

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

**Monday, October 28, 2013**  
**7:45 A.M.**  
**Regular Meeting**

**North Conference Room, City Hall**  
**203 S Farwell St**  
**Eau Claire, WI 54701**

**OPEN SESSION**

Chair Klinkhammer called the meeting to order at 7:46 A.M.

**1. Roll Call**

**MEMBERS PRESENT:** Chair Klinkhammer, Vice Chair Prindle, Commissioner Dalton, and Commissioner Smith  
**MEMBERS ABSENT:** Commissioner Xiong  
**STAFF PRESENT:** Mr. Johnathan, Ms. Pierce, Ms. Schermerhorn, and Ms. Schmidt  
**PUBLIC IN ATTENDANCE:** Ms. Klink

**11. Report Regarding Family Self-Sufficiency Program & Award Presentation**

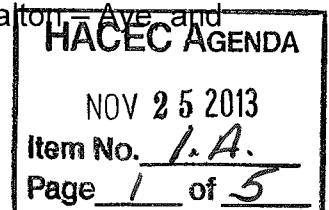
Mr. Johnathan introduced Housing Specialist, Kathi Pierce. Ms. Pierce provided an explanation on the Family Self Sufficiency (FSS) Program and a family background on Ms. Klink. Chair Klinkhammer presented Ms. Klink a check on behalf of the Housing Authority.

**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.*

Commissioner Smith moved to go into closed session and Commissioner Dalton seconded.

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



The meeting continued in closed session at 7:51 A.M.

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

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

The meeting proceeded into open session at 7:56 A.M.

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

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

Name:	Richard & Joyce Snow	Christina Bruner
Address:	1003 E Grant Avenue	1706 Main Street
Application #:	07-2013-xxxx-I	13-2013-xxxx-I
CDBG =	\$ 18,300.00	\$ 15,400.00
HOME =	3,500.00	3,000.00
LEAD =	3,500.00	3,000.00
ASBESTOS =	0.00	0.00
HOME OWNER'S FUNDS =	0.00	0.00
<b>Approved for:</b>	<b>\$ 25,300.00</b>	<b>\$ 21,400.00</b>

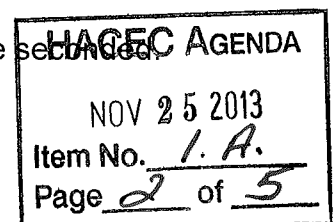
Commissioner Dalton moved to approve the CDBG Rehab Loans and Commissioner Smith seconded.

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

## 3. Report and Consideration on the Consent Agenda

- A. Minutes from the Meeting of September 23, 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, if available
- 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 Smith moved to approve the consent agenda and Vice Chair Prindle 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 Housing Authority Insurance Coverage**

Mr. Johnathan reported that American Family Insurance will provide All Risk Multi-Peril Insurance Coverage, General Liability Insurance, Professional Liability Insurance Coverage, Automobile Insurance, Commercial Umbrella Insurance, and Business Office Insurance premiums in the amount of \$79,822.00 and that the Housing Authority Insurance Group will provide the Professional Liability Insurance Coverage for Section 8 Lead Inspectors with a premium of \$4,000.00.

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

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

**5. Report and Consideration on a Resolution Regarding Housing Authority Public Officials and Employee Practices Liability Insurance Coverage**

Mr. Johnathan reported that the bid was awarded to Liscomb Hood Mason Co. for a premium of \$4,251.00.

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

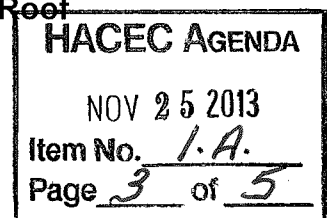
**6. Report and Consideration on a Resolution Regarding Housing Choice Voucher (HCV) and HOME Tenant Based Rental Assistance (TBRA) Programs Payment Standards Revisions**

Mr. Johnathan reported that HUD determines that payment standards for the Voucher Programs are based on 90% of the Fair Market Rents. The change is effective for January 1, 2014.

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

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

**7. Report and Consideration on a Resolution Regarding Public Housing Roof Replacements**



Mr. Johnathan reported that three (3) Public Housing units, or two (2) building structures, need roof replacements. The Public Housing program requires Davis-Bacon Wage Rates are applicable. The bid was awarded to Rock & Tait Exteriors in the amount of \$14,232.04.

Commissioner Smith moved to approve the Resolution and Vice Chair Prindle 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 Affordable Housing Roof Replacements**

Mr. Johnathan reported that two (2) Affordable Housing units need roof replacements. The bid was awarded to Rock & Tait Exteriors in the amount of \$12,883.15.

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

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

Mr. Johnathan reported on the change to the CDBG Rehabilitation Loan Program Handbook.

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

**10. Report Regarding Public Housing Assessment System (PHAS) September 30, 2013 Update**

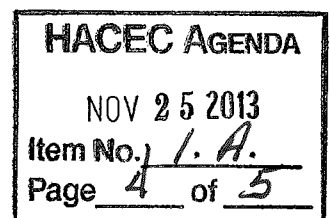
Mr. Johnathan reported that the temporary grade is due to the applicants on the waiting list being denied due to background checks, landlord references, etc. that makes them ineligible for city-owned units therefore the vacancy time frame is higher than normal.

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

Mr. Johnathan reported that he has an upcoming appointment for one lawsuit this week.

Mr. Johnathan reported that the Housing Authority and he were summoned in a due process complaint, responses were completed, and more information will occur this week.

**13. Announcements and Directives**



None.

**14. Set Date for Next Meeting**

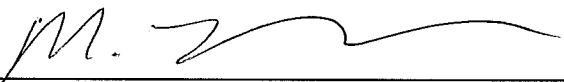
The next regular Board meeting is scheduled for Monday, November 25, 2013 at 7:45 A.M. in the City Council Chambers at City Hall.

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


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

The meeting adjourned at 8:15 A.M.

November 25, 2013  
Date

  
M. Laurie Klinkhammer, Chair

November 25, 2013  
Date

  
Keith D. Johnathan, Secretary