

A quorum of the Administration Committee, Board of Public Works, Park Board, and/or Common Council may attend this meeting; (Although it is not expected than any official action of any of those bodies will be taken).

**CITY OF MENASHA
HOUSING AUTHORITY
Conference Room, 3RD Floor City Hall
140 Main Street, Menasha**

June 15, 2010

6:00 PM

AGENDA

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. [Minutes of the November 3, 2009 Housing Authority Meeting](#)
- D. PUBLIC COMMENT ON ANY ITEM OF CONCERN ON THIS AGENDA
Five (5) minute time limit for each person
- E. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS
 - 1. Neighborhood Stabilization Program Update
 - 2. Pre-application for CDBG Housing Program Application
- F. DISCUSSION
 - 1. None
- G. ACTION ITEMS
 - 1. Consideration of Housing Program Applicants
 - 2. Conflict of Interest
- H. ADJOURNMENT

**CITY OF MENASHA
HOUSING AUTHORITY
Council Chambers, City Hall – 140 Main Street
November 3, 2009
DRAFT MINUTES**

A. CALL TO ORDER

Meeting called to order by Comm. Haffner at 6:00 PM.

B. ROLL CALL/EXCUSED ABSENCES

MEMBERS PRESENT: Christine Kaup, Frank Haffner, Cliff Fischer and Mike Sheleski

MEMBERS EXCUSED: Antoine Tines and Tim Maurer

OTHERS PRESENT: CDD Keil and Mary Bach

C. MINTUES TO APPROVE

1. **Minutes of the June 16, 2009 Housing Authority Meeting**

Moved by Comm. Sheleski, seconded by Comm. Fischer to approve the minutes of the June 16, 2009 Housing Authority meeting. The motion carried.

D. PUBLIC COMMENT ON ANY MATTER LISTED ON THE AGENDA

Five (5) minute limit for each person.

1. No one spoke.

E. REPORT OF DEPARTMENT HEADS/STAFF/CONSULTANTS

1. **Neighborhood Stabilization Program Update**

Mary Bach explained Winnebago County received \$1.2 in Neighborhood Stabilization Program funds. The cities of Neenah and Menasha have been allocated \$309,000 to be used for land banking, demolition of blighted structures and new construction on sites where homes have been demolished.

2. **Lead Hazard Reduction Program Update**

No new funding has been made available.

F. DISCUSSION ITEMS

1. **Available Funds From 2009-2010 HOME Rehab Fund and CDBG RLF Fund**

HOME	\$34,270	Home Rehab
CDBG	<u>\$41,036.94</u>	CDBG RLF
	\$75,306.94 total	

G. ACTION ITEMS

1. **Consideration of Housing Program Applicants**

Commissioners considered the following factors in making funding decisions on the following applicants:

- Source and amount of income
- Current amount and sources of assets
- Current amount and sources of debt
- Valuation of property
- Status of property tax payment
- Source of private debt financing
- Household size and composition
- Type of project and associated costs

Applicant # 98-09: This is a foreclosure property. Needs new furnace, electrical upgrades, replace rear storm/screen door, plumbing upgrades/replace water heater, minor repairs (steps at rear entrance, crack in ceiling in rear hallway, fireplace chimney repair, etc). \$10,000 for

acquisition, \$8,000 for homebuyer credit for rehab, etc. Moved by Comm. Sheleski, seconded by Comm. Kaup to approve up to \$10,000. The motion carried.

Applicant #99-09. Home in good condition. Needs some additional gutters, foundation repair, sump pump, soil and grading around foundation wall, minor electrical upgrades and tree trimming. Estimated rehab \$5,500. Moved by Comm. Sheleski, seconded by Comm. Kaup to approve up to \$5,500. The motion carried.

Applicant #100-09. Home in good condition and has been updated by owner. Major foundation work needed. Estimates \$13,800-\$20,290. Motion by Comm. Sheleski, seconded by Comm. Fischer to approve up to \$18,000. The motion carried.

Applicant #101-09. Home is a historic property. Needs major repairs, lead paint reduction, electrical upgrades (may be completed by owner with loan), replacement windows (historically correct), porches need to be rebuilt (historically correct), roof repair, chimney repair, etc. Estimated rehab \$35,000-50,000. Moved by Comm. Sheleski, seconded by Comm. Fisher to deny any funding. The motion carried.

Applicant #102-09. Home is ranch home built in 1983. Need new furnace and water heater. Kitchen floor damaged/needs replacement. Windows and patio door leak air/patio door is damaged. Cost estimate \$7,900 HOME funds. Moved by Comm. Fischer, seconded by Comm. Kaup to approve up to \$7,900. The motion carried.

Applicant #103-09. Foreclosure property. Needs new roof, new furnace, minor electrical upgrades, plumbing upgrades/replace water heater, minor repairs on siding, trim, replacement of screens on porch windows, etc. Lead paint work on soffit, fascia, exterior trim. Estimated rehab amount \$15,000. Moved by Comm. Kaup, seconded by Comm. Fischer to approve up to \$15,000. The motion carried.

2. **Conflict of Interest**

No one reported a conflict of interest.

H. ADJOURNMENT

Moved by Comm. Fisher, seconded by Comm. Sheleski to adjourn at 7:18 PM. The motion carried.

Minutes respectfully submitted by Greg Keil, Community Development Director