

PUBLIC MEETING NOTICE

CHIPPEWA COUNTY HOUSING AUTHORITY
FRIDAY, April 19, 2024 at 10:30 a.m.
THE MEETINGS WILL BE HELD IN ROOM 16, CHIPPEWA COUNTY COURTHOUSE
711 N. BRIDGE ST., CHIPPEWA FALLS, WI

1. Call to Order
2. Roll Call
3. Members of the Public Wishing to be Heard
4. Consent Agenda
(Unless separation of an item is requested, all will be adopted in one motion)
 - a. Approve the Agenda
 - b. Approval of the Minutes of the March 25, 2024 Meeting
 - c. Schedule next meeting date – May 20, 2024
5. Reports:
 - a. Update on 738 Maple St, Chippewa Falls
 - b. Update on New Construction Build
6. Business Items
 - a. Authorization to Update Bank Signatories
 - b. Approval of J. Mudgett Employment Contract

Please take notice that the Commission will convene, upon passage of the proper motion, in closed session pursuant to Wisconsin State Statute Sec 19.85(2)(b) for purposes of “Consideration of employment, promotion, compensation and performance evaluations”, specifically approving the employment contract for the position of Executive Director.

The Commission will reconvene to open session to continue with the agenda.

7. Agenda Items for Future Consideration
8. Adjournment

Cc: County Media, County Board Chairman, County Clerk and County Administrator

Persons needing additional accommodations should contact Bliss Sengbusch at 715-726-4573.



Equal Opportunity

This Institution is an Equal Opportunity Employer and Housing Provider

**PUBLIC MEETING MINUTES
CHIPPEWA COUNTY HOUSING AUTHORITY
MONDAY, MARCH 25, 2024 AT 3:30 P.M.
ROOM 16 OF THE CHIPPEWA COUNTY COURTHOUSE**

1. CALL TO ORDER

Hull called the meeting to order at 3:33 p.m.

2. ROLL CALL

Members present: Hull, Danielson, and Jankoski

Members absent: McGill & Davis

Others present: Sengbusch

3. MEMBERS OF THE PUBLIC WISHING TO BE HEARD

No guests

4. CONSENT AGENDA

Danielson and Jankoski made motion to approve the meeting agenda, minutes of the February 26, 2024 meeting as printed, closed session minutes of the February 26, 2024 meeting as printed, minutes of the February 29, 2024 meeting as printed, closed session minutes of the February 29, 2024 meeting as printed, and scheduled the next meeting for April 19, 2024 pending commissioner availability. Motion carried with all present voting aye.

5. PROGRAM REPORTS

1. **Information Hearings for Rental Assistance Programs:** Sengbusch referenced the written report, noting that there were two informal hearings regarding termination of assistance from the Rental Assistance Program. The first informal hearing on 3/11/24 and the second on 3/14/24. Both terminations were upheld.
2. **Update on 334 E 2nd Ave Stanley:** Sengbusch referenced the written report and noted that three bids were received. The lower bid was still over budget so some items were removed from the scope of work.
3. **Update on 209 N 6th St Cornell:** Sengbusch referenced the written report and noting the buyer backed out and our real estate agent was relisting the house.
4. **Update on New Construction Build:** No addition to the written report.

6. FINANCIAL AND PERSONNEL REPORTS

1. **Approval of the Financial Reports for February 2024:** Sengbusch referenced the written reports. Hull called for questions. Danielson and Hull made motion to approve the financial reports for February 2024 as presented. Motion carried with all present voting aye.
2. **Approval of the 3/31/25 Budget:** Sengbusch referenced the written report and called attention to the 2% cost of living increase for all staff. Jankoski and Danielson made a motion to approve the 3/31/25 budget as printed. Motion carried with all present voting aye.
3. **Resolution 2024-04: To Appoint J. Mudgett as Executive Director:** The written report was referenced. Jankoski and Danielson made a motion to approve the resolution 2024-04 as printed. Motion carried with all present voting aye.
4. **Approval of J. Mudgett Employment Contract:** The written report was referenced. Updated contract to be brought to the next meeting.

7. **AGENDA ITEMS FOR FUTURE CONSIDERATION**

Hull called for agenda items for future consideration. There were none.

9. **ADJOURNMENT**

Jankoski and Danielson made a motion to adjourn at 4:05 p.m. Motion carried with all present voting aye.

Respectfully Submitted,

Certified:



Bliss Sengbusch
Interim Executive Director/Secretary to the
Commission

Chuck Hull
Chair

**Attachment to the Agenda of the April 19, 2024 Meeting
Chippewa County Housing Authority (CCHA) Commission Meeting**

Reports:

1. **Update on 738 Maple St, Chippewa Falls:** We received 4 bids for the repairs on this property from HPE, Chippewa Valley Exteriors, Heritage Builders, and Air-Tite Window Systems. The low bid was HPE for \$75,397.00. See enclosed bid comparison sheet.
2. **Update on New Construction Build:** We are coordinating with Chippewa Valley Habitat for Humanity on a new construction house located at 834 Bluff View Circle West, Chippewa Falls. The plumbing and HVAC have been roughed in by the contractors. The windows and exterior doors have been installed and volunteers are starting to side the house.

Business Items:

1. **Authorization to Update Bank Signatories:** We need two signatures on all checks. Currently, the signatories are C. Hull, D. Jankoski, and B. Sengbusch. We will need to remove Sengbusch effective 4/29/24 and replace with new Executive Director J. Mudgett.
2. **Approval of J. Mudgett Employment Contract:** The employment contract has been drafted for review and approval at the meeting.

Maple St

BID COMPARISON SHEET

TYPE OF WORK	*Windows*	*Exterior House Siding & Garage Sides A & C*	*Soffit/Fascia House & Garage*	*Side B Stoop Components*	*Exterior Doors*	Exterior Doors	*Garage Door & Service Door*	Gutters	Electric	Flooring 1st Floor except for Bedroom & Bathroom	Flooring 1st Floor Bedroom & 2nd Floor Bedrooms, Hallway & Stairs	Kitchen	Garage	*Lead In Dust Hazard Clean up*	Total	*Lead Total*	Non Lead Total
HPE LLC	\$20,500.00	\$20,412.00	\$5,415.00	\$400.00	\$2,000.00	\$500.00	\$3,000.00	\$1,000.00	\$7,500.00	\$7,130.00	\$5,400.00	\$1,140.00	\$300.00	\$600.00	\$75,397.00	\$52,327.00	\$23,070.00
Chippewa Valley Exteriors	\$32,817.00	\$27,018.00	\$9,844.00	\$1,200.00	\$4,492.00	\$1,398.00	\$5,169.00	\$3,913.00	\$5,935.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,281.00	\$96,087.00	\$84,821.00	\$11,246.00
Heritage Builders	\$34,231.00	\$25,838.00	\$12,694.00	\$2,950.00	\$1,963.00	\$749.00	\$2,937.00	\$3,132.00	\$2,818.00	\$7,530.00	\$6,063.00	\$3,116.00	\$975.00	\$5,375.00	\$110,273.00	\$65,988.00	\$24,285.00
Air-Tite Window Systems	\$26,500.00	\$25,000.00	\$4,404.00	\$540.00	\$1,550.00	\$350.00	\$3,185.00	\$1,200.00	\$2,565.00	\$8,990.00	\$3,979.00	\$1,950.00	\$200.00	\$0.00	\$78,313.00	\$61,179.00	\$17,134.00