

DRAFT

Public Hearing: Public Housing Authority Annual & 5-Year Plans

Vice Chairperson Spanbauer opened the Public Hearing at 3:34 p.m. and invited public comments and questions. Vice Chairperson Spanbauer called twice more for public input without a response. Vice Chairperson Spanbauer declared the Public Hearing closed at 3:36 PM.

OSHKOSH HOUSING AUTHORITY MINUTES

Monday, August 26, 2019

Marian Manor

3:30 P.M.

COMMISSIONERS PRESENT: Nicholas Hahn, Chairperson (Arrived during the 2nd Quarter Financial Report)
Julie Spanbauer, Vice Chairperson
Sara Muhlbauer
Lori Palmeri

COMMISSIONERS ABSENT: Rob Paterson

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

Vice Chairperson Spanbauer called the regular meeting to order at 3:36 p.m.

2.) OHA Minutes of the Regular Meeting Held on July 22, 2019

Vice Chairperson Spanbauer directed the Commissioners to review the minutes of the OHA regularly scheduled Board Meeting held on July 22, 2019. There being no corrections or questions, Ms. Muhlbauer moved, seconded by Ms. Palmeri to approve the minutes of the July 22, 2019 meeting as presented. Motion carried 3-0 on a voice vote.

3.) Public Comment Period

There were no public comments.

4.) Finance

a.) Accounts Payable Report From June 2019

Vice Chairperson Spanbauer inquired if there were any questions pertaining to the July accounts payable report. Ms. van Houwelingen & Ms. DeBruin-Ziebell responded to various questions pertaining to the report.

b.) List of Repayment Agreements

Ms. van Houwelingen reviewed the status of the current repayment agreements and responded to questions.

c.) 2nd Quarter Financials

Ms. DeBruin-Ziebell reviewed the 2nd quarter financials. The financials are compiled by Hawkins Ash, CPAs out of La Crosse. Marian Manor is doing very well and had a positive operating income before depreciation at the end of the second quarter and after the monthly mortgage was paid. Assets are greater than liabilities.

Tower Redevelopment Phase 1 and Phase 2 both had a positive operating income before depreciation and assets greater than liabilities. The bill for the street assessment came in at around \$70,000. There is no mortgage on this property, only a payment to the Replacement Reserves.

Raulf Place had a positive operating income before depreciation and assets greater than liabilities at the end of the second quarter. There is no mortgage on this property, only a payment to the Replacement Reserves.

At the end of the second quarter the Cost Certification for the Waite Rug Housing project was still being finalized. As a result, there is still a lot of incomplete information on the financials. The Authority is still working with the HUD-Milwaukee office to get the Operating Subsidy started. The only income coming in so far is the HAP Payment for the Voucher tenants and the tenant portions of the rent due.

The 70 Family Public Housing Units had a positive operating income before Depreciation at the end of the second quarter and assets greater than liabilities. There is no mortgage on these properties.

Cumberland Redevelopment Phase 1 & 2 both had positive operating incomes before depreciation at the end of the second quarter and after the monthly mortgages were paid.

Capital Fund is a pass through account. Money comes in from HUD and once it is spent on capital needs, it is moved over to fixed assets on the Statement of Net Position (Balance Sheet).

The Toward Tomorrow II Group Home had a positive operating income before Depreciation at the end of the second quarter and assets greater than liabilities.

At the end of the second quarter, the Central Office Cost Center (COCC) showed an operating income before depreciation and assets greater than liabilities.

5.) Report of the Executive Director**a.) Monthly Vacancy Report From PIC**

Ms. van Houwelingen and Mr. Franzen reviewed the monthly occupancy report for August 2019 and responded to questions. Raulf Place and Waite have no vacancies. Court Tower 1 & 2 have a total of 3 vacancies as of today. The Scattered Sites have two units off line HUD approved for rehab. The third vacant unit is being reviewed for possible disposition/ demolition through HUD Section 18.

b.) Public Housing Programs and Properties

- **70 Fam – Scattered Site Update**

Ms. van Houwelingen stated there are two units on Greenwood that are off line HUD approved and undergoing renovation. Capital Fund money is being used for the renovations. Bids have come in for new lighting, updating the dumpster area and new mailboxes. Concrete work is being done on sidewalks and driveways.

Management is reviewing with Tom Landgraf the option to obtain Tenant Protection Vouchers to be used to convert the 30 Family Scattered Sites Units out of Public Housing.

- **Waite Rug Housing, LLC Update**

Ms. van Houwelingen stated because of the way that Qualified Rehab Expenses (QREs) are calculated, there is a possible shortage of QREs for the project. WHEDA has offered to extend a capital magnet loan to cover the shortage if necessary.

The Waite South investors have declined the option to extend the original Part 3 Historic completion deadline. Waite North and Waite South will now have to be separated and a new Part 3 application for Waite South must be submitted.

- **North Waite Plaza, LLC Update**

Ms. van Houwelingen stated there have been ongoing productive meetings with a local bank regarding funding for the North Waite project. There have been discussions with WHEDA regarding a \$2 million loan. Su has received assistance with meeting successfully with other potential investors to find additional funding. Su will also be meeting with Winnebago County Economic Development regarding their funding programs.

Ms. van Houwelingen stated that the swales built to retain rainwater on the Waite property have been compromised. There are approximately 10,914 plants that must be planted immediately to protect the swales.

- **Court Tower Update**

Ms. van Houwelingen stated Court Tower received the bill for its share of the street assessment which is approximately \$70,000.

- **Raulf Place Update**

Ms. van Houwelingen stated there are some exterior doors that need to be replaced at Raulf Place which will cost about \$9,000. Mr. Franzen explained it was discovered that the parking lot does not have enough of a slope to drain off water. So, the storm drains need to be reconstructed. Storm drain reconstruction will cost approximately \$25,000. The original bid was about \$185,000 to reconstruct the parking lot and is now up to about \$235,000 which would include resurfacing the lot, the work on the storm drains and new lighting in the lot. Because it is so late in the season and it has been difficult to get companies to bid out the new work, it was decided that a light layer of blacktop will be put down for now to help fill cracks and smooth out tripping hazards. This patch should last for about 3-4 years and cost about \$23,000. The full work could be rebid in 3-4 years.

c.) Multi-Family Housing

- **Marian Manor Update**

Ms. van Houwelingen stated the Marian Manor tax credits are done and BMO Harris Bank has contacted the Authority to discuss exiting the tax credit relationship. Marian Manor also needs some new exterior doors which will cost about \$22,000. Marian Manor received a score of 98B on the recent REAC inspection. New key panels are being installed at Marian Manor. The current panels are quite old and can no longer be updated.

- **Cumberland Court Update**

Ms. van Houwelingen stated Cumberland Court received a score of 95C on their recent REAC score.

d.) Group Home Update – Toward Tomorrow Group Home

Ms. van Houwelingen stated there is a non-profit agency that is interested in buying the Toward Tomorrow II Group Home (TT2). This agency would like to use the building for a transitional housing program. The Board had previously authorized van Houwelingen to sell this property.

e.) Agency Matters

- **New General Laborer Position**

Ms. van Houwelingen stated the new General Laborer will be starting on September 9, 2019 at Raulf Place. The General Laborer currently at Raulf Place will be transferring to Marian Manor.

- **Request to Add New Administrative Position**

Ms. van Houwelingen stated the Agency had two very part time people who helped out with clerical tasks and watching the front desk. One of these people has gone away to college and the other will be leaving at the end of September because she is having a baby. The need for clerical help is very high. Ms. van Houwelingen requested that the Board approve a full time Clerk 1 position. This position will be shared by Court Tower/Waite, the Family Unit programs and the Compliance Department. The starting pay for this position would be \$14 per hour. Questions were addressed.

- **Vehicle Purchases**

Ms. van Houwelingen reviewed a listing of vehicles owned by the Housing Authority and their ages. The agency is going to be trading in three older vehicles for three new ones. The 2011 Dodge Ram is one of the trucks being traded in. It is used for plowing and a lot of heavy hauling and needs to be replaced. The other two vehicles are used by the maintenance staff that serve the scattered site family units, are driven frequently and need to be replaced. The Procurement Policy passed by the board in 2015 authorized the Executive Director to make necessary purchases.

- **List for Sale Vacant Land Corner of Ceape and Broad Street**

Ms. van Houwelingen stated the Authority would like to pursue selling the vacant lot next to Court Tower.

6.) Resolution 1055-19: Approve Addition of New Office Clerk Position

Ms. van Houwelingen reviewed the resolution. This topic was discussed earlier in the meeting. There were some punctuation and grammatical errors noted. After questions were addressed and the errors corrected, Ms. Spanbauer moved, seconded by Ms. Palmeri, to approve Resolution 1055-19 as corrected. Motion carried 4-0 on a voice vote.

7.) Convene in Closed Session Under Wis. Stat. § 19.85(1) (c) to Consider Promotion, Compensation, and/or Performance Evaluations. Roll Call

Ms. Muhlbauer moved that the OHA open meeting be adjourned and a closed session be opened under Wis. Stat. § 19.85(1) (c). The motion was seconded by Ms. Spanbauer. Motion carried 4-0 on a roll call vote as follows:

Nicholas Hahn: aye
Julie Spanbauer: aye
Sara Muhlbauer: aye
Lori Palmeri: aye

Rob Paterson: Absent

The open meeting was moved into closed session at 5:45 p.m.

8.) Reconvene in Open Session Under Wis. Stat. § 19.85(2)

Ms. Spanbauer moved that the OHA meeting reconvene in Open Session. The motion was seconded by Ms. Muhlbauer. Motion was carried 4-0 and the meeting moved back into open session at 6:16 p.m.

9.) Discussion

Ms. van Houwelingen stated that Al Rolph, Social Worker at The Salvation Army of Oshkosh, will be conducting a presentation on Generational Poverty at the September Staff meeting. Any commissioner who is able to attend is invited to this training.

10.) Adjournment

Having completed the Agenda, Ms. Muhlbauer moved, seconded by Ms. Palmeri, to adjourn the meeting. Motion carried 4-0 on a voice vote. The meeting adjourned at 6:19 p.m.

Respectfully submitted,


SUSAN VAN HOUWELINGEN
Executive Director
Oshkosh Housing Authority

APPROVED