

**CITY OF MENASHA
HOUSING AUTHORITY
Council Chambers, City Hall – 140 Main Street
October 10, 2010
MINUTES**

A. CALL TO ORDER

Meeting called to order by Comm. Haffner at 6:05PM.

B. ROLL CALL/EXCUSED ABSENCES

MEMBERS PRESENT: Frank Haffner, Dina Mitchell, Michael Sheleski, Christine Kaup and Tim Maurer

MEMBERS EXCUSED: Cliff Fischer and Antoine Tines

OTHERS PRESENT: CDD Keil, Mary Bach and Luke Maurer

C. MINTUES TO APPROVE

1. **Minutes of the June 15, 2010 Housing Authority Meeting**

Moved by Comm. Sheleski, seconded by Comm. Maurer to approve the minutes of the June 15, 2010 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. **SAFE ACT**

Mary Bach outlined potential implications for the city's housing program with the pending implementation of the SAFE act (Secure and Fair Enforcement for Mortgage Licensing Act of 2008). This act is intended to improve lending standards and was adopted in reaction to the financial meltdown of 2008. Although guidelines have yet to be finalized, loans of city program funds may have to be originated by a licensed mortgage loan originator.

Commissioners discussed options for complying including licensing staff, contracting with a licensed loan originator, or working with a financial institution to originate the loans.

2. **Update on 2010-2012 HRCI-HOME Application**

Mary Bach reported that Application was being made through the Winnebago County Housing Authority for \$90,000 in owner-occupied housing rehabilitation funds.

F. DISCUSSION ITEMS

1. None

G. ACTION ITEMS

1. **Consideration of Housing Program Applicants**

Applicant CDBG #108: Repair/replace rear porch, electrical repairs, foundation, and stairwell to basement.

Commissioners discussed the relatively high cost (\$18,000) for the project when it was not providing actual living space. This consideration was balance against the concern that the sinking porch foundation was creating a risk for the structural integrity of the principal structure and that the porch provided the only access to the basement.

Motion by Comm. Sheleski, seconded by Comm. Maurer to table this request pending the receipt of additional information and/or alternate price quotes. The motion carried.

Applicant CDBG #109. Replace roof, repair foundation, minor electrical, and handrails.

Insurance question regarding roof. Commissioners discussed the high debt to equity ratio on this project and questioned the recent bank refinancing given the relatively small amount of owner equity in the property.

Moved by Comm. Maurer, seconded by Comm. Sheleski to table this request pending the receipt of additional information about owner equity. The motion carried.

Applicant HOME #110. Emergency roof, water heater replacement with related chimney liner installation.

Motion by Comm. Sheleski, seconded by Comm. Maurer to approve the loan request for \$11,042. The motion carried.

Applicant HOME/CDBG #111. First Time Homebuyer is requesting a \$10,000 CDBG loan for down payment assistance. It is expected that Winnebago County HOME funds will be used to assist with minor rehab work.

Motion by Comm. Maurer, seconded by Comm. Sheleski to approve the request for \$10,000 for first time homebuyer assistance. The motion carried.

2. **Conflict of Interest**

No one reported a conflict of interest.

H. ADJOURNMENT

Moved by Comm. Mitchell, seconded by Comm. Kaup to adjourn at 7:05 PM.

The motion carried.

Minutes respectfully submitted by Greg Keil, Community Development Director