

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

Monday, July 22, 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 Dalton,
Commissioner Smith, and Commissioner Xiong

MEMBERS ABSENT: None

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

PUBLIC IN ATTENDANCE: None

OPEN SESSION

2. Report and Consideration on the Consent Agenda

- A. Minutes from the Meeting of June 24, 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, May 31, 2013
- F. Operating Statements of Housing Authority Rental Assistance Programs, June 30, 2013
- G. Housing Authority Investments, if available
- H. Tenant 30-Day Delinquency Report
- I. Housing Authority Waiting Lists
- J. New Tenant Placement Report
- K. Tenant Occupancy Report
- L. Summary of Terminations, Appeals, and Hearing Results
- M. Housing Authority Newsletters
- N. Tax Intercept Update

Commissioner Smith moved to approve the consent agenda and Commissioner Dalton seconded.

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

5. Report and Consideration on a Resolution Regarding Safety Shoe Policy Revisions

Mr. Johnathan reported the Housing Authority reimburses staff for those required to wear safety shoes and due to an overall increase in the average cost of the shoes, we are revising the reimbursement amount from \$75.00 to \$100.00.

Vice Chair Prindle moved to approve the Resolution and Commissioner Smith seconded.

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

3. Report and Consideration on a Resolution Regarding Personnel Policy Revisions

Mr. Johnathan reported that the policy is being updated to be as consistent as possible with the recent changes to the City of Eau Claire’s personnel policy revisions.

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

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

4. Report and Consideration on a Resolution Regarding Firearms Control Policy Revisions

Mr. Johnathan reported that this revision is to accommodate the tenants that are enrolled in a law enforcement program and those tenants that become law enforcement officers.

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

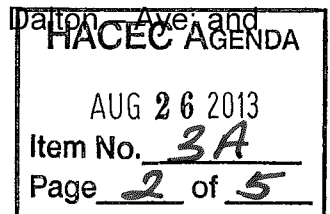
Roll Call: Chair Klinkhammer – Aye; Vice Chair Prindle – Aye; Commissioner Dalton – Aye; Commissioner Smith – Aye; and Commissioner Xiong – Aye

6. Report and Consideration on a Resolution Regarding Park Towers Rent Increases

Mr. Johnathan reported that WHEDA has approved the reported rent increases and we are seeking formal approval of the Board for those rent increases, which would go into effect December 1, 2013.

Vice Chair Prindle 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



7. Report and Consideration on a Resolution Regarding Home Ownership Lease Revisions

Mr. Johnathan reported that the revisions were mainly for housekeeping purposes.

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

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

8. Report and Consideration on a Resolution Regarding Home Ownership House Rules Implementation

Mr. Johnathan reported that the Home Ownership program has not had any House Rules previously included and that the primary purpose was to ensure consistency across all programs.

Commissioner Smith moved to approve both the Resolution and Vice Chair Prindle seconded.

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

9. Report and Consideration on a Resolution Regarding Park Tower Apartments Roof Replacement

Mr. Johnathan reported that the Park Tower Apartments roof replacement and solar hot water projects were split into two separate projects, which resulted in bids more in line with what the actual anticipated costs were projected to be. The roof replacement project was awarded to Ledegar Roofing Co. Inc. in the amount of \$376,970.00.

Vice Chair Prindle moved to approve the Resolution and Commissioner Smith seconded.

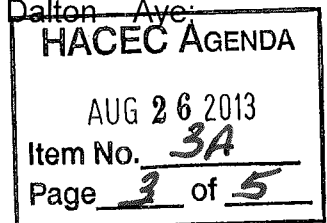
Roll Call: Chair Klinkhammer – Aye; Vice Chair Prindle – Aye; Commissioner Dalton – Aye; Commissioner Smith – Aye; and Commissioner Xiong – Aye

10. Report and Consideration on a Resolution Regarding Park Tower Apartments Roof Replacement

Mr. Johnathan reported on the solar hot water project , which was then awarded to H & H Energy Services Inc. in the amount of \$163,249.00.

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

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



11. Report and Consideration on a Resolution Regarding Community Development Block Grant (CDBG) Housing Rehabilitation Loan Program Handbook Revision

Mr. Johnathan reported that revision covers contingency funds in regards to the rehab loans.

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

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

12. Report Regarding Draft Housing Authority 2014 Annual Plan

Mr. Johnathan reported that as a smaller Housing Authority, we are not required to submit an Annual Plan; however, for consistency's sake, we continue to prepare the annual plan for continuity. All that needs to be submitted is the Civil Rights Certification.

13. Report Regarding 2012 Housing Authority Financial Audit

Mr. Johnathan reported that there were no significant findings. He reported that one annually repeated comment refers to conducting a preliminary audit prior to the actual audit; however, this is not a cost effective endeavor for our agency so we decline this advice. He also reported that a procedural step has been made in regards to the bank transfer transactions, which now include a confirmation email being sent to the Executive Director regarding these transfers.

14. Report Regarding Public Housing Assessment System (PHAS) June 30, 2013 Update

Mr. Johnathan reported that our grade for the turnover rate has dramatically improved to an overall grade of "A."

15. Director's Update on Housing Authority Properties, Programs, and Activities

Mr. Johnathan reported on the funding changes regarding the Voucher Program. We currently maintain 405 vouchers, but with the changes to the funding, we are more than likely able to manage approximately 375 vouchers without dipping into our reserves. He also reported that HUD bases funding on the number of vouchers managed and if we reduced the number we manage, it would decrease our funding. While it creates challenges for the Housing Authority, it should not cause the Housing Authority to terminate assistance to any of our Voucher holders.

16. Announcements and Directives

None.

17. Set Date for Next Meeting

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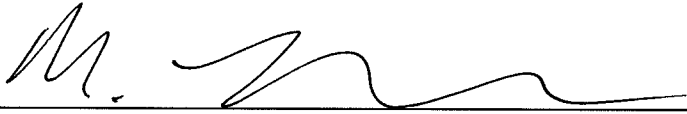
The next regular Board meeting is scheduled for Monday, August 26, 2013 at 7:45 A.M. in the City Council Chambers at City Hall.

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

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

The meeting adjourned at 8:11 A.M.

August 26, 2013
Date


M. Laurie Klinkhammer, Chair

August 26, 2013
Date


Keith D. Johnathan, Secretary