

**LAFAYETTE COUNTY HOUSING AUTHORITY/RHD MONTHLY MEETING**

November 24, 2015

Chairperson Boyle called the Lafayette County Housing Authority monthly meeting to order at the Lafayette County Courthouse in Darlington, WI at 8:34 am.

Present: Commissioners: Bob Boyle, Owen Demo, Ellen Phillips, Donna Whyte and Jack Sauer

Commissioners: Absent: Connie Hull

Executive Director: Douglas O'Brien

Chairperson Boyle asked if the meeting was properly posted. O'Brien verified that the Agenda had been posted in the Court House, at the Municipal Building, and at the Johnson Public Library. Chairperson Boyle moved to move the Rural Development presentation to after the approval of the minutes in order to facilitate the presenter.

**MOTION:** Phillips moved to approve the agenda. Demo seconded the motion. Motion carried

Chairperson Boyle asked if there were any corrections or additions to the minutes of the October 27, 2015 meeting. None were made.

**MOTION:** Whyte moved to approve minutes of the October 27, 2015 meeting. Demo seconded the motion. Motion carried.

**Rural Development**

Deb Villa from Rural Development was present to answer questions on the financial viability and future of the Hillside apartments due to the cost of improvements needed and the continued vacancy issues at the property. She presented steps that would be needed in order to pay off the existing Rural Development Loan. The Board asked the Executive Director to compose a fact sheet for the December meeting to report estimated costs of improvements needed, vacancy reports, loan amounts, and reserve account information.

September Financial Statements were reviewed.

**MOTION:** Whyte moved to approve the financial statements as presented. Demo seconded the motion. Motion carried.

**Public Input**

No public input was made.

**Motion to enter into Closed Session Pursuant of Wis. Stats. 1985(1)(c) to review evaluation of the Executive Director.**



**MOTION:** Phillips moved to go to Closed Session. Whyte seconded the motion. Roll call vote all Aye.

**MOTION:** Whyte moved to resume open session. Phillips seconded the motion. Roll call vote all Aye.

**Discussion/ Possible Action on the closed session.**

The Board gave a satisfactory 3 month evaluation of the Executive Director as well as an increase in pay of 1% in February at his 1 year mark.

**MOTION:** Phillips moved to give a satisfactory 3 month evaluation of the Executive Director as well as an increase in pay of 1% in February at his 1 year mark. Demo seconded the motion. Motion Carried

**Vacancy Report**

Argyle:	2	Darlington:	1
Belmont:	0	Shullsburg:	0
Benton:	2	South Wayne:	4
Blanchardville:	0	Section 8 Existing:	17

**Building Issues/Projects**

- a. Snow removal Bids- O'Brien reported that all Buildings have contractors to remove snow for both the parking lots and the sidewalks for the year. Barry King will negotiate buying bulk sidewalk salt from the buildings.
- b. SMOKE FREE POLICY- O'Brien will issue a letter to all tenants informing them that all Buildings will be Smoke Free as of January 1, 2016.
- c. Roof Estimates on Drive-In and Hillside Apartments- The Board instructed O'Brien to get the Bid Process ready to present at the January Board meeting and update them in December.

**Directors Report**

- a. Unpaid Rent- O'Brien updated the Board on the continuing efforts to get unpaid rents down by tenants. The Board instructed O'Brien to ensure Documentation Letters are sent out to tenants that are behind on rent.
- b. TENMAST UPDATE- Housing Authority is waiting on the Tenmast Finance Department to get in contact to set up the financial side. Waiting to set up a time for Tenmast to travel to office and set up financial side. O'Brien was instructed to contact Tenmast to set up a date in which they will be here to set up the financial system.

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- c. Darlington Drive-In Roof Replacement- Was discussed during the Building Issues section.
- d. Rural Development Letter Update- O'Brien reported that he was caught up with the 2015 portions of the letter and was still working on the 2014 portions which requires finding documentation from 2014.

**Tenant Issues**

O'Brien updated the Board on issues with the basic antenna at the Darlington Apartments and informed them that he had contacted Fuzzy's Audio to attempt to fix the problem. O'Brien also updated the Board on issues that have been raised by tenants in Blanchardville about the tenant that transferred there and steps taken to deal with the problem.

**Future Agenda Item(s):**

Tenmast Update- Jill  
Update on Roof Bid Process  
Housing Authority Website  
South Wayne Realtor contacts  
Appraisers for South Wayne

**Next Meeting Date and Time:**

December 22, 2015 at 8:30am at Darlington Courthouse.

**Adjourn Meeting:**

**MOTION:** Demo moved to adjourn the meeting. Phillips seconded the motion.  
Motion carried.

Respectfully submitted,  
Douglas J. O'Brien  
Lafayette County Housing Authority

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