

# WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, June 29, 2010

Marian Manor, 3:00 P.M.

COMMISSIONERS PRESENT:     Mike Norton, Chairman  
                                      Patty Maehl, Vice Chairman  
                                      Karen Keller  
                                      Rebecca Hackett  
                                      Richard Schallert (joined the meeting in progress)

STAFF PRESENT:                 Su van Houwelingen, Deputy Director  
                                      Kim Lynch, Executive Assistant

OTHERS PRESENT:               None

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- 1.) Chairman Norton called the meeting to order at 3:06 p.m.
- 2.) Chairman Norton directed the Commissioners to review the minutes of the regularly scheduled board meeting held on May 25, 2010. There being no questions or comments, Ms. Maehl moved, seconded by Ms. Keller, to approve the minutes of the May 25, 2010 meeting. Motion carried 4-0.
- 3.) **Finance – Accounts Payable**  
Chairman Norton inquired if there were any questions pertaining to the May accounts payable report. Ms. van Houwelingen explained that the checks to Bubrick's are for office supplies, the Village of Winneconne check is for a Payment in Lieu of Taxes (PILOT) payment, the Veolia check is for trash removal at the five buildings, group homes and the Ceape Clinic. Ms. van Houwelingen explained that trash removal is bid out and per Chairman Norton's request she will add Winnebago County Solid Waste to the bidders list. When queried, Ms. van Houwelingen stated that the Community Housing Coordinator was not an employee of the Oshkosh Housing Authority (OHA).

5.) **Report of the Executive Director**

Ms. van Houwelingen explained that due to a recent illness, Mr. Masterson's vacation had been delayed. He is feeling fine now and will return from vacation on July 1, 2010.

**a.) Old Business – Quarterly Financials Follow-up**

Ms. van Houwelingen stated that because the Commissioners did not have much time to review the quarterly financial reports last month, she would entertain any questions they may have at this time. There being no further questions or comments, Ms. van Houwelingen continued on with the executive report.

**b.) Public Housing – Menasha Renovations Update**

Ms. van Houwelingen reported that the windows in the phase one units have been replaced, but the siding replacement is not yet complete. There are some Menasha aldermen that are not happy that the siding work is not yet done because of the unfinished appearance. The FAST Team is working as quickly as they can, but work is also contingent on the new roofing. The Mainview renovation project is beginning. The FAST Team will be splitting time between Mainview and the Menasha properties. The permits for the Menasha 40 phase two renovations have been secured. Siding and roofing were picked out last week for the Menasha units. The roofing contractors should be starting the work soon.

**c.) Assisted Housing****i. River Cities Redevelopment****▪ Stratford Meeting**

Ms. van Houwelingen reported that the meeting with Stratford Capital Group on June 9, 2010 went very well. Stratford is the equity partner for the River Cities Redevelopment and was recently ranked as high as fifth in the nation as a tax credit developer and partner.

Stratford was also very interested in purchasing the tax credits for the Court Tower project. Unfortunately, the HA was not awarded those tax credits. Jim Rodgers from WHEDA informed the HA that the application only scored 151 points and the cut off was 179 points. Inquiries will be made regarding the eleven points lost due to "universal design" of the project. WHEDA stated that because the project was classified as preservation and not acquisition/new construction, the application was not entitled to the eleven points. Two points were also lost because WHEDA deemed one of the letters of support from local government officials as ineligible. The City of Milwaukee was awarded \$7 million per year over the next ten years totaling \$70 million in tax credits. That award depleted a substantial amount of the available tax credits for other developers. The good news is that the application has not been deemed ineligible. The application has been deemed "on hold." The Tower Redevelopment LLC developer, Tom Landgraf, will be meeting with WHEDA to discuss the application, subsequent score and alternative options. Stratford Capital Group, who is buying the tax credits for the River Cities deal, is very interested in purchasing tax credits for Tower Redevelopment as well. Other alternative funding sources are being surveyed. There are also 4% tax credits available. As Court Tower is Public Housing, bonds could be issued along with the 4% credits to make the deal work. The HA has until September 30, 2010 to make a final decision on the land options it currently holds for the project. Chairman Norton requested that the information on the Stratford Capital Group be forwarded to him so he can relate the information to the County Board members. Ms. van Houwelingen informed Chairman Norton of the website for Stratford.

**▪ Closing Progress**

A construction schedule has been received from McGann Construction. The tentative construction start date is July 15<sup>th</sup> or 16<sup>th</sup>. However, the closing papers have not yet been signed. Closing will most likely be next week. Renovations will start in Winneconne. Riverside will need to be completed and fully occupied by December 31, 2010. The construction kick off open house has been postponed until the end of August so that a unit will be done to show people. It will better impact visitors if they can see an old unit and then go into a completely renovated unit to compare. HUD's approval on the budget is still needed. Hopefully this will happen the first or second week of July.

**▪ Omro City Garage**

Ms. van Houwelingen reported that the City of Omro has given the green light to start designing City garage improvements to make it work for Foxview Manor residents. When he returns from vacation, Mr. Masterson will follow-up on the garage work with Dan Meissner, the architect.

**d.) Housing Choice Voucher Program Update**

Ms. van Houwelingen reported that there are currently about 410 vouchers issued. However, the program is still under in "unit months" for the year. Program compliance was reviewed and questions were addressed. Chairman Norton wanted to commend Mr. Masterson for his diligent follow up regarding the issue of the woman on the west side of town that is out daily

asking passersby for monetary donations so she can pay her rent. Chairman Norton had been made aware of Masterson's efforts regarding the issue and felt he should be commended.

**e.) NSP Activities and Administrative Update**

Ms. van Houwelingen reported that a revised budget has been submitted. To date, 15 homes have been either purchased or obligated to be purchased, three of which have been turned around and resold to a homebuyer. Twenty "units of money" needed to be obligated by yesterday. Those units could be any combination of rehab money, acquisition money or purchasing money. The NSP program has proved to be an extremely complicated program. The rules were not fully in place before the money was awarded and continue to change rapidly. Next week Thursday and Friday, two representatives from the Department of Commerce will be here to conduct an audit of the NSP program. Ms van Houwelingen responded to questions regarding the NSP program and explained that the homes purchased needed to be in specific census tracts.

**f.) Personnel Matters**

Ms van Houwelingen reported that there is still one employee out on a medical leave. Staffing at Foxview and Riverside was reviewed. Anne Ruby is now the Property Manager at those buildings and will be there on Mondays, Wednesdays and Fridays. Erin, the Social Services Coordinator will be at Foxview and Riverside on Tuesdays and Thursdays. It will be nice for the residents of those buildings to have someone there every day to address issues as they come up. Even though increased staffing at Foxview and Riverside will increase costs in the wages category of the budget, the property will not be paying out as much in mileage reimbursement. Mileage will only be paid out for travel between the two properties, not from Oshkosh to the property or back home at the end of the day. One of the residents has donated a new dishwasher to the kitchen at Foxview. There continues to be some follow-up and repairs to correct accounts that were not handled appropriately by a former employee.

A position for an Operations Manager has been posted internally. So far one staff person has shown interest in the position. The position would oversee the different programs, conduct file reviews, monitor occupancy rates, ensure units are leased as quickly as possible and keep policies and procedures up to date. Ms. van Houwelingen will remain in charge of finance. The HA is still looking to bring the majority of the financials back in house and would like to keep using HABCO to do some of the bigger projects and to consult when necessary. When Brad returns the new computers that were purchased will be installed. Once upgraded, Angie from HABCO will be able to access our system remotely to make adjustments. This will enable the HA staff to review the general ledger and not have to request reports from HABCO.

- 5.) Ms. van Houwelingen presented Resolution 577-10. This resolution approves a title change for the Operations Manager to Deputy Director. Ms. van Houwelingen noted that the Resolution should be corrected to read Business Manager instead of Operations Manager. It was further explained that the resolution involved a title change only and did not involve a pay increase. The title change is being sought by Mr. Masterson and Ms. van Houwelingen to ensure a more professional appearance on the multiple documents that frequently need to be signed. Chairman Norton requested that the Deputy Director's job description be amended to include that the position also be responsible to the Board of Commissioners as well as report to the Executive Director. Future merit pay procedures were also discussed. Ms. Hackett moved, seconded by Ms. Keller to approve Resolution 577-10. Motion carried 5-0.
- 6.) Ms. van Houwelingen presented Resolution 578-10. This resolution approves action by written consent of the Commissioners of the Housing Authority of the County of Winnebago. Ms. van Houwelingen reviewed the resolution and stated that the document has been prepared by Foley & Lardner. In essence, the document allows the Executive Director and Deputy Director to enter into contracts necessary for the completion of the River Cities Redevelopment project. Ms. van Houwelingen responded to questions pertaining to the content of the document. Ms. Keller moved, seconded by Ms. Maehl to approve Resolution 578-10. Motion carried 5-0.

- 7.) Ms. van Houwelingen presented Resolution 579-10. This resolution approves the 2010/2011 Operating Budgets. Ms. van Houwelingen reviewed and summarized the budgets. Because HUD has not yet stated what the current years operating subsidy is, the HA had to use its best estimate under the circumstances to obtain an operating subsidy figure on the 2010/2011 budgets. The budget for the COCC was included for information purposes only as the COCC is really part of the OHA. The budgets for Foxview and Riverside won't really go into effect until January or February of 2011. Because they will become tax credit properties, they will become a December 31 year end instead of a June 30 year end. Chairman Norton requested to include on future budgets the percentage of increase/decrease over the previous year's budget as well as a summary of what the major changes are. Ms. Hackett moved, seconded by Ms. Keller to approve Resolution 579-10. Motions carried 5-0.
- 8.) Ms. van Houwelingen presented Resolution 580-10. This resolution approves the contract award for the 06/30/2010 auditor to Kerber, Rose & Associates. Ms. van Houwelingen explained the issues and charges billed surrounding the services provided last year by Collins and Associates. As a result, requests for bids for this year's auditing services were sent out. Ms. van Houwelingen reviewed the bid tab sheet, responded to questions and recommended Kerber, Rose & Associates be awarded the contract. Chairman Norton requested that the auditors come to a board meeting to review the highlights of the audits when completed. Ms. Hackett moved, seconded by Ms. Maehl to approve Resolution 580-10. Motion carried 5-0.
- 9.) Ms. van Houwelingen presented Resolution 581-10. This resolution approves a revised Agreement for Services Between the Housing Authority of the City of Oshkosh and the Winnebago County Housing Authority. Ms. van Houwelingen explained that the revised agreement is being requested to reflect the current circumstances in which the OHA is no longer part of the City of Oshkosh. Therefore, any references to the HA and/or the HA's staff being part of or belonging to the City of Oshkosh have been removed. Ms. Keller moved, seconded by Ms. Maehl to approve Resolution 581-10. Motion carried 5-0.
- 10.) **Discussion**
- In Masterson's absence, Ms. van Houwelingen responded to any questions and comments the commissioners had. Chairman Norton informed Ms. van Houwelingen that in the event the HA had any extra space when a new building is purchased for the COCC offices, there is another non-profit agency that is in need of some space to run their program. Chairman Norton felt that perhaps we could help them out.
- 11.) There being no further business at this time, Chairman Norton called for a motion to adjourn. Ms. Keller moved, seconded by Ms. Maehl to adjourn the meeting. Motion carried 5-0. The meeting was adjourned at 4:18 p.m.

Respectfully submitted,

SUSAN VAN HOUWELINGEN  
Deputy Director  
Winnebago County Housing Authority

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APPROVED