

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

Monday, June 23, 2014
7:45 A.M.
Regular Meeting

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

Chair Klinkhammer called the meeting to order at 7:47 A.M.

Roll Call

MEMBERS PRESENT: Chair Klinkhammer, Vice Chair Prindle, and Commissioner Xiong
MEMBERS ABSENT: Commissioner Dalton and Commissioner Smith
STAFF PRESENT: Mr. Johnathan, Mr. Bolstad, Ms. Schermerhorn, and Ms. Schmidt
PUBLIC IN ATTENDANCE: None

OPEN SESSION

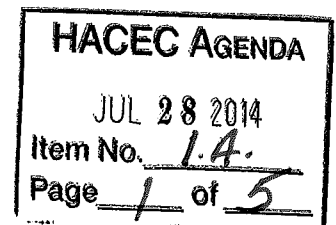
Consent Agenda

1. Report and Consideration on the Consent Agenda

- A. Minutes from the Meeting of April 28, 2014
- 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, if available
- M. Tax Intercept Update

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

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



Commissioner Dalton arrived at 7:48 A.M.

8. Report and Presentation Regarding Family Self Sufficiency (FSS) Award

Chair Klinkhammer requested to change the order of the Agenda to accommodate the presenter and awardee.

Housing Specialist, Kathi Pierce, provided a background on the recipient, the award, and presented a check on behalf of the Housing Authority.

Business Agenda

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 Xiong seconded.

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

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

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

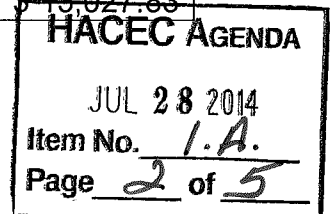
Roll Call: Chair Klinkhammer – Aye; Vice Chair Prindle – Aye; Commissioner Dalton – Aye; Commissioner Xiong – Aye

The meeting proceeded into open session at 7:58 A.M.

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

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

| | | |
|----------------|-----------------------------|-------------------------|
| Name: | Frances Becker | Marie Guzman |
| Address: | 2819 3 rd Street | 3310 W Folsom Street |
| Application #: | 35-2013-xxxx-D | 28-2013-xxxx-D |
| CDBG = | \$ 20,000.00 | \$ 13,027.83 |



| | | |
|----------------------|---------------------|---------------------|
| HOME = | 3,500.00 | 2,500.00 |
| LEAD = | 3,500.00 | 2,500.00 |
| ASBESTOS = | 0.00 | 0.00 |
| HOME OWNER'S FUNDS = | 0.00 | 0.00 |
| Approved for: | \$ 27,000.00 | \$ 18,027.23 |

Vice Chair Prindle moved to approve the CDBG Rehab Loans and Commissioner Xiong seconded.

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

3. Report and Consideration on a Resolution Regarding Housing Authority Pay Plan Revisions

Mr. Johnathan reported that the Housing Authority staff salaries were raised by 2% which matches the City of Eau Claire’s staff salaries increases.

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

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

4. Report and Consideration on a Resolution Regarding Park Tower Townhomes Roof Replacements

Mr. Johnathan reported that the roof replacements were for six buildings comprising of 30 units along with the sheds required roof replacement. The contract was awarded to Special T Siding & Construction for \$86,620.00.

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

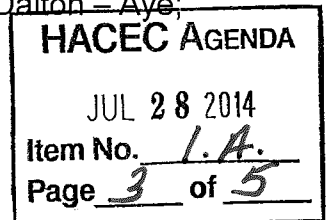
Roll Call: Chair Klinkhammer – Aye; Vice Chair Prindle – Aye; Commissioner Dalton – Aye;
Commissioner Xiong – Aye

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

Mr. Johnathan reported that ten structures for 15 units were needing their roofs replaced. The contract was awarded to Decker Lumber in the amount of \$90,450.00.

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

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



6. Report and Consideration on a Resolution Regarding Moving Services Necessitated by Evictions

Mr. Johnathan reported that this would be a considerable time saving blanket approval for moving and storage services when a writ is issued for a tenant eviction due to the Procurement Policy's stating \$3,000 or more purchases require Board approval and services generally exceed the limiting amount. This would allow the Housing Authority to proceed in a timely manner and would be restricted to \$7,500. Purchases will be brought to the Board with a final amount for final approval when services are required.

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

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

7. Report and Consideration on a Resolution Regarding Owen Rust Memorial Apartments Moving Services

Mr. Johnathan reported that the Housing Authority was informed they may need to contract for moving and storage services of a tenant who was just evicted by court order. We are seeking approval to proceed accordingly if and when a writ is issued and services may be required. The contract would be awarded to the company with the lowest quote not to exceed \$7,500.00.

Commissioner Dalton moved to approve both Resolutions and Vice Chair Prindle seconded.

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

9. Discussion Regarding Citizens Advisory Committee – Eau Claire Comprehensive Plan

Chair Klinkhammer reported she received a letter requesting a representative from the Housing Authority Board to attend the meetings as outlined in the letter.

Chair Klinkhammer moved to appoint Keith Johnathan as the Housing Authority Representative and Vice Chair Prindle seconded.

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

10. Discussion Regarding Housing Choice Voucher (HCV) / Section 8 Program Transfer

Mr. Johnathan reported that WHEDA awarded the contract to Central Wisconsin CAC whose partnering with their local counterpart, Western Dairyland CAA which assure a local presence and that the vouchers are used locally as well. The first joint meeting between the agencies is this week with more anticipated.

11. Director's Update / Announcements / Directives

Mr. Johnathan reported that the Park Tower Apartments solar water heat project just about complete. The project manager found the wrong insulation was installed and will be corrected in time for Xcel Energy's Focus on Energy audit on Friday in which we are anticipating receiving a \$24,000 rebate.

12. Set Date for Next Meeting

The next Board meeting is scheduled for Monday, July 28, 2014 at 7:45 A.M. in the 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 Xiong – Aye

The meeting adjourned at 8:09 A.M.

July 28, 2014
Date


M. Laurie Klinkhammer, Chair

July 28, 2014
Date


Keith D. Johnathan, Secretary