

DRAFT

WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, June 25, 2019

Marian Manor

3:00 p.m.

COMMISSIONERS PRESENT: Rebecca Hackett, Chairperson
Scott Waterworth, Vice Chairperson
Mike Norton
Robert Keller
Jesse Coates

COMMISSIONERS ABSENT: None

STAFF PRESENT: Susan van Houwelingen, Executive Director
Lee Franzen, Operations Manager
LuAnn DeBruin-Ziebell, Finance Manager
Kim Lynch, Executive Assistant

OTHERS PRESENT: None

1.) Call to Order: Roll Call

Chairperson Hackett called the regular meeting to order at 3:02 p.m.

2.) WCHA Minutes of the Regular Meeting Held on May 21, 2019

Chairperson Hackett directed the Commissioners to review the minutes of the WCHA meeting held on May 21, 2019. There being no questions or discussion, Mr. Norton moved, seconded by Mr. Coates, to approve the minutes of the May 21, 2019 meeting as presented. Motion carried 5-0 on a voice vote.

3.) Public Comment Period

There were no public comments.

4.) Finance

a.) Accounts Payable Report from May 2019

Chairperson Hackett inquired if there were any questions pertaining to the May accounts payable report. Ms. DeBruin-Ziebell stated that due to the City of Oshkosh sending out water bills monthly now, the monthly bills will be a bit higher. However, it should annualize about the same. Ms. van Houwelingen and Ms. DeBruin-Ziebell responded to questions. The payment of \$59,620.39 to Wisconsin Bank & Trust is the May interest payment on the Waite Rug construction loan. The property is in the third month of a three month stabilization period. Once the stabilization period has been satisfied, the loan should be able to be paid off with the payment due from the investors.

Commissioner Coates commented that the landscaping at Waite Rug was coming along nicely and looks good. AM Oshkosh, a monthly event sponsored by the Oshkosh Chamber of Commerce, was held at Waite Rug in June.

b.) List of Repayment Arrangements

Ms. van Houwelingen reviewed the list of Winnebago County Family Unit Repayment Agreements. Six of the nine repayment arrangements are current. One of the non-current repayment agreements is for a tenant that moved into another unit and is paying off damages to the previous unit.

c.) TRIP Update

Ms. Lynch reviewed the payments received year to date from the Tax Refund Intercept Program (TRIP). If a tenant terminates from the Authority's programs and owes money to the Authority, their debt is certified with the WI Department of Revenue for state tax refund interception through TRIP. From January through May 2018, \$30,698.25 has been collected through TRIP.

5.) Report of the Executive Director

a.) Monthly Vacancy Report From PIC

Ms. van Houwelingen reviewed the monthly occupancy report from PIC for June 2019 and responded to questions. As of the time of the report, there were two vacant units in the WCHA Scattered Site Family Units.

b.) Public Housing Family Unit Update

Ms. van Houwelingen stated Mr. Franzen is working on furnace maintenance contracts and requesting bids for the replacement of some of the older furnaces. The Property Manager, Carri, is attending a Public Housing training this week.

Ms. DeBruin-Ziebell distributed and reviewed a handout showing the Operating Subsidy and Capital Fund comparisons over the past six years. The WCHA is projected to get \$117,113 in Operating Subsidy and \$172,153 in Capital Fund this year. The award for Capital Fund this year is higher than last year. Agencies should be getting 97% of their Operating Subsidy award in 2019. Awards in 2018 were prorated to 90%.

c.) River Cities Redevelopment Update

- **Elevator Project Update**

Mr. Franzen stated the HA is waiting to receive a time schedule.

d.) Housing Choice Voucher & FSS Program Update

Ms. van Houwelingen reported there are currently 366 regular vouchers, twenty-eight Project Based Vouchers, four VASH Vouchers, five port-out and ten port-in vouchers under contract. Two Mainstream vouchers have been issued. Ms. van Houwelingen responded to questions regarding vouchers.

The FSS Program currently has 20 participants with approximately \$40,000 in escrow.

e.) Home Buyer Program Update

Ms. van Houwelingen stated there is an accepted offer on the Bay Street property. The 2019-2020 Home contract for \$184,746.00 has been signed and returned.

f.) Agency Matters**• Succession Planning Update**

Ms. van Houwelingen stated she met with Ms. Spanbauer and Ms. Muhlbauer of the Oshkosh Housing Authority Board on June 14 to begin discussions on succession planning. Good progress was made. They will meet again at the beginning of August. Once a plan is developed, it will be brought to both boards.

• Crime Insurance Update

Mr. Franzen stated that after further review of the additional crime insurance coverages under consideration, the coverage for theft of client property does not fit the Agency's needs. The policy's definition of client does not fit with the HA's definition.

This policy was the most expensive policy and will not be purchased. The other three policies which cover items such as forgery or alterations, computer or funds transfer fraud insurance will be added for an additional \$1,400 a year. Mr. Franzen and van Houwelingen responded to questions about the insurance coverages and discussed scenarios.

• Various Contract Updates

Mr. Franzen is working with MRI, the Agency's current software provider, on a mobile work order module and training. The HA entered into a contract with Gartman Mechanical for routine cleaning and servicing of HVAC units at the family units. The HA entered into a new cell tower contract with AT&T.

• Wait List Closings

Ms. van Houwelingen stated that consideration has been given to discontinuing the use of local preference points for the Voucher Waiting List. Applicants would be processed based on date and time that their application was submitted.

As of August 1, 2019 the Raulf Place and Waite Rug Waiting Lists will be closed. The waiting lists are being closed at this time because there are several hundred applicants on these waiting lists making the wait time over a year. The Housing Choice Voucher Waiting List may also be closed in the near future. Ms. van Houwelingen reviewed the process of opening and closing the Waiting Lists and responded to various questions.

• Policy Changes**○ Require Resident Proof of Vehicle Liability Insurance to Park in HA Lots**

Ms. van Houwelingen stated that the HA does not currently require tenants with vehicles that are parked in HA lots to carry liability insurance as required by law. To help protect the HA's property and limit potential liability, the Authority wants to require all residents who park in any Housing Authority parking lots or

driveways to carry and show proof of the Wisconsin law minimum required coverage for vehicle liability insurance at move in and at the time of annual recertification. Tenants must also attest to maintaining required vehicle liability insurance on a continual basis during their tenancy if they are parking a vehicle on HA property.

- **Remove Pet Distemper and Declawing Requirements Along With Requirement for a Cat Scratching Stand**

Ms. Houwelingen requested this topic be tabled until the July board meeting. The merits of requiring the Distemper shot are still being explored. The shot is currently not required by law or the City to get a license. The board agreed to carry this discussion forward to the July meeting.

6.) Resolution 694-19: Approve Pet Policy Change to Remove Pet Distemper and Declawing Requirements

Per Ms. van Houwelingen's request, Mr. Waterworth moved, seconded by Mr. Keller to table this resolution and carry it forward to the July board meeting. Motion carried 5-0 on a voice vote.

7.) Resolution 695-19: Approve Resolution Requiring Auto Liability Insurance to Park in HA Parking Lots

Ms. van Houwelingen reviewed the resolution and responded to additional questions. It was noted that the Resolution number was incorrect on the agenda. Instead of 695-20 the number should be 695-19. After questions were addressed, Mr. Waterworth moved, seconded by Mr. Norton, to approve Resolution 695-19 as corrected. Motion carried 5-0 on a voice vote.

8.) Discussion

Ms. van Houwelingen reported there will be a maintenance person retiring in June of 2020.

Ms. van Houwelingen responded to various questions regarding the City of Oshkosh's proposed tax for road work.

9.) Adjournment

Having completed the agenda, Mr. Norton moved, seconded by Mr. Keller, to adjourn the meeting. Motion carried 5-0 on a voice vote. The meeting was adjourned at 4:05 p.m.

Respectfully Submitted,



SUSAN VAN HOUWELINGEN
Executive Director
Winnebago County Housing Authority