

City of Stoughton Housing Authority Minutes

July 19, 2017 2:30p.m. - City Hall, 381 E. Main Street, Stoughton, WI

Present: Sid Boersma (left at 2:35pm and tele-conferenced in); Finance Director Tammy LaBorde; Mayor Donna Olson (left at 2:45pm); Senior Center Director Cindy McGlynn; Dan Matson; Kathy Olson, Broihahn Management & Consulting; and Wendy Skoien, Building Manager. Rachel Royston and Sue Broihahn were absent and excused.

The meeting was called to order at 2:30 p.m. by LaBorde.

Approval of the April 12, 2017 Housing Authority Minutes - Motion by Matson, seconded by Boersma, to approve the minutes of April 12, 2017 meeting. Motion passed unanimously.

Management Report and Financials- The Management Report and Financials for the second quarter 2017 were reviewed. They replaced a water softener in one of the units and replaced carpeting in two of the unoccupied units. WHEDA conducted their inspection on June 15th and 16th as they hadn't been here for seven years. Motion by McGlynn and second by Matson to approve the second quarter Management Report and Financials.

Update on MPR Program- The MPR program is moving forward. A total of six units will be renovated and they are all handicap accessible. The construction schedule is unknown at this time. The architect is estimating six to eight weeks to complete construction. There has already been one tour of the units for contractors and another meeting is scheduled for this Friday. Bids are due on August 4th. Discussion took place regarding the moving of individuals and their belongings. PODs will be supplied for residents to put their belongings in and hopefully they will be able to place the resident in an unoccupied unit. There was concern as to the expectations of the residents regarding the packing of their belongings and whether there is money included in the budget to help residents pack their items. Kathy will get clarification.

No Smoking Policy review- The buildings went non-smoking on July 5th. They plan to improve the smoking area as right now the area is next to the dumpsters. The plan is to send out another reminder notice to the residents about the policy and give the residents the next month to follow the policy. Then they will begin to make determinations if people are still smoking in their units. They will follow the policy that was created which gives the resident three written notices and then removal.

Other Items for Discussion- McGlynn stated that the woman from the Outreach Coalition has a program on bullying in case that is something that would be helpful for the residents.

The refinancing of the loan took place last week on July 11th.

Matson and LaBorde have completed establishing themselves as authorized signers at Old National Bank and Associated Bank. They are working with McFarland Bank however Rural Wisconsin requested adding at least five or six names as signers so that is currently being worked out.

The next meeting is scheduled for Wednesday, October 18, 2017 at 2:30pm at City Hall. The meeting in January will be at Greenspire so that we can get a tour of the construction.

Moved by McGlynn, seconded by Matson, to adjourn at 2:56 p.m. The motion passed unanimously.

Respectfully Submitted,
Tammy LaBorde