

**CITY OF MENASHA**  
**Housing Authority**  
**Council Chambers, City Hall – 140 Main Street**  
**October 2, 2012**  
**DRAFT MINUTES**

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**A. CALL TO ORDER**

The meeting was called to order at 6:05 p.m. by Mike Sheleski.

**B. ROLL CALL/EXCUSED ABSENCES**

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

MEMBERS EXCUSED/ABSENT: None

OTHERS PRESENT: CDD Keil, PP Homan and Mary Bach

**C. MINUTES TO APPROVE**

1. **Minutes of the December 15, 2011 Housing Authority Meeting**

Motion by Comm. Sheleski, seconded by Comm. Maurer to approve the December 15, 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. **Rebuilding Together Fox Valley**

Mary Bach reported on meeting with representatives from this organization and the city. They have received funding through the Community Foundation to support housing rehabilitation projects. Approximately \$50,000 of rehab funds have been earmarked for Menasha. Staff has recommended the area north of Third Street and south of Ninth Street between Appleton Road and Racine Street as the target area for this initiative. There was consensus among the authority members that this was an appropriate area to target for rehabilitation work.

2. **Habitat for Humanity Home Rehabilitation Initiatives**

Mary Bach reported on a meeting between the city and Habitat where they described their intention to move into housing rehabilitation, while maintaining its traditional home building. Licensed contractors would do elements of the rehab projects for which permits are required and volunteers would do other work. They are expecting to do some rehab projects in the City of Menasha.

3. **Possibilities for Tax Increment Finance District Funded Housing Rehab Programs**

CDD Greg Keil and PP Kara Homan explained staff's proposal to incorporate a housing rehab element into the proposed Tax Incremental District #13 (TID #13) Project Plan. TID #13 is proposed to be created to facilitate the expansion of Alliance Industries, whose operations are located on Appleton Street, between Third and Fourth Streets. The concept involves using a portion of the tax increment generated by the expansion of Alliance Industries to support housing rehabilitation in the neighboring residential areas. Although the Alliance expansion is presently on-hold, staff will continue working on developing the concept into an implementable program.

**F. ACTION ITEMS**

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

Applicant #123. Bids ranged from \$3,175.00 to \$3,650.00. Funds are being requested for an emergency furnace replacement.

Motion by Comm. Sheleski, seconded by Comm. Kaup to approve \$3,175.00 for replacing the furnace.

The motion carried.

Applicant #124. Bids ranged from \$6,555.00 to \$16,300.00. Funds are being requested for soffit and fascia repair, chimney removal, roof replacement, and replacement of four windows.

Motion by Comm. Haase, seconded by Comm. Sheleski to approve \$6,555.00 for the aforementioned work.

The motion carried.

Applicant #125. Bid of \$5,525.00 for new siding and \$9,950.00 for the balance of the work for a total of \$15,075.00. Funds are being requested for roof repair, replacement of two windows, repair and painting of siding, soffit repair, replacement of entry doors, addition of gutters, downspouts and extensions and replacement of four basement windows.

Motion by Comm. Haase, seconded by Comm. Kaup to approve \$9,950.00 for the aforementioned with the exception of new siding.

The motion carried.

**G. ADJOURNMENT**

Motion by Comm. Fischer, seconded by Comm. Kaup to adjourn at 6:55 p.m.

The motion carried.

*Minutes respectfully submitted by Greg Keil, CDD.*

*Note:*

*Future Housing Authority Meetings will be held on either  
Tuesday or Thursday mornings at 7:30 or 8:00 AM.*