

**Village of Footville  
Housing Authority  
Meeting Minutes  
Tuesday, September 12, 2017**

The Regular meeting for the Village of Footville Housing Authority was called to order at 10:30 AM by committee member Mielke. Committee members present were Curry, Campbell, March, Loofboro and 1 Village board trustee was present Woodstock.

**MINUTES** Approve minutes of the August 14, 2017 Committee meeting. Motion-Curry, second-Campbell; carried unanimously.

**VOUCHERS** A list was presented to the Committee of Bills that were paid.

**REPORTS** Treasurers report was presented with estimated balances.

**OLD BUSINESS:** The committee was given an update on the eviction notice and how to give a proper eviction. There was discussion a someone staying in an apartment that is not on the lease and what can be done.

**NEW BUSINESS:** Committee appointments were made by the Village president after the vacancies in August. The Committee members are Dennis Curry, Shawna March, Kay Campbell, Randi Mielke, Gary Loofboro and Laurie Keller. It was recommended by Mielke that we reassign positions of the committee Mielke recommended Curry as Chair March and Treasurer and Campbell and secretary. The committee took a vote with all in favor of the chair recommendations and none apposed. It was recommended by Mielke that all meeting have an agenda and all minutes be posted. The posting will be made at Ezra foot manor, the post office and on the Village website. Loofboro asked about closed session items and the rules of a closed session. A proposal was made by March, The Village will invoice The Housing Authority for bookkeep services. A motion was made by Curry to approve paying the Village \$440.00 a month for bookkeeping services, second- Loofboro; carried unanimously. There was discussion on creating a new position for site manager. The position and job description March and Mielke will come up with and present it to the board when complete. Curry and Mielke are going to talk maintenance about slowing down on the mowing for the year. A letter will be drafted to the residents on permission slips to get copies of utilities. The Committee had a discussion on the residents taking out the recycling and it not being a paid position. A letter will be drafted to residents. Loofboro and curry would like the Village to look into error and omission insurance and see if the Housing Authority is cover or if it is needed. Upon making adjustment to the maintenance and site manager position the Committee discussed drafting a letter to Dick Laws letting him know of the changes and asking him for his keys. There was a discussion on the ADA door that will need to be added to the Budget for 2018.

**NEXT MEETING:** Tuesday, October 10, 2017 at 10:30 PM

**ADJOURNMENT:** Meeting was adjourned at 12:15 pm

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