

DRAFT

## WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, March 28, 2017

Marian Manor

3:00 p.m.

COMMISSIONERS PRESENT: Mike Norton, Chairperson  
Rebecca Hackett, Vice Chairperson  
Robert Keller  
Rodney Cross  
Scott Waterworth (Arrived during the A/P report)

COMMISSIONERS ABSENT: None

STAFF PRESENT: Lee Franzen, Operations Manager  
Kim Lynch, Executive Assistant

OTHERS PRESENT: None

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- 1.) Chairperson Norton called the regular meeting to order at 3:00 p.m.
  - 2.) **WCHA Minutes of the Regular Meeting Held on February 28, 2017**  
Chairperson Norton directed the Commissioners to review the minutes of the regularly scheduled Board Meeting held on February 28, 2017. There being no corrections or discussion, Mr. Keller moved, seconded by Ms. Hackett, to approve the minutes of the February 28, 2017 meeting as presented. Motion carried 4-0.
  - 3.) **Public Comment Period**  
There were no public comments.
  - 4.) **Finance**
    - a.) **Accounts Payable Report from February**  
Chairperson Norton inquired if there were any questions pertaining to the February accounts payable report. Mr. Franzen & Ms. Lynch responded to questions regarding PILOT payments.
    - b.) **Audits – River Cities, LLC**  
Ms. Lynch reviewed the 2016 Audit for River Cities Redevelopment, LLC. The final audit has been received and there were no changes from the draft audit. There were no findings. Assets far outweighed liabilities for 2016. After questions were addressed, Mr. Waterworth made a motion to accept the 2016 final audit for River Cities Redevelopment, seconded by Ms. Hackett. Motion carried 5-0 on a voice vote.

**5.) Report of the Executive Director****a.) Public Housing Family Unit Update**

Mr. Franzen stated there was nothing new to report at this time regarding the Public Housing Family Units.

**b.) River Cities Redevelopment Update**

Mr. Franzen stated that discussions have begun with Otis Elevator regarding the replacement of the elevators at both Fox View and Riverside. Both elevators are in need of replacement. The cost to replace the elevators is estimated at about \$61,000 per elevator. A minimum of three bids will need to be solicited.

**c.) Housing Choice Voucher & FSS Program Update**

Mr. Franzen stated there are currently 400 regular vouchers, eleven Port-Ins and seven Port-Outs, totaling 418 vouchers, under contract.

There are currently 24 participants enrolled in the FSS Program. The FSS Program currently has approximately \$34,939 in the escrow account.

The commissioners are invited to attend an FSS graduation that is scheduled for April 13, 2017 at 5:00 p.m. The graduate will be receiving \$1335 which they hope to use toward home ownership.

**d.) Home Buyer Program Update**

Mr. Franzen stated there is nothing new to report at this time for the Home Buyer Program.

**e.) Group Home Update**

Mr. Franzen stated Silvercrest will be getting twenty-four new windows as well as holes cut in the wall to accommodate air conditioning (a/c) units. Using wall a/c units instead of window units will help protect the integrity of the new windows. Chairman Norton stated that the County Board is proceeding with possible plans for a new group home building.

**f.) Agency Matters****• Staff Changes**

Mr. Franzen stated Marian Manor (MM) has a new General Laborer. The search for a new person to replace Patty, who will be retiring at the beginning of May, is still ongoing.

**• Possible Amendment of By-Laws to Allow for Electronic Meetings, Such as Telephone Conference Call or Video Conferencing When Necessary**

Mr. Franzen stated the Agency would like to begin discussions regarding an amendment to the By-Laws which would allow the use of electronic meetings (e-meetings) when necessary. The Authority's board is relatively small with only five (5) members. Some meetings that would otherwise need to be cancelled due to a lack of a quorum may still be able to happen if an e-meeting could be utilized. Any kind of meeting that is not an in-person meeting must be authorized in the By-Laws. E-meetings will be discussed further at the April meeting.

- **Good Twindominium News**

Mr. Franzen stated that two families have already been approved to be housed in the new twindominium being constructed on the corner of Grove and Parkway.

**6.) Discussion – NAHRO Legislative Conference**

Mr. Franzen stated there was an error on the meeting schedule list. Next month's meeting will be on April 25<sup>th</sup>, not the 24<sup>th</sup>. Chairperson Norton requested that the April Agenda include a discussion about the NAHRO Washington Legislative Conference as well as combining the board meetings.

Mr. Franzen reviewed the PACE Program and how it could help with funding for the Waite Project. PACE is a statewide program that enables commercial property owners to obtain low-cost, long-term financing for energy efficiency, renewable energy, and water conservation improvements. In order for the Housing Authority to take advantage of the PACE Program, Winnebago County would have to pass a resolution authorizing execution of the Joint Exercise of Powers Agreement (JPA) and pass the Model PACE Ordinance through the county board of supervisors.

**7.) Adjournment**

Having completed the agenda, Ms. Hackett moved, seconded by Mr. Waterworth to adjourn the meeting. Motion carried 5-0. The meeting was adjourned at 3:46 p.m.

Respectfully Submitted,



Lee Franzen  
Operations Manager  
Winnebago County Housing Authority

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APPROVED