

**HOUSING AUTHORITY OF THE CITY OF CHILTON**  
**312 Bonk Street**  
**Chilton, WI 53014**  
**Phone: (920) 849-7042 Fax: (920) 849-2226**  
**Website: [chilton.govoffice.com](http://chilton.govoffice.com)**

Regular Meeting  
May 13, 2020  
Minutes

Community Room  
Stanton Place

Chairman Barbara Wieting called the regular meeting of the Housing Authority of the City of Chilton to order at 8:00 a.m.

1. Roll Call –Loose, Pagel and Weber present. Connors present as recording secretary.
2. Minutes – Loose moved to accept the minutes of the regular March 11, 2020. Motion seconded by Page and carried.
3. Audience Participation: None
4. Executive Director's report
  - a. Financial – Balance in checking as of 05/01/2020 is: \$29,321.08; CFP: \$78,097.00; CD balance: \$28,340.71; Savings Account: \$50,094.00
  - b. Status of apartments: Stanton Place: 32 units occupied with 2 openings pending, Twenty-six (26) names on the waiting list. Family - 12 units occupied; Fourteen (14) names on the waiting list.
  - c. Invoices and other transactions are as follows: April invoices in the amount of \$14,215.91 were reviewed and approved. Invoices beginning May 1 to date in the amount of \$5,420.32 also approved. Deposits for April were \$17,458.55; Deposits to date for May are \$19,777.61.00
5. Old Business – none
6. New Business
  - a. March and fiscal year end financials reviewed. Loose suggested a salary review for Executive Director Connors. Further discussion tabled until next meeting.
  - b. Connors provided the Board with an update regarding the HUD Repositioning process. Repositioning will continue to be a topic of discussion as we progress through the process which was anticipated to begin near year end.
  - c. Covid-19 – Discussion held regarding the impact of Covid-19 on the Housing Authority. All tenants remain healthy to date. Connors reported she was aware of 1 test performed recently with negative results. CHA has been awarded CARES Act funding in the amount of \$8,973.00 to be used for eligible Covid-19 expenses. A conference call is scheduled by HUD on Friday, May 15 to discuss details of the funding requirements.

- d. Quotes were received and reviewed for the roof replacement at Stanton Place. Altitude Roofing has been awarded the project. Slight modifications are being made to the original proposal and will be sent to the Commissioners upon receipt.
- e. Upcoming Projects – Master Plan Landscapers is providing a proposal for landscaping needs at Stanton Place and roof replacement at Spring Street duplex needed.
- f. Board Appointment – Connors notified the Board that Clayton Thornber submitted his resignation as a Commissioner and Co-Chairman effective May 8, 2020. A decision was made to replace his position for the remainder of his term which expires January 5, 2021. Possible candidate names suggested by members of the Board were provided to the Mayor. Connors and the Commissioners expressed their gratitude for Clayton's many years of service to the Housing Authority.

7. Meeting adjourned at 9:54 a.m.

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Colleen Connors, Executive Director

Dated: May 13, 2020