

Community Development Authority of the City of Stevens Point Minutes

Meeting Date: August 3, 2011

Board Members Present: Mr. Andrew J. Halverson, Chairman, Mr. Dave Cooper, Mr. Hans Walther, Mr. George Hanson and Ms. Marge Molski.

Board Member(s) Not Present: None

Also Present: Mr. James R. Hamilton, Executive Director, Ms. Donna T. Bella, Chief Financial Officer, Ms. Barb Kranig and Mr. Paul Adamski

The meeting, held in the **Conference Room D** in the County-City Building, 1516 Church St., Stevens Point, Wisconsin, was called to order by Chairman Halverson at 4:31 p.m.

Mr. Hamilton took roll call. All members listed above were in attendance.

The first item on the agenda was the Approval of the May 23, 2011 Community Development Authority Meeting Minutes.

Ms. Kranig said that the minutes did not show a motion on agenda item #6-Discussion and possible action on a Resolution to determine whether the properties located at 1201 Third Court and 1101 Centerpoint Drive (Parcel IDs 281-2408-32-2029-51 and 281-2408-32-2029-61) meet the definition of blighted, according to the definition outlined in 66.1333(2m)(bm) of the Wisconsin State Statutes, and authorization to proceed with condemnation proceedings on these properties.

Chairman Halverson said he made the motion and Mr. Adamski seconded the motion. Ms. Molski made a motion to approve the minutes as amended. Mr. Cooper seconded the motion. There being no further discussion, the Chair called for a vote.

All ayes, nays none.

The next item on the agenda was a Motion to enter into closed session pursuant to Wis. Stats. Section 19.85(1)(c) to confer with respect to personnel matters concerning succession of retiring Executive Director. At 4:46 Mr. Hanson moved to enter into closed session. Ms. Molski seconded the motion.

All ayes, nays none.

At 5:57 Mr. Hanson moved to reconvene the meeting. Ms. Molski seconded the motion.

All ayes, nays one.

The Chairman declared the meeting open.

Chairman Halverson said that the Board has decided to review any/all options and will bring this back to the Board at the next meeting. Mr. Hamilton asked to address the Board. He said that during his tenure with the Housing Authority, his proudest accomplishment was to integrate the community without anyone really noticing. He said he saw the influx of refugees into the community in the early '90's as a challenge for the community. He said Stevens Point was doing what other communities were doing – allowing refugees to self-segregate. He said although he completely understood why refugees were doing this; he knew that this was a bad long-term strategy for both the refugees and the community. He said he knew that housing was the key to integrating the community. He said he made a concerted effort to place families in scattered-site housing units so their children would be in every school. He said looking back at other communities where they allowed refugees to self-segregate, we made the right decision.

He said that low-income people in Stevens Point have housing options. Mr. Hamilton said that on a visceral level for low-income families to have housing options, means you have a successful and mature housing program. Mr. Hamilton said the Board should feel good about essentially solving the affordable housing issue in their community.

Mr. Hamilton concluded by pointing out that there have never been any financial, audit findings in his 22+ years of service. He thanked his staff and said he appreciated the support from the Board.

The next item on the agenda was the Review for Approval - Write-off of Uncollectable Debt for the Period 1/1/11 to 6/30/11.

Mr. Hamilton began by explaining that this used to be done once a year, but the auditor recommended it be done bi-annually.

Mr. Hansen asked how long a tenant could be late with rent before they were evicted. Mr. Hamilton replied after two months we serve them with a 14-day Pay or Quit notice. Mr. Hansen asked if we do repayment agreements with tenants. Mr. Hamilton replied yes, all the time. Mr. Hansen asked if the Housing Authority reimburses Wisconsin Public Service for the utilities. Mr. Hamilton replied no. Mr. Hansen asked if it was possible to pay the subsidy directly to WPS. Mr. Hamilton said it is possible, but he said he felt it was a better practice to require the tenant to pay their own bill. He said that there are so few residents that abuse the situation that there was really no need to change the procedure.

Ms. Molski moved to approve the Write-off of Uncollectable Debt for the Period 1/1/11 to 6/30/11. Mr. Walther seconded the motion. There being no further discussion, the Chair called for a vote.

All ayes, nays none.

The next agenda item was the Review for Approval – Resolution Accepting and Placing on the Record Financial Statements with Independent Auditors' Report for Fiscal Years Ending December 31, 2009 and December 31, 2010.

Mr. Hamilton began by saying that he was not able to get the auditor to give a presentation on the audits. That being the case, it was decided no action be taken until such time as the auditor can be present.

The next item on the agenda was the Directors Report.

Mr. Hamilton passed out a Capital Fund budget for the Board Members to review. He said that he was in the process of putting together specs for the bathroom upgrades listed on the budget for Madison View and Scattered Sites. He said that the Capital Fund must be filed with HUD 75 days before the end of our fiscal year which is 12/31/11. Mr. Hanson asked if the items on the Capital Fund list fluctuate in cost and what the time frame is. Mr. Hamilton replied yes that the costs listed are an estimate until we actually go out for bids at which time they can be changed. He explained that the work items listed for 2012 must be expensed within two years. Mr. Hamilton went on to explain that a Housing Authority must do all of the work items for the current year, unless there are emergencies, but then other work items can be moved around.

He went on to explain that the Housing Authority is also looking at a considerable reduction to the Operating Subsidy from HUD. Mr. Hamilton said from the information he has gathered from various sources, he anticipates a 20% overall reduction in income. Mr. Hamilton said that if the Operating Subsidy is reduced as anticipated, the Housing Authority would have to look at letting one, perhaps two, positions go. He said the Maintenance Department was already been cut by one position last year.

Chairman Halverson asked what the current structure was. Mr. Hamilton replied that given the amount of vacation/sick time used, primarily by maintenance employees that they operate with one less position most of the time. He also said having that one less person has shown in the number of days for routine maintenance (5 days) and turnaround days (9 days), which gets reported to HUD annually. Mr. Hamilton said in November budgets will be presented to the Board for their approval.

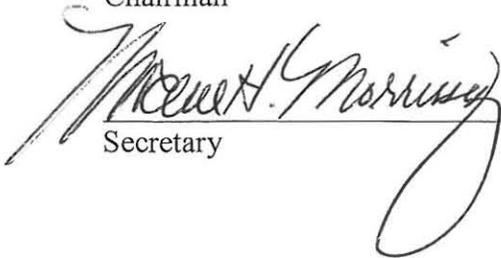
There being no other business to come before the Board, the Chairman adjourned the meeting at 6:34 p.m.



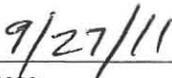
Chairman



Date



Secretary



Date