

DRAFT

WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, June 26, 2018

Marian Manor

3:00 p.m.

COMMISSIONERS PRESENT: Rebecca Hackett, Chairperson
Scott Waterworth, Vice Chairperson
Rodney Cross
Robert Keller

COMMISSIONERS ABSENT: Mike Norton

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

OTHERS PRESENT: Joan Truax (Riverside Apartments)

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- 1.) Chairperson Hackett called the regular meeting to order at 3:02 p.m.
 - 2.) **WCHA Minutes of the Regular Meeting Held on May 22, 2018**
Chairperson Hackett directed the Commissioners to review the minutes of the meeting held on May 22, 2018. There being no corrections or discussion, Mr. Waterworth moved, seconded by Mr. Keller, to approve the minutes of the May 22, 2018 meeting as presented. Motion carried 4-0 on a voice vote.
 - 3.) **Public Comment Period**
Ms. Truax came to today's meeting to inquire about the status of the Waite Rug Apartments. Ms. van Houwelingen stated the waiting list and application has not been finalized yet. However, the reception desk is keeping a list of those interested in applying for the units. When the waiting list and application are ready, those on the list will be notified so they can apply. One unit will be ready to rent in December 2018 and the remaining units will be ready for rental in the first quarter of 2019. There will be 56 units, 46 one-bedroom and 10 two-bedroom units, under the Oshkosh Housing Authority. Water, gas and electric utilities will be included in the rent. There will be laundry hookups in each unit as well as a community laundry room on each floor. The two story building will also have an exercise room, theater room and lounges.
 - 4.) **Finance**
 - a.) **Accounts Payable Report from May 2018**
Chairperson Hackett inquired if there were any questions pertaining to the May accounts payable report. There were no questions pertaining to the accounts payable report.

Ms. DeBruin-Ziebell and Ms. van Houwelingen called attention to the draft of the WCHA Public Housing audit that was distributed. There are no findings noted in the audit and WCHA is considered a low risk auditee. Commissioners were asked to review the audit over the next month and bring it back with them to the July meeting along with any questions they may have.

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

a.) Public Housing Family Unit Update

Ms. van Houwelingen reported that all of the information for Winnebago County Housing Authority is now in the EPIC system, but not yet approved. The Agency will be getting a new contact person, Dee Schultz, due to the retirement of our current contact person.

HUD staff was here on May 29 & 30 to conduct a review of the OHA Public Housing Properties which consist of Raulf Place, Court Tower and the Scattered Site 70 Family Units.

There is a HUD rule that states if the Agency purchases an item with federal dollars in excess of the Agency's capitalization threshold, the Agency needs HUD's permission to sell/dispose of the item. If the item is sold, 30% of the proceeds from the sale must be paid back to HUD. The HA's current capitalization threshold is \$1,000. Raising the capitalization threshold is being considered. The maintenance vehicle for the Neenah/Menasha Family Units is over ten years old and needs to be replaced. It will be traded in and non-federal dollars will be used to purchase a new vehicle.

b.) River Cities Redevelopment Update

Franzen and van Houwelingen are currently interviewing architects for the elevator replacement project at both Fox View and Riverside. The work will be done in 2019.

- **Home Purchase and Land for Sale**

Ms. van Houwelingen stated a house behind Fox View is going up for sale as well as a vacant lot. The Authority would like to purchase these two parcels for parking and other possible development. The Agency would pay \$48,000 for the house and \$7,000 for the vacant lot. There will be a resolution later in the meeting to approve the purchase.

c.) Housing Choice Voucher & FSS Program Update

Ms. van Houwelingen reported there are currently 420 vouchers under contract; 413 regular vouchers, seven Port-Outs and ten Port-Ins. There are currently 24 participants in the FSS Program with about \$54,277 in the FSS escrow account. There was a graduation last week from the FSS program. The participant received \$2,763.

d.) Home Buyer Program Update – Auction Purchase

Ms. van Houwelingen reported that the Home Buyer program purchased a foreclosure property thru auction for \$77,000. It is in good condition and should not need much work. The house can be sold for \$125,000-\$130,000 when repairs have been completed.

The Program received another grant for \$100,000 for the next year. Grants are now for one year instead of multi-year grants.

- **Audit Adjusting Entry for Homebuyer Receivables**

Ms. van Houwelingen stated that all of the Home Buyer Programs outstanding mortgages will now be on the audit. It is taking longer than usual to get the audits completed because it is taking some time to get them all recorded on the audit. Prior to this, the mortgages were not listed on the audit. There were no findings on the Home Buyer audit done in May.

e.) **Group Home Update – Possible Interested Buyer**

Ms. van Houwelingen reported there is a possible new buyer interested in acquiring the group homes. The County is planning on building a new 16 unit facility that would house the clients from both Toward Tomorrow II (TT2) Group Home and the Summit Group Home.

f.) **Agency Matters**

- **New Hire**

Ms. van Houwelingen stated a new property manager for Raulf Place, Fox View and Riverside has been hired. Her name is Wendy and she is the sister of one of the maintenance people currently on staff. They will not be working at the same properties and neither of them will report to the other in any way.

6.) **Resolution 680-18: Approve Purchase of 125 Adams St. and Vacant Lot on Corner of Adams St. and W. Huron St. in Omro, WI for the Purpose of Future Development.**

Ms. van Houwelingen presented the resolution and stated this topic was discussed earlier in the meeting. After some discussion, Mr. Waterworth moved, seconded by Mr. Keller to approve resolution 680-18. Motion carried 4-0 on a voice vote.

7.) **Discussion**

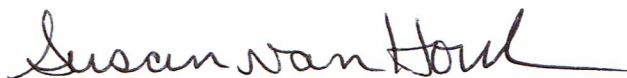
a.) **August Joint Board Meeting and Tour of Properties**

Ms. van Houwelingen stated that the August meeting will be a joint meeting on Monday, August 27, 2018 at 3:30 p.m. A bus will be booked and the commissioners and new staff will be taken on a tour of the OHA and WCHA properties.

8.) **Adjournment**

Having completed the agenda, Mr. Waterworth moved, seconded by Mr. Keller, to adjourn the meeting. Motion carried 4-0 on a voice vote. The meeting was adjourned at 3:30 p.m.

Respectfully Submitted,



SUSAN VAN HOUWELINGEN

Executive Director

Winnebago County Housing Authority

APPROVED