

**CITY OF MENASHA
Housing Authority
Council Chambers, City Hall – 140 Main Street
December 15, 2011
DRAFT MINUTES**

A. CALL TO ORDER

The meeting was called to order at 6:00 p.m. by Frank Haffner.

B. ROLL CALL/EXCUSED ABSENCES

MEMBERS PRESENT: Christine Kaup, Frank Haffner, Mike Sheleski, Cliff Fischer, Larry Haase, Tim Maurer

MEMBERS EXCUSED/ABSENT: None

OTHERS PRESENT: CDD Keil, PP Homan and Mary Bach

C. MINTUES TO APPROVE

1. **Minutes of the June 22, 2011 Housing Authority Meeting**

Motion by Comm. Sheleski, seconded by Comm. Kaup to approve the June 22, 2011 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. DISCUSSION

1. **Update on Housing Projects**

Mary Bach reported on Neighborhood Stabilization Program (NSP) activities. Habitat for Humanity will be constructing a new home on a foreclosed First Street property in 2012. She is working on a procedure to enable assumption of CDBG mortgages as a means of avoiding default.

2. **Review of Draft Housing Rehabilitation Brochure and RLF Fund Availability**

Commissioners reviewed the CDBG rehab program brochure prepared by Community Development Dept. staff with consensus that it should be posted to the city's website and made available at other suitable locations.

F. ACTION ITEMS

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

Applicant #119.

Motion by Comm. Sheleski, seconded by Comm. Maurer to approve a maximum of \$7,250 for foundation repairs.

The motion carried.

Applicant #120.

Motion by Comm. Haase, seconded by Comm. Sheleski to approve the plumbing, electrical and insulation upgrades up to a maximum of \$15,000. The proposed replacement windows were not

approved.

The motion carried.

Homebuyer Projects

Mary Bach discussed her proposal to use CDBG acquisition/rehab funds to provide homebuyer assistance. The consensus of commissioners was that the amount of rehab funds used for this purpose should be limited to \$7,500.

Motion by Comm. Maurer, seconded by Comm. Sheleski to approve up to \$5,000 in down payment assistance for a Habitat for Humanity sponsored project on Tayco Street.

The motion carried.

2. **Loan Subordination Policy**

CDD Keil stated that Mayor Merkes requested that the commissioners review the subordination policy to assess whether CDBG loans should be subordinated for refinancing purposes. If the loans were not subordinated, more funds would become available for rehab. Commissioners were agreeable to reviewing the policy and will take up the matter at the next Housing Authority meeting.

G. ADJOURNMENT

Motion by Comm. Maurer, seconded by Comm. Fischer to adjourn at 7:15 p.m. The motion carried.

Minutes respectfully submitted by Greg Keil, CDD.