

## MINUTES

Low Rent Housing Agency of Knoxville  
Location: Conference Room of the Housing Agency  
April 15, 2019

Present: Vice Chairman, Jerrold Jordan, Board Member(s) Annie Leonard & Brent Hanna. Also present were: Chad and Lynn Wichart (neighbors of our property at 516 E. Jefferson St.) and Executive Director Susan Swartzendruber, Secretary for the Board.

Absent: Board Members: Chairman, Don Croghan and Teresa Higginbotham.

Motion by Brent Hanna with second by Annie Leonard to approve the consent agenda. All voted aye. The consent agenda included the minutes of the regular Housing Board Meeting of March 18, 2019, the Occupancy Report and Stop Loss Monitoring Report.

Discussion of agenda line item #1, 516 E. Jefferson St. Chad and Lynn Wichart were present. They presented pictures of their property and our vacant lot. They intend to erect a fence this summer and are interested in purchasing a portion of our property. (13 feet) After hearing their request, the Board had a discussion on the process and decided at this time, the Housing Agency was not interested in selling any portion of the property. The Wicharts' stated that they understood and their plan was to place a fence on the actual property line later this summer. The Wicharts' then exited the meeting.

Motion by Annie Leonard with second by Brent Hanna to approve the payment of claims. All voted aye.

Reviewed & held brief discussion on Housing & Urban Development's proposed Housing Choice Voucher (S8) Administrative Fee change. Low Rent Housing Agency of Knoxville's Admin. Fee prorated rate is  $\$61.55 \times .80 \times .80 = \$39.40$ . This applies to the HCV program only.

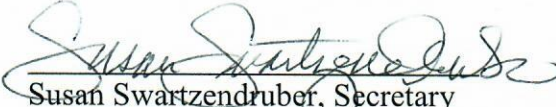
Brief discussion on staff training. Bridgette Maiuri and Robert Stittsworth will attend IPERS training on April 24, 2019. This is a free training provided to all IPERS recipients. Robert Stittsworth is scheduled to attend Lead Based paint training on April 29, 2019-May 1, 2019. This will fulfill our outstanding credit with Iowa Lead Safety.

Presentation of lot lines. At last month's Board meeting, it was requested that print outs of each of our vacant lots be provided at the next meeting. A print out was provided to each Board member of our vacant lots at: 516 E. Jefferson St, 919/921 S. Streeter St. and 904 E. Washington St. There was discussion on the maintenance of each lot and also on the possibilities of future development of each property.

Discussion of monthly financial statements. Motion by Brent Hanna with second by Annie Leonard to approve the March monthly financial statements. All voted aye.

Motion by Brent Hanna and second by Annie Leonard to adjourn the meeting. All voted aye.

  
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Don Croghan, Board Chairman

  
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Susan Swartzendruber, Secretary