

Public Hearing: Public Housing Authority Annual & 5-Year Plans

Chairman Norton opened the Public Hearing at 3:00 p.m. and invited comments and discussion on the Winnebago County Housing Authority Annual and 5-Year Plans. Chairman Norton called twice more for public input without a response. Ms. Maehl moved, seconded by Ms. Keller, to close the Public Hearing. Motion carried 4-0. Chairman Norton declared the Public Hearing closed at 3:02PM.

WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, April 13, 2010

Marian Manor, 3:00 P.M.

COMMISSIONERS PRESENT: Mike Norton, Chairman
Patty Maehl, Vice Chairman
Karen Keller
Rebecca Hackett

STAFF PRESENT: Brad Masterson, Executive Director
Su van Houwelingen, Operations Director
Ruthi Griffiths, Finance Director
Kim Lynch, Executive Assistant

OTHERS PRESENT: None

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- 1.) Chairman Norton called the meeting to order at 3:03 p.m.
 - 2.) Chairman Norton directed the Commissioners to review the minutes of the regularly scheduled board meeting held on March 16, 2010. It was noted that the listing of Commissioners that were present at the March 16 meeting needs to be corrected. Ms. Keller, not Mr. Schallert, was present. There being no further questions or comments, Ms. Maehl moved, seconded by Ms. Keller, to approve the minutes of the March 16, 2010 meeting as amended. Motion carried 4-0.
 - 3.) **Finance**
 - a.) **Accounts Payable**

Chairman Norton inquired if there were any questions pertaining to the March accounts payable report. The question was posed as to whether-or-not petty cash could be used as opposed to writing checks out for a few dollars or less. It was explained that several of the small checks were for police reports from out of our area where the payment needed to be mailed. Sometimes the payment could be for the return of what is left of a security deposit when someone moves out and the documentation of the return is necessary. Ms. van Houwelingen and Mr. Masterson explained that normally staff doesn't handle cash for security reasons. Also, payments for rent or repairs must be made by check or money order as the HA doesn't take cash for those payments.

4.) **Report of the Executive Director**

a.) Old Business

Mr. Masterson summarized the status of the land search for the Court Tower renovation project. This information is being reported as a courtesy to keep the board informed as this is and OHA issue. The current plan is to build 108 elderly units now and then in 2011 build 48 disabled units which would replace all of the units currently at Court Tower. Three possibilities under accepted Offers to Purchase are on South Park Ave, Vinland Road and Bowen Street. An accepted offer for a Harrison Street property, that has potential for an agency headquarters with room for administration and maintenance, is contingent upon closing on the Bowen Street property. WHEDA will be announcing the tax credit awards sometime around late June or July. The HA will then be actively courting potential investors if credits are awarded. If a prospective and viable investor is found, approximately \$80,000 will be sent to WHEDA to hold the credits. Based on the applications that have been sent in to date, it looks like WHEDA is about one-third over subscribed for preservation tax credits. One very large Milwaukee Housing Authority application surprised most observers and could squeeze out other applications if it scores well.

Masterson then fielded questions regarding the Occupancy Report as of 04/01/2010 that had been prepared.

b.) Public Housing

i. Menasha Renovations Update – Phase 2 Planning

Mr. Masterson reported that most of the first phase units are nearing completion and tenants are starting to move back in. One of the units had a water issue come up. Rain got into a light fixture at the back door. Siding had to be removed to put the new windows in. Some of the siding broke because it was old and brittle. The wind then drove some rain in behind the siding and into the light fixture. The load bearing wall between the kitchen and living room is being removed in the units. As that increases the load on the stairway wall additional support below the basement floor is being poured.

The City of Menasha has determined that only 7 of the 40 Menasha units can have an over hang on the new front porches due to set-back requirements. The larger porches and new railings can be built, but they cannot have overhangs above the porches. This will save some money that could be put toward a better quality siding to give the front of the units better curb appeal. Phase One should be done by June. Phase two of the renovations may need to be delayed due to the start of the Foxview/Riverside renovations that need to be started. There is an autistic child that has chemical sensitivities who lives in one of the phase two units. Therefore, new carpet, cabinetry and painting could be an issue in that unit due to the chemical sensitivities. The situation could slow down that renovation while alternative options for that unit are being explored.

ii. ARRA Reporting

Ms. van Houwelingen reported that the stimulus money reporting is on track and current.

c.) Assisted Housing

i. River Cities Redevelopment

Mr. Masterson reported that WHEDA has approved T-Cap money in the amount of \$736,000 as a gap loan for the River Cities Redevelopment. This loan is for 15 years

during which no payments have to be made for the first 12 years. Payments for the next three years are contingent upon cash flow for the property. The money helps make up the difference between what the market indicated the tax credits were worth at the time of application in light of what we can actually sell the credits for now.

- **Plan Revisions**

Mr. Masterson distributed a handout showing the plans for Foxview. The plans showed where a small room will be added to the west end of the building to house the new Mitsubishi heat pumps. It also gives an idea of what the outside of the building would look like with balconies. A second page provided different layouts for the units.

- **Construction Manager Overhead & Contracting Quotes**

Mr. Masterson went on to explain that the tax credit investor, WHEDA and the Housing Authority all want bonding from the construction management company. So, if the contractor fails to complete the work, there is insurance money there to ensure that the project gets finished one way or another. The construction management company wants to be in control of the project because if they are committing to the bond cost and to the investor and the HA that they will get the job done by a certain time, they want to control the sequence. However, the HA wants to use the Force Account Team to insure the job gets done in the manner, and at the pace, the HA wants it done. This is creating some tension between the construction management company and the Housing Authority. McGann Construction must sign off on a Guaranteed Maximum Price form with WHEDA. McGann is hesitant to sign off on the form when they don't have control over the materials that the HA is selecting or the pace of our work.

- **ARRA Multi-Family Energy Grants**

Mr. Masterson announced that there is stimulus money of up to \$6500 per unit for weatherization & high efficiency projects available. If the River Cities project qualifies, it could substantially help with the cost of the energy efficiency improvements including the upgrade of the heating and cooling systems.

- ii **Volunteer Recognition Dinners**

Mr. Masterson informed the board that during the week of April 19, 2010, the Housing Authority has scheduled luncheons to treat the volunteers from the buildings to thank them for their time and let them know we appreciate them. Each building selected the location for their luncheon and some have decided to dine in-house.

d.) Housing Choice Voucher Program Update

Mr. Masterson reported that the program is not filling up as fast as desired. Another list of applicants will be pulled for processing. Some of the current residents at Foxview, Riverside and Court Tower may not qualify to stay at those buildings once they are renovated. Vouchers will need to be available for those displaced residents. So, the HA will need to be careful about how aggressively the Housing Choice Voucher Program is filled now. At least another 25 clients are needed in the program at this time.

e.) NSP Activities Update

Masterson reported that one of the NSP properties is being sold back to a new family. HUD has changed some of its rules resulting in the HA being able to look at properties sooner. One of the two properties the HA recommended to the Redevelopment Authority for blighting has been removed from the request because another buyer already has an accepted offer. Another property on Broad Street was blighted and will be demolished.

5.) Mr. Masterson presented Resolution 573-10. This resolution adopts the 2010 Five-Year and Annual PHA Plans. Masterson distributed and reviewed documentation pertaining to the resolution. Ms. Hackett moved, seconded by Ms. Keller to approve Resolution 573-10. Motion carried 4-0.

6.) **Discussion – Affordable Housing News**

Mr. Masterson reported that the HUD Secretary will be testifying before Congress tomorrow regarding the 2011 budget. HUD has released some documents regarding revamping the Section 8 Housing Choice Voucher Program and is open for comments. It's all preliminary stuff. There is also concern in Congress that the housing market may stall. Only about \$300 million in stimulus money has been returned. The HA will not be going after any of it.

Masterson reported that the OHA Board approved a position of Construction Manager that will presumably be filled by one of the HA's current employees. The pay range for the position is \$19.13 to \$21.53 per hour.

When Masterson was queried regarding putting money down on land for the Court Tower project, he explained he was referring to earnest money to hold the three properties.

Greenfield Group Home, which is a WCHA property, is being affected by the Lakeland Care District going online.

The next Board meeting will be held on Tuesday, May 25, 2010.

7.) There being no further business at this time, Chairman Norton called for a motion to adjourn. Ms. Maehl moved, seconded by Ms. Keller to adjourn the meeting. Motion carried 4-0 at 4:19 p.m.

Respectfully submitted,

BRAD J. MASTERSON
Executive Director
Winnebago County Housing Authority

APPROVED