

CITY OF MENASHA
Housing Authority
Council Chambers, City Hall – 140 Main Street
June 22, 2011
MINUTES

A. CALL TO ORDER

The meeting was called to order at 6:03 p.m. by Cliff Fischer.

B. ROLL CALL/EXCUSED ABSENCES

MEMBERS PRESENT: Christine Kaup, Dina Mitchell, and Alternate Cliff Fischer

MEMBERS EXCUSED/ABSENT: Antoine Tines, Michael Sheleski, and Tim Maurer

OTHERS PRESENT: CDD Keil, Mary Bach

C. MINTUES TO APPROVE

1. **Minutes of the October 10, 2010 Housing Authority Meeting**

Motion by Comm. Mitchell, seconded by Comm. Kaup to approve the October 11, 2010 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 NSP Projects**

Mary Bach reported on a pending project on First Street. Additional program funding is expected.

2. **Review of Preliminary Grant Application for 2011-2012 Small Cities CDBG Grant**

Mary Bach reported that a total of \$550,000 was applied for. Of this total, \$400,000 was proposed for rehab, \$67,500 for down payment assistance, and \$82,500 for administration.

F. ACTION ITEMS

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

Applicant HOME #112: Request for replacement of furnace. Air conditioning and water heater to be replaced at the same time.

Commissioners discussed criteria for loan eligibility for air conditioning.

Motion by Comm. Mitchell, seconded by Comm. Fischer to approve \$5,120 for furnace and air conditioning. The motion carried.

Applicant CDBG #113: Request for replacement of furnace ("no heat").

Motion by Comm. Kaup, seconded by Comm. Mitchell to approve \$2,700 for furnace. The motion carried.

Applicant CDBG #114: Home purchased in conjunction with WCHA Homebuyer Program. The home is in good condition, no rehab is needed. Request for \$6,500 in CDBG funds for acquisition.

Motion by Comm. Fischer, seconded by Comm. Kaup to approve \$6,500 for acquisition. The motion carried.

Applicant CDBG #115: Purchased foreclosure to fix up, then lost job. Plumbing had major problems with broken pipes, etc. Used savings to fix major defects so that property was livable. Emergency electrical and plumbing work needs to be completed for health and safety of owners. Plumbing: camera and repair of main drain line in basement out to road/cap off existing drain line for basement shower/two other clay pipe openings in basement. Bid: \$1,800 + permit. Electrical: fix all code violations, repair faulty switches/receptacles, remove knob and tube in attic and basement, repair dryer wiring, and add switches/receptacles as per specs. Bid: \$1,691. Total request: \$3600.

Commissioners discussed

Motion by Comm. Fischer, seconded by Comm. Kaup to approve \$3600 for plumbing/electrical repairs. The motion carried.

Applicant CDBG #116: Home is in good overall condition with the exception of the roof which needs replacement, tear off is needed. Some small areas where roof was leaking during heavy storms this spring. Chimney needs to be repaired or removed. House roof replacement bids \$5,795-\$6,500; garage roof replacement \$4,265-\$4,500. Chimney demo and install vent pipe \$500.

Motion by Comm. Mitchell, seconded by Comm. Kaup to approve up to \$7,000 for roof, chimney and vent pipe. The motion carried.

Applicant CDBG #117: Home is in good overall condition with the exception of foundation walls. Owners removed wall covering over basement walls after detecting mold issues, three walls need excavation, drain tile, waterproofing, insulation, backfill with stone, etc. Bids from \$7,250-\$16,914.

Motion by Comm. Fischer, seconded by Comm. Mitchell to approve up to \$10,000 for basement repair. The motion carried.

G. ADJOURNMENT

Motion by Comm. Fischer, seconded by Comm. Mitchell to adjourn at 7:30 p.m. The motion carried.

Minutes respectfully submitted by Greg Keil, CDD.