

**CITY OF MENASHA**  
**Housing Authority**  
**Council Chambers, City Hall – 140 Main Street**  
**September 17, 2014**  
**DRAFT MINUTES**

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**A. CALL TO ORDER**

The meeting was called to order at 5:50 p.m. by Frank Haffner.

**B. ROLL CALL/EXCUSED ABSENCES**

MEMBERS PRESENT: Commissioners Ald. Mike Keehan, Frank Haffner, Christine Kaup, Tim Maurer and Larry Haase.

MEMBERS EXCUSED/ABSENT: Cliff Fischer, Mike Sheleski

OTHERS PRESENT: CDD Keil and Mary Bach.

**C. MINUTES TO APPROVE**

1. **Minutes of the October 29, 2013 Housing Authority Meeting**

Motion by Comm. Haase, seconded by Ald. Keehan to approve the October 29, 2013 Housing Authority meeting minutes.

The motion carried.

**D. PUBLIC COMMENT ON ANY ITEM OF CONCERN ON THIS AGENDA**

Five (5) minute time limit for each person.

1. No one spoke.

**E. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS**

1. None.

**F. DISCUSSION ITEMS**

1. **Review and Discussion of the CDBG Program Changes**

Mary Bach reviewed correspondence from the Department of Administration DOA concerning accessing the regional RLF fund for housing projects. These funds cannot be accessed unless our local RLF fund balance is less than \$5,000. Commissioners discussed practical difficulties imposed by the small amount of the fund balance due to fluctuations in the fund as loans are repaid and other considerations with regard to accessing funds as may be related to the amount of funds required to complete a project.

2. **Loan Subordination Policy**

Mary Bach reviewed the current loan subordination policy. Commissioners discussed the advantages and disadvantages of requiring current mortgage holders to roll the CDBG loan amount into their primary mortgage when they are refinancing. Consensus was to incorporate that requirement into the subordination policy at this time. Mary Bach also reported that the \$1,000 limit on loan closing costs is no longer consistent with the amounts now common in loan transactions, and recommended the amount be raised to \$1,500.

Motion by Comm. Haffner, seconded by Ald. Keehan to amend the CDBG Loan Subordination Policy to increase the allowable amount of closing costs to \$1,500.

Commissioners also requested that staff conduct an evaluation of current loans to verify the loan

recipients were still residing on the property.

**G. ACTION ITEMS**

1. **Review of CDBG/HOME Rehab Requests for Funding**

Applicant #133. Emergency furnace replacement in the amount of \$14,955.

Motion by Comm. Haase, seconded by Ald. Keehan to approve \$14,955 for emergency replacement of the furnace.

The motion carried.

Applicant #134. Emergency furnace and water heater replacement in the amount of \$9,339.

Motion by Ald. Keehan, seconded by Comm. Kaup to approve \$9,339 for the emergency furnace and water heater.

The motion carried.

Applicant #135. Roof repair/replacement and gutters/downspouts in an amount up to \$1,800.

Motion by Comm. Haase, seconded by Comm. Maurer to approve up to \$1,800 for

The motion carried.

**G. ADJOURNMENT**

Motion by Comm. Haase, seconded by Ald. Keehan to adjourn at 6:55 p.m.

The motion carried.

*Minutes respectfully submitted by Greg Keil, CDD.*