



# City of La Crosse, Wisconsin

City Hall  
400 La Crosse Street  
La Crosse, WI 54601

## Meeting Minutes - Final

### Housing Authority of the City of La Crosse

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Wednesday, July 11, 2018

12:00 PM

Housing Authority of the City of La Crosse  
1307 Badger Street

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#### Call to Order, Roll Call

*Solberg called the meeting to order.*

**Present:** 5 - Audrey Kader, Portialee Armstrong, Judy Carpenter, Roland L. Solberg, Tennille Spears

*Others present were Executive Director Jane Alberts, Deputy Director Steve Schauf, and Diana Dyste from Common Bond Communities.*

#### 1 Approval of regular meeting minutes from June 15, 2018.

Motion by Carpenter, second by Kader to approve minutes of June 15, 2018.

#### 2 Approval of bills.

Armstrong presented bills as follows and moved for their approval as well as the cost of the luncheon: Public Housing - \$55,899.34, Voucher Program - \$5,337.81, Capital Funds Program - \$6,535.66, Forest Park - \$34,850.40, Ping Manor - \$22,406.08, Central Office Cost Center - \$9,054.09, Checks - \$41,102.41, for a total of \$175,186.79. Carpenter seconded. Motion carried.

#### 3 Executive Director's Report

The Executive Director's Report was reviewed. Discussion followed regarding the National Night Out function. Kader moved for approval for the expenditure of funds to be used for costs incurred for the function; Armstrong seconded. Motion carried.

#### 4 Delinquent Rent Report

The delinquent rent report was noted as being received.

#### 5 Old Business

[18-0974](#)

Discuss Common Bond Communities Request.

*Diana Dyste, representing Common Bond Communities was present to answer questions the Board had regarding their request to project base twelve vouchers from the existing voucher program. A memo received from Mrs. Alberts referring to a*

*conversation she had with the HUD Area Office was discussed. No action was taken. Common Bond Communities was directed to provide additional information to the Board for consideration.*

## 6 New Business

[18-0975](#)

Approve resolution to write off uncollectible accounts.

**A motion was made by Carpenter, seconded by Spears, to approve Resolution No. 2216. The motion carried by the following vote:**

**Yes:** 5 - Kader, Armstrong, Carpenter, Solberg, Spears

[18-0976](#)

Review 2018 Capital Improvement Project bids.

**A motion was made by Kader, seconded by Armstrong, to approve the bid received from Com Floors in the amount of \$113,236. The motion failed by the following vote:**

**Yes:** 5 - Kader, Armstrong, Carpenter, Solberg, Spears

### Division Street Property Discussion

**Armstrong motioned to enter into an agreement with HSR to provide schematics for the construction of one-bedroom accessible units at that site; Carpenter seconded. Motion carried. Solberg, Spears, Carpenter, Armstrong in favor; Kader opposed.**

### Personnel Committee Report

*Mrs. Alberts reported that Pam Cronholm will be moved into the Administrative Assistant position once a receptionist is hired. She reported that Monica Lambert has given notice that she will be terminating her employment effective August 30, 2018. After discussion, Kader moved that the Housing Authority enter into a contract with Hawkins Ash to provide financial services including accounts payable and month-end processing; Carpenter seconded. Motion carried.*

*Carpenter reported that the Personnel Committee had met to discuss salary increases for the Administrative Assistant position and Executive Director position as well as the Executive Director position for 2019. Motion by Carpenter to approve the recommendation of the Personnel Committee, seconded by Spears. Motion carried.*

[18-0977](#)

Request approval for staff to attend WAHA Annual Conference September 17-20, 2018.

**A motion was made by Kader, seconded by Armstrong, to approve staff to attend the WAHA Conference in September 2018. The motion carried by the following vote:**

**Yes:** 5 - Kader, Armstrong, Carpenter, Solberg, Spears

## Adjournment

On motion by Armstrong, second by Carpenter, carried unanimously to  
adjourn.