

Minutes of the Housing Authority of the County of Dodge

The Dodge County Housing Authority met Friday, August 30, 2019 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, Eugene Wurtz, Mary Reak, Shirley Kitchen, Becky Glewen

Also Present: Donna Braun, Executive Director

Pledge of Allegiance

Verification of proper meeting posting

Motion was made by Shirley Kitchen to approve the agenda. The motion was seconded by Eugene Wurtz. Motion carried.

Motion was made by Becky Glewen to approve the July 24, 2019 board minutes. The motion was seconded by Mary Reak. Motion carried.

Public Forum- none

Communications-none

The Financial reports were reviewed. A motion was made by Mary Reak and seconded by Becky Glewen to approve the financial reports as presented. Motion carried.

Bills for Dodge 1, 6, OGLLC, HA and HUD were presented. Board reviewed D1 check number 6769. Motion was made Mary Reak and seconded by Eugene Wurtz to approve the bills and pay as due. Motion carried.

Unfinished Business:

Dodge 1, 6 and OGLLC Occupancy Report for period August 2019.

Theresa	12-11	Burnett	12-11	Iron Ridge	8-8	Waupun	48-47
Ashippun	12-11	Lowell	12-12	Juneau	15-15	Oak Gove	24-24
Reeseville	14-14	Hustisford	14-13	Beaver Dam	17-17		

Progress report on Housing Choice Voucher Section 8 Program: Vouchers – 124+ 1 port out

Occupancy report- Reviewed details of occupancy report.

Maintenance report- Water has been off several times in Horicon with school construction. City notifies tenants. OGLLC repairs needed included water heater ignitor in Building A, 2 A/C units, internet connection. Maintenance will be taking over cleaning in several buildings. HUD inspections for some units will now send 2 people. There was a safety concern and a follow up with new landlord.

Tenant/Program participation report- Reviewed details of Tenant/Program Participation Report.

Management Report- A133 audit visit went well. Only 2 journal entries for D1 and D6. A133 unaudited was resubmitted to HUD system and is under review. Rural Development referred Juneau County to speak to Donna about tax credits. Donna sent letter of support for CWCAC Rapid Rehousing Grant.

Oak Grove Development Phase 2- Board reviewed site plan updates including pictures of similar projects. AHP application had one question and response has been submitted. No findings from archeological study required for HOME funds. Updated construction loan amount to offset WHEDA bonds volume cap. Civil Engineering firm was hired to coordinate through the architect. Submitting application to investigate solar feasibility. Working on bids for construction insurance.

Old Business: A. Housing Authority purchase of Lot 3, Parcel No. 0822-010-tabled. No action taken.

New Business:

- A. Set up Transfer of Funds using F & M Bank Business Online Accounts - A motion was made by Shirley Kitchen to authorize Donna to transfer funds between accounts at F & M Bank in the Business Online System. The motion was seconded by Eugene Wurtz. Motion carried.
- B. Horicon Bank D1 Reserve Account 843307 designation correction resolution - A motion was made by Mary Reak to approve the Government/Municipal/Public Funds Banking resolution for Dodge 1 Reserve Account 843307 at Horicon Bank. The motion was seconded by Shirley Kitchen. Motion carried.
- C. Housing Pro Software Upgrade and 3 year support contract – A motion was made by Shirley Kitchen to approve the Housing Pro upgrade and 3 year support commitment quote number 33786 dated August 20, 2019. The motion was seconded by Mary Reak. Motion carried.
- D. OGLLC Phase 2 Bond Resolution/Bond Policy – No action taken.
- E. OGLLC Phase 2 Stormwater Easement – No action taken.

Announcements: None

The next meeting of the Dodge County Housing Authority is scheduled September 25, 2019. Board Tours will be held October 17, 2019.

A motion was made by Eugene Wurtz to adjourn. The motion was seconded by Shirley Kitchen. Motion carried.

Meeting adjourned at 10:07 a.m.

Glenn Stousland, Chairperson

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

August 1, 2019

Move-Outs/Move Ins

September 1, 2019

Dodge 1

Theresa 12-11
Ashippun 12-11
Reeseville 14-14
Burnett 12-11
Hustisford 14-13
Lowell 12-12
Iron Ridge 8-8
Juneau 15-15
Beaver Dam 17-17
Total Vacancies 116 -112
Percent Vacancy 3.4%

1 M/O

1 M/O

Theresa 12-10
Ashippun 12-11
Reeseville 14-14
Burnett 12-11
Hustisford 14-13
Lowell 12-11
Iron Ridge 8-8
Juneau 15-15
Beaver Dam 17-17
Total Vacancies 116 - 110
Percent Vacancy 4.3% YTD 3.78%

Dodge 6

Waupun 48- 47
Total Vacancies 48-1
Percent Vacancy 2.1%

Waupun 48-47
Total Vacancies 48 - 1
Percent Vacancy 2.1% YTD 1.83%

Dodge 8/OGLLC

Oak Grove 24 -24
Percent Vacancy 0%

Oak Grove 24-24
Percent Vacancy 0% YTD 3.48%

All Units 188 /183 2.7%

All Units 188/181 3.65%

HUD HOUSING CHOICE VOUCHER PROGRAM

August 1, 2019

Total program participants paid by Dodge County 124 + 2 port out = 126 total

September 1, 2019

Less 1 household removed
Less 1 households voluntarily off - ZERO HAP timed out
Less 0 port out absorbed
Less 0 voucher searching
Added 0 Port In absorbed
Added 1 New
Added 0 voucher searching back on program
Program Participants in Dodge County 123
Paying for port out 2
Total program participants we are paying for 125
Current program participants searching 0
Current Vouchers Issued 10
Waiting List / with local preference, and not very low 2969/3318

Prepared - September 17, 2019