

## Minutes of the Housing Authority of the County of Dodge

The Dodge County Housing Authority met Wednesday, June, 24 2015 in the board room of the Housing Authority office located at 491 E Center Street, Juneau, Wisconsin.

The meeting was called to order at 8:30 am by Glenn Stousland, Chairman.

Roll Call: Glenn Stousland, Chairman, Mary Reak, Eugene Wurtz, Shirley Kitchen, Ken Neumann

Also Present: Donna Braun, Executive Director and Jamie Rhodes, Housing Supervisor

Pledge of Allegiance

Verification of proper meeting posting

Motion was made by Shirley Kitchen to approve the agenda. The motion was seconded Mary Reak. Motion carried.

Motion was made by Ken Neumann and seconded by Eugene Wurtz to dispense the reading of the May 27, 2015 minutes and approve them as presented. Motion carried.

Public Forum: None

Communications: Housing Authority received letter from NEF stating the OGLLC files were in excellent condition.

The Financial reports were reviewed. A motion was made by Eugene Wurtz and seconded by Ken Neumann to approve the financial reports as presented. Motion carried.

Bills for Dodge 1, 6, OGLLC, HA and HUD were presented. A Motion was made by Mary Reak and seconded by Ken Neumann to approve the bills and pay as due. Motion carried.

Unfinished Business:

11. A Dodge 1, 6 and OGLLC Occupancy Report for period June 2015.

Theresa	12-12	Burnett	12-12	Iron Ridge	8-7	Waupun	48-44
Ashippun	12-11	Lowell	12-11	Juneau	15-14	Oak Gove	24-23
Reeseville	14-14	Hustisford	14-14	Beaver Dam	17-15		

Progress report on Housing Choice Voucher Section 8 Program: Vouchers – 130 + 1 port out

Maintenance report- moving along with remodel of Juneau Units. Completed well tests for Old Ashippun and Burnett. Lawn weed and feed was applied to Juneau and Beaver Dam building by K & B. New Grounds employee is doing well. Working on Iron Ridge, Hustisford and Horicon and will add more locations as we can for weed control. Placed Knox Box in Waupun Bldg 110 for the Fire Department.

Tenant/Program participation report-Held Iron Ridge annual meeting. Others will be scheduled throughout the year. This year we are focusing on fire prevention and hoarding issues. We will be working with local fire departments for a fire drill.

HUD program: Continuing to process applicants, briefing and issue vouchers. We received an additional \$21,000 in HAP funds for maintaining leasing Set Aside funds application. HUD Administrative fee proration was increased from 74% to 79% for the 2015 calendar year which will result in additional \$6,000 administrative funds to Housing Authority depending on leasing. Submitted ACH application for the HUD checks to Mayville Savings Bank. Even with fees, there will be savings in less expense for postage and supplies of checks and envelopes.

Occupancy report- Reviewed details of the occupancy report. Processing applications for available units with several move in and tenant transfers scheduled to fill openings.

Management report-Oak Grove yearend report was reviewed by RD. Excess cash was transferred to Oak Grove reserve account. Submitted the Dodge 6 yearend report. Finishing up Dodge 1 yearend needs to be to RD by 6/30/2015. Submitted SEMAP for HUD reporting. FASS submission was conditionally accepted. A133 Auditor visit scheduled for July. NEF file review was completed and condition was exceptional. No findings. WHEDA OGLLC file and unit review scheduled for July 9, 2015. Reviewing computer connection issues. Promoted Caseworker to Housing Supervisor with increase in pay for position change.

Old Business: None

New Business:

A motion was made by Mary Reak and seconded by Shirley Kitchen to invest \$150,000 of Housing Authority developer fee funds in Landmark Credit Union CD at 1.10%

Discussed time limits for public form, signup sheet in lobby for public forum, and stating subject matter. Discussed board members being able to ask questions for clarification. Item was tabled for further review at next meeting.

The next meeting of the Dodge County housing Authority is scheduled for July 22, 2015 at 8:30am.

A motion was made by Ken Neumann to adjourn. The motion was seconded by Eugene Wurtz. Motion carried.

Meeting adjourned at 9:40 a.m.

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Glenn Stousland, Chairperson

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Donna Braun, Executive Director

**DODGE COUNTY HOUSING AUTHORITY**  
**491 East Center Street**  
**Juneau, WI 53039**

Office 920-386-2866

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**OCCUPANCY REPORT---Rural Development**

June 1, 2015	Move-Outs/Move Ins	July 1, 2015
<b><u>Dodge 1</u></b>		
Theresa 12-12		Theresa 12-12
Ashippun 12-11		Ashippun 12-11
Reeseville 14-14		Reeseville 14-14
Burnett 12-12	1 M/O	Burnett 12-11
Hustisford 14-14		Hustisford 14-14
Lowell 12-11	1 M/I	Lowell 12-12
Iron Ridge 8-7	1 transfer	Iron Ridge 8-7
Juneau 15-14		Juneau 15-14
Beaver Dam 17-15		Beaver Dam 17-15
Total Vacancies 116 -110		Total Vacancies 116 - 110
Percent Vacancy 5.2%		Percent Vacancy 5.2%

**Dodge 6**

Waupun 48- 44	2 M/I	Waupun 48-42
Total Vacancies 48-4		48 – 2
Percent vacancy 8.3%		Percent Vacancy 4.2%

**Dodge 8/OGLLC**

Oak Grove 24 –23	1 M/I	Oak Grove 24-24
Percent Vacancy 4.2%		Percent Vacancy 0%

**HUD HOUSING CHOICE VOUCHER PROGRAM**

**June 1, 2015**

Total program participants paid by Dodge County 130 + 1 port out = 131 total

**July 1, 2015**

Removed 3 households

Added New 4

Voucher searching back on program 0

Program Participants in Dodge County 131

Paying for port out 1

Total program participants we are paying for 132

Current program participant searching 3

Currently Vouchers Issued 19 as of 7/13/15

Waiting List / with local preference, and not very low 1345/1628

Prepared – July 13, 2015

**Housing Authority Policy Public Comment Time Limit**

Approved – July 22, 2015  
Implemented – August 26, 2015  
Number 2015-7A

Although the public may only address the Board during public comment period, the meetings are open to the public. The public may attend and observe any or all part of the meeting except when the Board is in Closed Session as provided by Wisconsin State Statues.

In order to assure that persons wishing to appear before the Board may be heard and, at the same time, properly conduct and efficient meeting, the following procedures and rules pertain to public participation at Board meetings.

Persons wishing to address the board will identify his/herself by printed name, address and signature on the signup sheet, as well as, state the reason or topic of issue or complaint. Appearances will be limited to 5 minutes per person. If multiple people appear, a combined overall time limit of 15 minutes will be divided equally among those wishing to speak. The speaker must remain respectful of others and speak in a calm manner. The board will listen to concerns and may ask questions for additional information or clarification only.

The presiding officer has the authority to reopen, discontinue or extend public comment as necessary. He/she may terminate the remarks of an individual that does not adhere to the policy.

The board will hear concerns or complaints related to any Housing Authority topic or policy but may not discuss or act on any item that does not appear on the agenda. For items not included on the agenda, the board may answer basic questions that do not require discussion or action. Other items may be placed on a future agenda.

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Glenn Stousland, Board Chairman

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Date