

MINUTES OF THE HOUSING AUTHORITY OF THE CITY OF SOUTH MILWAUKEE
d/b/a PARKCREST HOUSING
December 5th, 2016

MEMBERS: Kris Schell ___X___ Kelly Meyer ___X___ Joe Weirich ___X___
Jon Shelenske _X___ Cristina Crogan ___X___

Also present: Parkcrest Housing Executive Director Peggy Holcomb and other interested parties.

1. Board Chair Kris Schell called the meeting to order at 6:29 p.m.
2. Motion made by Crogan, seconded by Shelenske, to approve the minutes of the October 10th, 2016 meeting. All voted aye. Motion carried.
3. Item 4 (a-e). Holcomb provided information on the vacancy report, indicating there are no vacancies at this time for December, reported on the Tenants Accounts Receivables. Schell inquired as to if past rent is collected in a timely manner. Holcomb indicated that any tenant that fails to pay rent (without a rent extension) is issued a 14-day notice to quit or pay. Any tenant that vacates and owes Parkcrest money is sent to the Tax Refund Intercept Program. Monthly Newsletters are sent to all tenants and displayed in the lobby with helpful information on Parkcrest policies and events in South Milwaukee. Holcomb indicated that the CDA balance as of October 31st, 2016 was \$9,669.36 and was returned to the City on November 15th, 2016. Meyer moved, Weirich seconded, to receive and place on file all information related to Item 4 (a-e). All voted aye. Motion carried.
4. Item 5. Holcomb indicated that Parkcrest will be seeking bids to replace existing siding/soffits on all buildings this coming spring. Anticipating project to be under \$100,000, if over, would be required to solicit "sealed bids." Indicated current siding is approximately 25 years old and pieces fall off the building periodically during strong winds. Holcomb stated building insulation, furnaces, roofs and windows have all been replaced within the last 7 years.
5. Item 6. Holcomb provided information on the 2017 Parkcrest Housing PHA Operating Budget. Weirich questioned the decreased amount allocated for training. Holcomb stated most training could be done online, if needed, we could use money in reserve for training that would go above the budgeted amount. Holcomb indicated the possibility of training for the new No Smoking ban that affects all Public Housing. All Housing Authorities must have a "No Smoking" policy in place within the next 18 months. The policy bans smoking in all units and buildings and 25 feet from the building. Crogan questioned if line 16 "Other Sundry" expense was included in 2017 budget. Holcomb answered "yes", that the amount would be included in the other various line items. Holcomb indicated some budget expenses are projected to be lower than last year, for advertising our waiting list, we are utilizing free resources such as Craigslist and WI Housing Search. Holcomb indicated that Parkcrest has a good operating reserve that is above the HUD required minimum reserve and can be used for operating or capital improvement costs. Motion

made by Meyer, seconded by Weirich, to approve Resolution 16-04 approving the 2017 Parkcrest Housing PHA Operating Budget. All voted aye. Motion carried.

6. Item 7. Action items for next meeting. Review Resolution authorizing Executive Director to accept and utilize capital funds awarded for 2017.
7. Next meeting is scheduled for Monday, March 6th, 2017 at 6:30 p.m.
8. Meyer moved, Weirich seconded, to adjourn. All voted aye. Meeting adjourned at 6:52 p.m.

Submitted by, Kelly Meyer, Recording Secretary