

CITY OF MENASHA
Housing Authority
Council Chambers, City Hall – 140 Main Street
October 29, 2013
DRAFT MINUTES

A. CALL TO ORDER

The meeting was called to order at 6:05 p.m. by Frank Haffner.

B. ROLL CALL/EXCUSED ABSENCES

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

MEMBERS EXCUSED/ABSENT: Tim Maurer, Mike Sheleski

OTHERS PRESENT: CDD Keil, PP Homan and Mary Bach.

C. MINUTES TO APPROVE

1. **Minutes of the October 2, 2012 Housing Authority Meeting**

Motion by Comm. Haase, seconded by Comm. Fischer to approve the October 2, 2012 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. Mary Bach described initiatives being undertaken by Rebuilding Together and the city to assist elderly and disabled persons with housing rehabilitation. Kara Homan commented on the rehabilitation work initiated by Habitat for Humanity.

F. DISCUSSION ITEMS

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

Mary Bach gave an overview of the city's housing program. The program operates on funds originating from Community Development Block Grant (CDBG) and Home Investment Partnership Program (HOME) sources. The loans that were made to homeowners under these programs which have been repaid are entered into the city's housing rehabilitation revolving loan fund. The current RLF balances are \$85,722.04 in CDBG and \$18,439 in HOME funds.

Mary Bach distributed the city's current housing program guidelines, and asked the commissioners for comments. Discussion ensued on the following topics:

- Whether the establishment of target areas would be of benefit
- Whether minimum housing quality standards should be established
- The equitable distribution of housing program funds
- Whether garages should be required for all new housing development
- Whether conditions should be attached to CDBG loans with regard to property use and occupancy
- Whether housing design standards should be applied.
- Loan subordination criteria
- The different criteria under which loans may be made under the CDBG and HOME programs

G. ACTION ITEMS

1. Review of CDBG/HOME Rehab Requests for Funding

Applicant #126. Emergency furnace replacement in the amount of \$3,346.

Motion by Comm. Kaup, seconded by Comm. Ald. Keehan to approve \$3,346.00 for emergency replacement of the furnace.

The motion carried.

Applicant #127. Emergency furnace and water heater replacement in the amount of \$4,617.83.

Motion by Comm. Haase, seconded by Ald. Keehan to approve \$4,617.83 for the emergency furnace and water heater.

The motion carried.

Applicant #128. Roof repair/replacement and gutters/downspouts in the amount of \$11,000.

Motion by Comm. Fischer, seconded by Ald. Keehan to approve a maximum expenditure of up to \$11,000.00. Discussion regarding existing debt and prospects for default. Possible referral to Rebuilding Together.

The motion failed.

Motion to reconsider by Comm. Haase, seconded by Ald. Keehan. Discussion regarding using consistent criteria for reviewing applications.

The motion carried.

Motion by Comm. Haase, seconded by Ald. Keehan to approve \$11,000.00 for roof, gutter and downspout replacement if Rebuilding Together does not fund the project by 12/31/13.

The motion carried.

Applicant #129. No action taken; homeowner requested application to be placed on hold.

Applicant #130. Window replacement requested in the amount of \$6,978.00.

Motion by Comm. Haase, seconded by Ald. Keehan to approve \$6,978.00 for new windows.

The motion carried.

Applicant #131. Sewer repair and electrical upgrades that include basement re-wire to meet code, new 100 amp service with 30 amp panel; electrical repairs throughout home; add whole house attic fan; add GFCI outlets throughout home.

Motion by Comm. Haase, seconded by Comm. Kaup to approve \$2,115.00 for sewer repair, \$3,145.00 for electrical repairs and up to \$1,500.00 for stair repair.

The motion carried.

Applicant #132. Replace roof, gutters, windows, bring porches up to code, sewer replacement and electrical.

Motion by Comm. Haase, seconded by Ald. Keehan to approve replacement of roof, gutters, windows (to be paid out of HOME funds, balance from CDBG) porches including lead reduction,

sewer replacement and electrical.

The motion carried.

G. ADJOURNMENT

Motion by Comm. Haase, seconded by Ald. Keehan to adjourn at 7:25 p.m.

The motion carried.

Minutes respectfully submitted by Greg Keil, CDD.