



- **Call to Order**

Chairperson Buchholz called the meeting of the Lafayette County Housing Authority to order at 9:45 AM.

- **Roll Call**

Members Present: Rita Buchholz, Chairman; Owen Demo; Donna Whyte; Ellen Phillips; Bob Boyle; Lynn Halverson, Executive Director; Dawn Gobrecht, Assistant Deputy Director. Chris Lange, Human Resource Director. Kriss Marion via Teams.

- **Proof of Proper Posting**

Chairman Buchholz asked if the meeting had been properly posted. Halverson verified that the agenda had been sent to the Lafayette County Agendas email, MHLC, Human Services, Courthouse/Clerk of Court, 700 Main, as well the Lafayette County Website.

- **Approval of Agenda**

Motion by Phillips, seconded by Demo to approve the agenda. Voice vote. Motion carried.

- **Approval of Minutes from Meeting February 27, 2024**

Motion by Whyte, seconded by Phillips to approve the minutes. Voice vote. Motion carried.

- **Public Comment (limited to items on the agenda; 3-minute limit)**

1. None

- **Approval of Financial Statements for February 2024**

Halverson advised trial balances are off; BBSD & LTP accounts are not correct; working with software and accountant to correct. Motion by Boyle, seconded by Phillips to approve the Financial Statements as presented. Voice vote. Motion carried.

- **Vacancy Report – Information only**

Benton – 0	Darlington – 0	Belmont – 0
Shullsburg – 4	Argyle – 1	Blanchardville – 1

- **Director's Report**

a. Unpaid rent report - Report on Unpaid Rent; informational only.

b. Mowing bid updates – Halverson advised at least one bid received for each town; bid closes 03/27/2024.

c. Update on Tax Credit application- Halverson advised we passed stage 1, 2, and now 3! Stage 4 is the last stage, approval, or denial. Concerns regarding GAP

financing; Halverson working on that.

d. Update on Environmental Review- Halverson reported Southwest Regional Planning will do the environmental review for us for \$7,500.00. Huge thanks to Kriss Marion for the referral. Motion by Phillips, seconded by Marion to approve SW Regional Planning to do the environmental review. Voice vote. Motion carried.

- **Other Business**

- a. Board member appointments-** Owen Demo stepped down as lay member. We thank Owen for his 15 years as lay member for Lafayette County Housing. Kriss Marion not returning as a county board member.

- Motion by Boyle, seconded by Marion for Ellen Phillips and Donna Whyte to remain as lay members for Lafayette County Housing Authority board for two more years (April 2024-April 2026). Voice Vote. Motion Carried.

- Motion by Boyle, seconded by Phillips to appoint Kriss Marion as lay member for Lafayette County Housing Authority for a term of two years, pending board approval; April 2024-April 2026. Voice vote. Motion carried. Motions will be forwarded to the County Clerk for appointment by County Board Chairman.

- b. Site and Floor plans for the new Silver Lane-** Information only.

- **Convene to Closed Session** – Motion by Phillips, seconded by Boyle to go into closed session at 10:38 am, pursuant to Wis. Stat. Section 19.85(1) (c). Roll Call: Marion-Aye (then disconnected teams), Demo-Aye, Whyte-Aye, Phillips-Aye, Buchholz-Aye Boyle-Aye, Lange-Aye.

- **Reconvene to Open Session** – Motion by Phillips, seconded by Boyle to reconvene to open session at 11:15 am.

- **Discussion on matters discussed in Closed Session** – Motion by Phillips, second by Boyle to approve a supplemental pay adjustment for the Assistant Deputy Director with an increase of \$3.30 to \$22.66 per hour for additional responsibilities from March 4, 2024, until no more than 30 days after the position is filled. Comp time to be paid as overtime. Voice vote. Motion carried. Motion by Boyle, seconded by Whyte to remove Deputy Director as signature on all bank accounts, remove HUD and software access effective March 4, 2024. Upon hiring of the new Deputy Director access will be granted as a signature for bank accounts; added to software and HUD systems. Voice vote. Motion carried.

Discussion regarding touring/traveling board meeting. Informational only.

- **Next Meeting Date/Time/Place:**

- Monthly Meeting –**

- Tuesday April 30, 2024, 9:30 AM

- Housing Authority/Health Dept. Conference Room

- 729 Clay St

- Darlington, WI 53530

- **Adjournment**

- Motion by Demo, seconded by Marion to adjourn. Voice vote. Motion carried. Time: 11:40 AM

Respectfully Submitted by
Dawn Gobrecht,
Assistant Deputy Director