commissioner Smith moved to approve the Resolution and Commissioner Xiong seconded.

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

11. Report Regarding Public Housing Assessment System (PHAS) Update for March 31, 2013

Mr. Johnathan reported that he expects the turnaround time of units to improve.

12. Report Regarding 2012 Housing Authority Annual Report

Mr. Johnathan reported this is a draft of the Annual Report and updates were still in the process of being done to the graphs and the CDBG section.

in the process of	
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13. Director's Update on Housing Authority Properties, Programs, and Activities

Mr. Johnathan reported that the roofing replacement with solar updates was underway with one of two walk-throughs completed with contractors and that the bids were due shortly.

14. Announcements and Directives

None.

15. Set Date for Next Meeting

The next Board meeting is the Annual meeting and is scheduled for Thursday, May 30, 2013 at a place yet to be determined with a starting time of approximately 4:30 P.M.

Commissioner Smith moved to adjourn the meeting and Commissioner Xiong seconded.

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

The meeting adjourned at 8:08 A.M.

May 30, 2013
Date

William H. Prindle
M. Laurie Klinkhammer, Chair
William Prindle/Vice-Chair

May 30, 2013
Date

Keith D. Johnathan
Keith D. Johnathan, Secretary

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