

A quorum of the Administration Committee, Board of Public Works, Park Board, and/or Common Council may attend this meeting; (Although it is not expected than any official action of any of those bodies will be taken).

**CITY OF MENASHA
HOUSING AUTHORITY
First Floor Conference Room, 1st Floor City Hall
140 Main Street, Menasha**

Monday, October 11, 2010

6:00 PM

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. [Minutes of the June 15, 2010 Housing Authority Meeting](#)
- D. PUBLIC COMMENT ON ANY ITEM OF CONCERN ON THIS AGENDA
Five (5) minute time limit for each person
- E. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS
 - 1. SAFE ACT
 - 2. Update on 2010-2012 HRCI HOME Application
- F. DISCUSSION
 - 1. None
- G. ACTION ITEMS
 - 1. Consideration of Housing Program Applicants
 - 2. Conflict of Interest
- H. ADJOURNMENT

**CITY OF MENASHA
HOUSING AUTHORITY
Council Chambers, City Hall – 140 Main Street
June 15, 2010
DRAFT MINUTES**

A. CALL TO ORDER

Meeting called to order by Comm. Haffner at 6:10 PM.

B. ROLL CALL/EXCUSED ABSENCES

MEMBERS PRESENT: Tim Maurer, Frank Haffner and Cliff Fischer
MEMBERS EXCUSED: Antoine Tines, Christine Kaup and Mike Sheleski
OTHERS PRESENT: CDD Keil and Mary Bach

C. MINTUES TO APPROVE

1. **Minutes of the November 3, 2009 Housing Authority Meeting**

Moved by Comm. Fischer, seconded by Comm. Maurer to approve the minutes of the November 3, 2009 Housing Authority meeting. The motion carried.

D. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA

Five (5) minute limit for each person.

1. No one spoke.

E. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

1. **Neighborhood Stabilization Program Update**

Mary Bach summarized the Neighborhood Stabilization Program goals and described projects being undertaken in Winnebago County. A vacant foreclosure property on First Street is being considered as a potential project site for the City of Menasha.

2. **Pre-application for CDBG Housing Program Application**

Mary Bach reported that the city made application for CDBG Housing Rehabilitation funds in the amount of \$632,000.

F. DISCUSSION ITEMS

1. None

G. ACTION ITEMS

1. **Consideration of Housing Program Applicants**

Commissioners considered the following factors in making funding decisions on the following applicants:

- Source and amount of income
- Current amount and sources of assets
- Current amount and sources of debt
- Valuation of property
- Status of property tax payment
- Source of private debt financing
- Household size and composition
- Type of project and associated costs

Applicant HOME/CDBG #105: Home condition in very good condition except for foundation walls. Foundation repair is needed. Bids range between \$13,500-\$20,000. Owner has no existing debt.

Motion by Comm. Maurer, seconded by _Comm. Fischer to approve up to \$13,900 for repairs. Will use HOME program funds. The motion carried.

Applicant HOME/CDBG #106. Minor electrical and plumbing upgrades to meet program requirements; replace windows, repair/replacement of front stoop, replacement of front door, insulation, kitchen floor. Addition in rear needs work (complete drywall, trim, electrical upgrades/heat ducts/could be made into first floor laundry).

Electrical and plumbing work, window replacement, repair front stoop and front door, install insulation, kitchen floor. Commissioners discussed loan to equity ratio and need for repairs/window replacement. Comm. Maurer suggested follow up on projects.

Moved by Comm. Maurer, seconded by Comm. Fischer to approve up to \$15,000 in HOME funds for the project. The motion carried.

Applicant CDBG #107. Roof repair/replacement \$8,000-\$12,000. Lead paint abatement, electrical, plumbing, and completion of first floor bathroom - code work could exceed \$25,000.

Motion by Comm. Fischer, seconded by Comm. Maurer to deny this request based on the overall cost of the project and the applicant's debt to equity ratio. The motion carried.

2. **Conflict of Interest**

No one reported a conflict of interest.

H. ADJOURNMENT

Moved by Comm. Fisher, seconded by Comm. Maurer to adjourn at 7:15 PM. The motion carried.

Minutes respectfully submitted by Greg Keil, Community Development Director