

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

**Monday, January 28, 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 7:46 A.M.

**1. Roll Call**

**MEMBERS PRESENT:** Chair Klinkhammer, Vice Chair Prindle, and Commissioner Dalton, and  
Commissioner Smith

**MEMBERS ABSENT:** Commissioner Mitchell

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

**PUBLIC IN ATTENDANCE:** None

**2. Report and Consideration on CDBG Housing Rehabilitations Loan, if available**

Mr. Bolstad stated there were no loans for this month's meeting.

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

- A. Minutes from the Meeting of December 17, 2012
- 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
- M. Tax Intercept Update



Vice-Chair Prindle moved to approve the consent agenda and Commissioner Smith seconded.

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

**4. Report and Consideration on a Resolution Regarding Maintenance Plan Revisions**

Mr. Johnathan reported the revisions were to update job position titles and units in the programs.

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

**5. Report and Consideration on the Following Tenant Related Policies and 6. Report and Consideration on the Following Administrative Policies (see binder):**

- 5.A. Resolution Regarding Verification Procedures – All Programs
- 5.B. Resolution Regarding Admissions and Occupancy Policies for Public Housing
- 5.C. Resolution Regarding Admissions and Occupancy Policies for Section 8 New Construction and Substantial Rehabilitation Programs
- 5.D. Resolution Regarding Admissions and Occupancy Policies for Affordable Housing (Including Transitional Housing)
- 5.E. Resolution Regarding Admissions and Occupancy Policies for Home Ownership Program
- 5.F. Resolution Regarding Administrative Plan for Housing Choice Voucher and HOME Tenant Based Rental Assistance (TBRA) Programs
- 5.G. Resolution Regarding Application Intake and Processing Procedure for Park Tower Townhouses, Public Housing, Substantial Rehabilitation, Affordable Housing, Housing Choice Voucher, and HOME Tenant Based Rental Assistance (TBRA) Programs
- 5.H. Resolution Regarding Application Intake and Processing Procedure for Part Tower Apartments and Owen Rust Memorial Apartments
- 5.I. Resolution Regarding Applicant Screening Procedure for Public Housing, Park Tower Townhouses, and Substantial Rehabilitation
- 5.J. Resolution Regarding Applicant Screening for Housing Choice Voucher & HOME Tenant Based Rental Assistance (TBRA) Programs
- 5.K. Resolution Regarding Tenant Grievance Procedure for Public Housing Program
- 5.L. Resolution Regarding Informal Hearing Procedure for Housing Authority Programs
- 5.M. Resolution Regarding Informal Review Procedure for Housing Authority Programs
- 5.N. Resolution Regarding Tenant Transfer Policy for All Housing Authority Programs
- 5.O. Resolution Regarding Rent Collection Policy for Housing Authority Owned Units
- 5.P. Resolution Regarding Pest Control Policy for Housing Authority Owned Units
- 5.Q. Resolution Regarding Pet Policy for Park Tower Apartments and Owen Rust Memorial Apartments
- 5.R. Resolution Regarding Pet Policy for Public Housing
- 5.S. Resolution Regarding Limited Pet Policy for Public Housing
- 5.T. Resolution Regarding Pet Policy for Home Ownership
- 5.U. Resolution Regarding Community Service and Self Sufficiency Policy

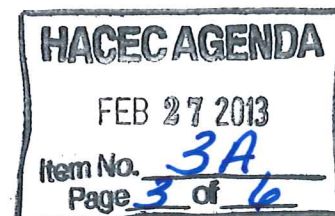


- 5.V. Resolution Regarding Back Rent Due to Unreported Changes Policy
- 5.W. Resolution Regarding Satellite Dish Policy
- 5.X. Resolution Regarding Zero Tolerance of Violence Policy
- 5.Y. Resolution Regarding Firearms Control Policy
- 5.Z. Resolution Regarding Reasonable Accommodation Policy and Procedures
- 5.AA. Resolution Regarding Storage and/or Disposition of Personal Items Left by Tenant
- 5.BB. Resolution Regarding Violence Against Women Act (VAWA) Policy
  
- 6.A. Resolution Regarding Non-Routine Expenditures, Replacements and Betterments and Additions Policy
- 6.B. Resolution Regarding Capitalization Policy
- 6.C. Resolution Regarding Investment Policy
- 6.D. Resolution Regarding Procurement Policy
- 6.E. Resolution Regarding Disposition Policy
- 6.F. Resolution Regarding Staff Training and Travel Policy
- 6.G. Resolution Regarding Confidentiality Policy
- 6.H. Resolution Regarding Electronic Communications Policy
- 6.I. Resolution Regarding Conflict of Interest Policy
- 6.J. Resolution Regarding Sexual Harassment Policy
- 6.K. Resolution Regarding Use of Housing Authority Vehicles Policy
- 6.L. Resolution Regarding Safety Shoe Policy
- 6.M. Resolution Regarding Safety Glass Policy
- 6.N. Resolution Regarding Bloodborne Pathogen/Sharp Objects Policy
- 6.O. Resolution Regarding Bloodborne Pathogens Exposure Control Plan
- 6.P. Resolution Regarding Deconcentration Policy for the Housing Choice Voucher Program
- 6.Q. Resolution Regarding Deconcentration Policy for Public Housing
- 6.R. Resolution Regarding Continuum of Care Policy
- 6.S. Resolution Regarding Maintenance Plan
- 6.T. Resolution Regarding Drug and Alcohol Free Workplace
- 6.U. Resolution Regarding Emergency Call Policy
- 6.V. Resolution Regarding Enterprise Income Verification (EIV) Policy for Public Housing and Section 8
- 6.W. Resolution Regarding Enterprise Income Verification (EIV) System Use Policies – Multi-Family
- 6.X. Resolution Regarding Enterprise Income Verification (EIV) System Security Policy
- 6.Y. Resolution Regarding Code of Conduct Policy
- 6.Z. Resolution Regarding Equal Opportunity and Affirmative Action Policy Statement
- 6.AA. Resolution Regarding Procurement Policy for American Recovery & Reinvestment Act (ARRA) Funds

Mr. Johnathan reported that HUD requires the Board to approve the Housing Authority's policies, annually, before forwarding them to HUD.

Vice Chair Prindle moved to approve Resolution No. 13-101 through 13-155 and Commissioner Smith seconded.

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



**7. Report and Consideration on a Resolution Regarding Public Housing, HOME Affordable Housing, Transitional Housing, Home Ownership, and Neighborhood Stabilization Program (NSP) Home Ownership Lease Revisions**

Mr. Johnathan reported that the Housing Authority is revising the leases for these programs to clarify that late fees and non-sufficient funds (NSF) fees are part of the rent payments and that the tenant can be terminated for non-payment of these fees.

Vice Chair Prindle 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

**8. Report and Consideration on a Resolution Regarding Public Housing, Affordable Housing, and Transitional Housing House Rules Revisions**

Mr. Johnathan reported that the house rules revisions are incorporating the same revisions as the lease in regards to late fees and non-sufficient funds fees.

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

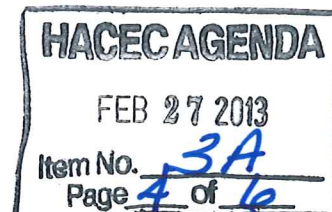
**9. Report and Consideration on a Resolution Regarding Home Ownership Program Request for Increased Subsidy for 312 9<sup>th</sup> Avenue**

Mr. Johnathan reported that the unit is part of the Neighborhood Stabilization Program (NSP) Home Ownership program which was set-up with pre-stimulus funds. It is required that 2 of the 3 homes in this program are to assist those families at or below 50% of median income. The family is receiving \$30,000 in subsidies presently and the program will allow for up to \$60,000 in subsidy with the Board's approval. In order to make this home affordable to the current lease holder to purchase, we are asking the Board to approve an additional \$10,000 in subsidy, bringing the total to \$40,000 of the available subsidy allowed. The closing is scheduled for March.

Commissioner Dalton moved to approve the and Commissioner Smith seconded.

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

**10. Report and Consideration on a Resolution Regarding Park Tower Apartments Memorandum of Agreement with Eau Claire County Aging and Disability Resource Center for Senior Citizen's Meal Site**



Mr. Johnathan reported this is an annual agreement with the ADRC formalizing allowing noon meals at Park Tower Apartments for the elderly which goes into effect on January 1, 2013.

Vice Chairman 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

**11. Report and Consideration on a Resolution Regarding Contractor Selection for Rehabilitation of Home Ownership Unit at 228 E Tyler Avenue**

Mr. Johnathan reported that work is ready to begin on the new Home Ownership unit. The contract was awarded to HomePride in the amount of \$52,329.00.

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

**12. Report and Consideration on a Resolution Regarding Architect/Engineer Selection for Park Tower Apartments Roof Replacement Project**

Mr. Johnathan reported that 6 bids were received and phone interviews were conducted with the 2 companies that received high scores per the City of Eau Claire's procurement policy. The winning contract is awarded to Martin Riley Architects and Engineers in the amount of \$29,300.00.

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

**13. Report Regarding Public Housing Assessment System (PHAS) Update for December 31, 2011**

Mr. Johnathan reported that the Housing Authority received a High Performer final score for the 2011 year with our Public Housing program management.

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

Mr. Johnathan reported no updates at this time when asked about pending lawsuits.

**15. Announcements and Directives**

None.



**16. Set Date for Next Meeting**

The next regular Board meeting and Planning Session is scheduled for Wednesday, February 27, 2013 at 11:30 A.M. at a place yet to be determined.

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

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

The meeting adjourned at 8:04 A.M.

February 27, 2013  
Date

M. Laurie Klinkhammer  
M. Laurie Klinkhammer, Chairman

February 27, 2013  
Date

Keith D. Johnathan  
Keith D. Johnathan, Secretary