

**Lexington Housing Authority  
Minutes 4-10-19**

The regular meeting of the Lexington Housing Authority was held Wednesday March 20, 2019, at 609 East 3<sup>rd</sup> Street, Lexington, Nebraska, at 12:00 p.m. Commissioners present were Chairman Vickie Clements, Vice – Chair John Salem, and Vance Bricker along with Director Derek Haines from LHA. Bill Brecks and Kyle Ferguson were absent.

**NOTICE:** Notice of the meeting was given in advance, thereof by posting LHA lobby and other public places in Lexington, the designated method for giving notice. The proceedings hereafter shown were taken while the convened meeting was open to the attendance of the public. All items presented and discussed on the Agenda were available for public inspection.

**CALL TO ORDER:** The regular meeting was called to order by Chairman Clements at 12:00 PM who informed the public that the Open Meetings Act is posted at the Lexington Housing Authority, located at 609 E 3<sup>rd</sup> Street, Lexington, Nebraska.

**Public Comment Period**

There were no parties in attendance for public comment period.

**Consent Agenda Items:**

Minutes of the Regular Meeting held March 20, 2019 were presented to the Commissioners for consideration and approval.

Claims and Bills including the check registers were presented to the Commissioners for consideration and approval.

Financial Reports including expenses owed, and capital grant funding were presented to the Commissioners for consideration and approval.

A motion to approve the consent agenda items as presented was made by Commissioner Salem, second by Commissioner Bricker. After no further discussion, Chairman Clements called for the vote: Ayes: Clements, Salem and Bricker. Nays: None. Motion Carried

**Unfinished Business**

NONE

**New Business**

Vacant Lots

Haines reported that he has contacted HUD about releasing the lots on Oak Street from the Declaration of Trust. Per the HUD Public Housing Field Rep this has been passed on to the HUD Attorney for final approval.

Haines reported he has also contacted the HUD Multi-Family Field Rep about releasing the lot on 4<sup>th</sup> Street from the Declaration of Trust. He has followed up but has heard nothing back from that rep at this time.

Quotes are being requested on pricing for manufactured homes to put on the lots when they are free and clear of HUD.

**Directors Report**

April 5, 2019

Activities since the last board meeting on March 20, 2019

**General Business**

LHA is getting ready for spring. We will be getting out and cleaning the properties and hopefully doing some minor landscaping.

**Lex Development Corp**

I have contacted HUD about the partial release of the lots located on Oak street in Lexington for further development

and also the lots on 4<sup>th</sup> street. The field director in charge of the lots on Oak is in favor of the release. I cannot get a response back on the 4<sup>th</sup> street lots. My suggestion is to move forward placing housing on the Oak street lot(s) when released and continue to try to get a release on the 4<sup>th</sup> street lots for future development.

#### **Training Dates / Travel**

Derek will be attending the NCRC / NE NAHRO conference in Omaha on April 16,17, and 18.

#### **Public Housing 1-50 and Scattered Sites**

We have 1 unit that is vacant as of March 31, 2019 with one unit offline for repairs. As we had a couple units that required new carpet, we have installed vinyl flooring instead for an updated look and hopefully improved wear. We are working with people on the waiting list to occupy the vacant units as soon as they are ready.

#### **East Lawn Addition (Section 8 New Construction) 51-98**

We have 2 units vacant in this section as of March 31, 2019. Jim and his crew recently finished the remodel of number 59.

We are working to fill the vacancies and have a couple prospects but are limited to those 62 years old or disabled persons. We are working on advertising the vacancies and getting the word out to other organizations in town that may know people who could use assistance.

We will be doing a transfer of tenants in this block. We have two tenants that cannot seem to get along and there is constant friction among the groups. A tenant was offered the newly remodeled unit #59 which will hopefully create a more enjoyable living environment for her.

#### **East Lawn East 101 - 118**

As of March 31, 2019 we have one vacancy at East Lawn East. We have two tenants moving out in April and we are working to fill the units. Both tenants are leaving to go to the care home. One of the tenants had previously been reported to Adult Protective Services as we were concerned for her wellbeing.

#### **Pioneer Homes**

We have zero vacant units this month.

#### **Vouchers - See attached voucher report**

We are working on issuing additional vouchers and looking to issue some throughout Dawson County. One stumbling block on the vouchers is the landlords who do not always keep the properties up to code. We recently received approval from Holdrege and Phelps County to issue vouchers there. We will begin to interview in the area for tenants.

#### **Legend Oaks**

As of March 31, 2019 we have one vacancy at Legend Oaks I. The unit available is the middle unit of a triplex and we do not have anyone willing to take it. It has been offered multiple times.

#### **Legend Oaks II**

As of March 31, 2019 we were fully occupied at Legend Oaks I

#### **Personnel**

NONE

#### **Evictions**

LHA had no evictions this month.

#### **Personnel**

NONE

**Audit Report Resolution 2019 - 04**

After discussion of the audit report and the findings, Haines stated the reporting should improve as we have changed fee accountants. However, we are still catching up as the prior fee accountant finished the books more than six months behind schedule despite numerous requests to get them completed.

A motion to approve the audit report and findings as presented was made by Commissioner Bricker second by Commissioner Salem. After no further discussion, Chairman Clements called for the vote: Ayes: Clements, Salem and Bricker. Nays: None. Motion Carried

**Holiday Schedule Resolution 2019 - 05**

Haines presented a holiday schedule that will become part of the employee handbook. The staff will now be given Presidents Day and Martin Luther King day as holidays instead of having those days be worked as both half staff. The floating holiday that was given to the employees in lieu of one of the above holidays has been removed. These changes will be effective when hours reset on 7-1-19.

A motion to approve the holiday schedule and change in employee handbook of as presented was made by Commissioner Salem second by Commissioner Bricker. After no further discussion, Chairman Clements called for the vote: Ayes: Clements, Salem and Bricker. Nays: None. Motion Carried

**Items to Dispose of Resolution 2019 – 06**

Haines presented a list of items to be disposed of. The washers and dryers on the list are in a condition beyond repair. True Value of Lexington will take the washers / dryers when they deliver the new units.

A motion to approve the items to dispose of as presented was made by Commissioner Bricker second by Commissioner Salem. After no further discussion, Chairman Clements called for the vote: Ayes: Clements, Salem and Bricker. Nays: None. Motion Carried

**Five Year Action Plan and Civil Rights Certification Resolution 2019 – 07**

Haines presented the five year action plan to the board. Upon review the Five Year plan and the Civil Rights Certification signing was discussed.

A motion to approve Five Year Action Plan and the signing of the Civil Rights Certification as presented was made by Commissioner Salem second by Commissioner Bricker. After no further discussion, Chairman Clements called for the vote: Ayes: Clements, Salem and Bricker. Nays: None. Motion Carried

**Roundtable Discussion**

Commissioner Bricker discussed the idea of getting a stamp in lieu of signing checks. It was discussed that we are looking into electronic signatures on the checks through the software system with approval of the signing officer required prior to printing the checks.

**Executive Session**

None

Next meeting: May 8, 2018 at 12:00 PM

At 12:42 PM Chairman Clements adjourned the meeting.

Respectfully Submitted  
Derek Haines, Executive Director

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Chairman

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Executive Director

