Stoughton Housing Authority
Wednesday, April 25, 2023 at 2:00 p.m.

The meeting was a hybrid meeting located in the City Hall conference room (207 S. Forrest St) and via Zoom.

Committee members present: Dave Ehlinger, Bob McGeever, Cindy McGlynn, Lisa Reeves (remote) and Jessica Royko (remote)
Members absent: None
Guests present: Sue Broihahn (Broihahn Management, remote), Kathy Olson (Broihahn Management), Paul Schechter (Sunnyside Development, remote) and Tim Swadley (Mayor)

1. **Call to order** – McGlynn called the meeting to order at 2:03 p.m.
2. **Roll call and verification of quorum** – All members were present.
3. **Certification of compliance with open meetings law** – Ehlinger indicated the meeting was properly noticed.
4. **Public comment** – Schechter recapped that WHEDA (Wisconsin Housing and Economic Development Authority) anticipates releasing their Low-Income Housing Tax Credits (LIHTC) sometime in May 2023.
5. **Communications**
    a. **Wisconsin Housing and Economic Development Authority communication 02-10-2023**—Ehlinger recapped that of the 28 applications for LIHTC funds, only two (2) other application were for Acquisition/Rehab.
    b. **Stoughton Housing Authority Loan Term Sheet (fully executed)** – Ehlinger recapped this was simply a copy of the final document signed by Crown Court Properties and Stoughton Housing Authority.
    c. **Ehlinger – Full disclosure regarding Broihahn Management family employment** – Ehlinger disclosed that his daughter and her fiancé have recently been hired by Broihahn Management to work at the Greenspire buildings. Broihahn talked about their duties.
6. **Election of Chair and Vice Chair** – Motion by Ehlinger/Reeves to nominate McGlynn as the Chair. The motion passed 5-0. Motion by McGeever/Ehlinger to nominate Reeves for Vice Chair. The motion passed 5-0.
7. **Approval of minutes for 03/08/2023** – Motion by McGeever/Ehlinger to approve the minutes as drafted. The motion passed 4-0 with Reeves abstaining.
8. **Discussion and possible action regarding latest management report, financials and renovations** - Broihahn discussed the various topics included in the management report. Highlights include:
    - The waiting list has been cleaned up and there are currently only eight (8) applicants.
    - WHEDA has recently begun inspections that were suspended during COVID-19. The latest draft report is being reviewed but overall is very good.
    - The town hall meetings at each building set for May 12th will be delayed until new staff members are available for introduction.
    - Staff was directed to get bids for survey work to determine property lines so it can be determined whether the Housing Authority or neighboring church will be responsible for tree removal.
    - Ehlinger indicated that he would talk with Public Works to see if the City Forester could look at the trees in question for his opinion.
    - The facility sign was recently damaged by a visitor and is the process of being replaced with

the cost recovered from the visitor.

- No questions on the financial reports were raised.

9. **Discussion and possible action regarding fire system update** – The fire alarm system replacements for two buildings are complete and we are waiting for proposals on the remaining buildings.
10. **Discussion and possible action regarding Low Income Housing Tax Credit awards** – See above under Public Comment.
11. **Discussion and possible action regarding insurance coverages** - None
12. **Discussion and possible action regarding tour of Greenspire housing units** – McGlynn requested tours be held in conjunction with the upcoming town hall meetings for each building.
13. **2022 financial audit summary and formal acceptance of the reports -** Olson indicated to Ehlinger that she would forward the final 2022 audited financial statements. Ehlinger indicated this topic would be added to the next agenda.
14. **Set 2023 meeting schedule** – By consensus, it was agreed that the Housing Authority should meet quarterly on the third Wednesday of the month at 2:00 p.m. If the LIHTC funds are awarded, more meetings will be needed.
15. **Future agenda items** – Subsequent meetings will be scheduled for
    - Wednesday, July 19, 2023 at 2:00 p.m.
    - Wednesday, October 18, 2023 at 2:00 p.m.
    - Wednesday, January 17, 2024 at 2:00 p.m.
16. **Adjourn** – Motion by McGeever/Ehlinger to adjourn at 2:39 p.m. The motion passed 5-0.

Respectfully submitted,

David P. Ehlinger, CPA
Director of Finance/Comptroller
City of Stoughton