

Taylor County Housing Authority
EXECUTIVE COMMITTEE
Minutes of Meeting
December 17, 2019

Chairman of the Board Chuck Webster called the meeting to order at 4:00 pm. Present were Board Members Dan Makovsky, Joe Tomandl, Tammy Mann, Chuck Webster and Executive Director, Jessica Mudgett. Gene Knoll was absent.

Tomandl/Makovsky motioned to approve the minutes from the November 19, 2019 meeting. All were in favor. Motion carried.

Mann/Tomandl motioned to approve the Director's Report as given. All were in favor. Motion carried.

Makovsky/Mann motioned to approve the Financial report. All were in favor. Motion carried

Mann/Tomandl motioned to go into closed session to discuss loan considerations. All were in favor. Motion carried

Tomandl/Mann motioned to reconvene in open Session. All were in favor. Motion carried.

Makovsky/Mann made a motion to approve HOME grant request for \$12,680.00. All were in favor. Motion carried

After further checking on wage standards and county guidelines for positions similar to Jessica's, Tomandl/Makovsky made a motion to raise Jessica's wages by \$4.55 per hour. The raise is to be retroactive back to her 2-year anniversary date of November 15, 2019. All were in favor. Motion carried.

Makovsky/Mann made a motion to approve Jessica's continued work with Taylor County Supportive Housing during work hours using Taylor County Housing Authority's resources including but not limited to phone, email, printer, copier, office, mailing address and anything else assisting with the opening of a homeless shelter through Taylor County Supportive Housing.

Discussion was had on the property at 160 Gilman Street in the Village of Gilman, the deed is being transferred into Taylor County Housing Authority's name and we will apply for CDBG grant funding through NWRP to provide this house for low income housing.

Tomandl/Mann motioned for Jessica to pursue small claims for the collection of monies owed to Taylor County Housing Authority from Indianhead Community Action Agency for the management fee payments for August, & September. All were in favor. Motion carried.

Discussion on recent monitoring for HOME grant.

Tomandl/Mann made a motion at 5:04pm to adjourn meeting. All were in favor. Motion carried.

These minutes are subject to approval.

Respectfully,

Jessica Mudgett
Executive Director

Taylor County Housing Authority
EXECUTIVE COMMITTEE
Minutes of Meeting
November 19, 2019

Chairman of the Board Chuck Webster called the meeting to order at 4:01 pm. Present were Board Members Dan Makovsky, Joe Tomandl, Gene Knoll, Tammy Mann, Chuck Webster and Executive Director, Jessica Mudgett.

Tomandl/Mann motioned to approve the minutes from the October 1, 2019 meeting. All were in favor. Motion carried.

Knoll/Tomandl motioned to approve the Director's Report as given. All were in favor. Motion carried.

Tomandl/Knoll motioned to approve the Financial report. All were in favor. Motion carried

Mann/Tomandl motioned to go into closed session to discuss loan considerations. All were in favor. Motion carried

Tomandl/Mann motioned to reconvene in open Session. All were in favor. Motion carried.

Makovsky/Knoll made a motion to approve CDBG grant request for \$27,500.00. All were in favor. Motion carried

Discussion on Jessica's 2-year anniversary pay raise. Additional feedback requested on pay rate and raise amounts for similar position. Recommendation by board to get additional information and put back on December agenda to act upon at that time.

Makovsky/Knoll made a motion to proceed with the purchase of the property at 160 Gilman Street in the Village of Gilman for \$1,000.00 and apply for CDBG grant funding through NWRP to provide this house for low income housing with the understanding that if the application wouldn't be approved through NWRP and this property couldn't be repaired or replaced with grant funds to be used for low income housing then the Village of Gilman will take ownership of the property back. All were in favor. Motion carried.

Discussion on the proposed service agreements for POWTS. There are questions to be brought up before approving the agreement and will work through questions and put on December agenda.

Tomandl/Mann made a motion to approve the draft audit submitted by Hawkins Ash CPA's for the 2018 audit. All were in favor. Motion carried.

Makovsky/Mann motioned to request payment arrangements from Indianhead Community Action Agency for the management fee payments owed to us for August, & September. Per management agreement, all management fees are to be paid by the 15th day of the month. If

all management fees are not paid and arrangements not made will consider legal action. All were in favor. Motion carried.

Discussion on 726 N 2nd Street property, renter moved out November 10th, doing appropriate cleaning and repairs, new renter scheduled to move in some time in December.

Tomandl/Makovsky made a motion at 5:11pm to adjourn meeting. All were in favor. Motion carried.

These minutes are subject to approval.

Respectfully,

Jessica Mudgett
Executive Director

Taylor County Housing Authority
EXECUTIVE COMMITTEE
Minutes of Meeting
October 1, 2019

Chairman of the Board Chuck Webster called the meeting to order at 4:00 pm. Present were Board Members Dan Makovsky, Joe Tomandl, Gene Knoll, Tammy Mann, Chuck Webster and Executive Director, Jessica Mudgett.

Makovsky/Tomandl motioned to approve the minutes from the August 13, 2019 meeting. All were in favor. Motion carried.

Mann/Makovsky motioned to approve the Director's Report as given. All were in favor. Motion carried.

Tomandl/Knoll motioned to approve the Financial report. All were in favor. Motion carried

Knoll/Tomandl motioned to go into closed session to discuss loan considerations. All were in favor. Motion carried

Tomandl/Mann motioned to reconvene in open Session. All were in favor. Motion carried.

Makovsky/Knoll made a motion to approve Homebuyer grant request for \$15,000.00. All were in favor. Motion carried

Discussion on recent emergency projects done through CDBG

Tomandl/Knoll motioned to send a certified letter to Indianhead Community Action Agency requesting final payment for management of the properties for July, August, & September. Per management agreement, all management fees are to be paid by the 15th day of the month. If all management fees are not paid by October 21st, we will work with Corporate Counsel to proceed with legal action. All were in favor. Motion carried.

Discussion on POWTS program and updates given.

Discussion on WAHA conference and upcoming trainings and meeting taking Jessica out of the office.

Next meeting will be November 19, 2019.

Mann/Makovsky made a motion at 5:11pm to adjourn meeting. All were in favor. Motion carried.

These minutes are subject to approval.

Respectfully,
Jessica Mudgett
Executive Director

Taylor County Housing Authority
EXECUTIVE COMMITTEE
Minutes of Meeting
August 13, 2019

Chairman of the Board Chuck Webster called the meeting to order at 4:01 pm. Present were Board Members Dan Makovsky, Joe Tomandl, Gene Knoll, Tammy Mann, Chuck Webster and Executive Director, Jessica Mudgett.

Makovsky/Tomandl motioned to approve the minutes from the July 23, 2019 meeting. All were in favor. Motion carried.

Mann/Makovsky motioned to approve the Director's Report as given. All were in favor. Motion carried.

Tomandl/Mann motioned to approve the Financial report. All were in favor. Motion carried

Knoll/Tomandl motioned to go into closed session to discuss loan considerations. All were in favor. Motion carried

Tomandl/Knoll motioned to reconvene in open Session. All were in favor. Motion carried.

Discussion on Homebuyer grant request for \$38,134.00. Will follow up at next meeting.

Tomandl/Knoll motioned to discontinue managing the Indianhead properties effective October 1st. We discussed proceeding with collection if necessary, for the current invoices owed for May, June, and July. All were in favor. Motion carried.

Makovsky/Tomandl motioned to request same amount as last year for our annual budget from Taylor County. All were in favor. Motion carried.

Mann/Tomandl made a motion at 4:53 to adjourn meeting. All were in favor. Motion carried.

Next meeting was changed to September 24th, 2019. All were in favor. Motion carried.

These minutes are subject to approval.

Respectfully,

Jessica Mudgett
Executive Director

Taylor County Housing Authority
EXECUTIVE COMMITTEE
Minutes of Meeting
July 23, 2019

Chairman of the Board Chuck Webster called the meeting to order at 4:00 pm. Present were Board Members Dan Makovsky, Joe Tomandl, Gene Knoll, Tammy Mann, Chuck Webster and Executive Director, Jessica Mudgett.

Makovsky/Tomandl motioned to approve the minutes from the June 18, 2019 meeting. All were in favor. Motion carried.

Knoll/Makovsky motioned to approve the Director's Report as given. All were in favor. Motion carried.

Makovsky/Mann motioned to approve the Financial report. All were in favor. Motion carried

Tomandl/Mann motioned to go into closed session to discuss loan considerations. All were in favor. Motion carried

Makovsky/Mann motioned to reconvene in open Session. All were in favor. Motion carried.

Makovsky/Mann made a motion approve HOME grant request for \$26,755.00 for home in Medford. All were in favor. Motion carried.

Tomandl/Knoll made a motion to approve Homebuyer/Foreclosure Prevention application for \$7,716.00. All were in favor. Motion carried.

Makovsky/Mann made a motion to approve HOME/CDBG grant request for \$28,705.00 for a home in Medford. All were in favor. Motion carried.

Knoll/Makovsky made a motion to approve HOME grant request for \$33,205.00 for home in the City of Medford.

Mann/Makovsky made a motion to approve HOME grant request for \$32,955.00 for home in the Village of Stetsonville. Voice vote was cast, 3 voting yes (Webster, Mann, Makovsky), 2 voting No (Tomandl, Knoll). Motion carried.

Tomandl/Knoll made motion to approve an increase to approved HOME project from \$22,630.00 to \$29,630.00. All were in favor. Motion carried.

Discussion tabled on Indianhead Property Management till next meeting.

Tomandl/Mann made a motion for Jessica to attend WAHA Fall Conference in Milwaukee September 16th-19th and cover all expenses including registration, motel costs for 3 nights, meals and mileage. All were in favor. Motion carried.

Knoll/Makovsky made a motion for Jessica to attend CDBG training on October 8th-9th. All were in favor. Motion carried.

The date of the next meeting is being moved to August 13th. All were in favor

Makovsky/Tomandl made a motion at 5:21 to adjourn meeting. All were in favor. Motion carried.

These minutes are subject to approval.

Respectfully,

Jessica Mudgett
Executive Director

Taylor County Housing Authority
EXECUTIVE COMMITTEE
Minutes of Meeting
June 18, 2019

Chairman of the Board Chuck Webster called the meeting to order at 4:00 pm. Present were Board Members Dan Makovsky, Joe Tomandl, Gene Knoll, Tammy Mann, Chuck Webster and Executive Director, Jessica Mudgett.

Makovsky/Tomandl motioned to approve the minutes from the May 21, 2019 meeting. All were in favor. Motion carried.

Mann/Makovsky motioned to approve the Director's Report as given. All were in favor. Motion carried.

Knoll/Tomandl motioned to approve the Financial report. All were in favor. Motion carried

Makovsky/Tomandl made a motion to present the following proposal to Taylor County Zoning Department for administering of the POWTS Revolving Loan Program, at the time of application there would be a fee of \$250.00 then yearly servicing would be \$175.00 per year charged up front, additionally the fees of title work, recording of mortgage and satisfaction of mortgage would be collected at the time of finalizing the loan with that amount totaling \$160.00. This proposal will be presented to zoning by the deadline of June 21, 2019. Gene Knoll Abstained. All others were in favor. Motion carried.

Makovsky/Mann made a motion to renew the management contract with Indianhead Community Action Agency only under the following conditions. Indianhead will pay \$40.00 per occupied unit, paid by the 15th of the following month, tenant annual income recertifications to be done, yearly apartment inspections to be done, and quarterly smoke detector and carbon monoxide detector inspections to be done.

Makovsky/Mann made a motion at 5:26 to adjourn meeting. All were in favor. Motion carried.

These minutes are subject to approval.

Respectfully,

Jessica Mudgett
Executive Director

Taylor County Housing Authority
EXECUTIVE COMMITTEE
Minutes of Meeting
May 21, 2019

Chairman of the Board Chuck Webster called the meeting to order at 4:02 pm. Present were Board Members Dan Makovsky, Joe Tomandl, Gene Knoll, Tammy Mann, Chuck Webster and Executive Director, Jessica Mudgett.

Makovsky/Tomandl motioned to approve the minutes with a correction on the meeting minutes that Tammy Mann was assent at the April 16th meeting. All were in favor. Motion carried.

Mann/Makovsky motioned to approve the Director's Report as given. All were in favor. Motion carried.

Knoll/Makovsky motioned to approve the Financial report. All were in favor. Motion carried

Tomandl/Mann made a motion to go into closed session to discuss loan considerations. All were in favor. Motion carried.

Makovsky/Knoll made a motion to reconvene in open session to take action on loan considerations discussed in closed session. All were in favor. Motion carried.

Tomandl/Mann made a motion to approve Homebuyer Application in Gilman for \$11,192.00

Knoll/Makovsky made a motion to continue with no office hours on Friday for the next 90 days. Jessica will be in the office at that time and available by appointment only. All were in favor. Motion carried.

There was discussion of the Zoning Loan Program. There was talk of the administration fees for the other programs we administer and the time it will take for our office to administer this program. The board requested Jessica get estimates together on anticipated expense for administering and bring to next meeting. Gene Knoll will continue to update us as this program moves forward.

Makovsky/Tomandl made a motion at 5:01 to adjourn meeting. All were in favor. Motion carried.

These minutes are subject to approval.

Respectfully,

Jessica Mudgett
Executive Director

Taylor County Housing Authority
EXECUTIVE COMMITTEE
Minutes of Meeting
April 16, 2019

Chairman of the Board Chuck Webster called the meeting to order at 4:03 pm. Present were Board Members Dan Makovsky, Joe Tomandl, Gene Knoll, Chuck Webster and Executive Director, Jessica Mudgett. Tammy Mann was absent.

Makovsky/Tomandl motioned to approve March 19, 2019 meeting minutes. All were in favor. Motion carried.

Knoll/Makovsky motioned to approve the Director's Report as given. All were in favor. Motion carried.

Tomandl/Makovsky motioned to approve the Financial report. All were in favor. Motion carried

Knoll/Makovsky made a motion to apply for \$7,500.00 in funding through United Way to be used for Homeless Prevention with motel vouchers and to pay for past due rent for those facing eviction. All were in favor. Motion carried.

Knoll/Tomandl made a motion to adjust the office hours to change Friday hours to by appointment only. Jessica will work on Fridays with the door closed to catch up on other work. All were in favor. Motion carried.

There was discussion about the tax deed property. Knoll/Tomandl made a motion not to continue to pursue this property without the support of the municipality. All were in favor. Motion carried.

There was discussion of the Zoning Loan Program. Talked more about how the meetings have been going and what things have been discussed. They are still working on getting the program set up and no decision has been made yet on who will administer but we are still being considered as an option. There was talk of the administration fees for the other programs we administer and the time it will take for our office to administer this program. Gene Knoll will continue to update us as this program moves forward.

Knoll/Tomandl made a motion at 5:01 to adjourn meeting. All were in favor. Motion carried.

These minutes are subject to approval.

Respectfully,

Jessica Mudgett
Executive Director

Taylor County Housing Authority
EXECUTIVE COMMITTEE
Minutes of Meeting
March 19, 2019

Chairman of the Board Chuck Webster called the meeting to order at 4:00 pm. Present were Board Members Tammy Mann, Dan Makovsky, Joe Tomandl, Chuck Webster and Executive Director, Jessica Mudgett. Gene Knoll was absent.

Makovsky/Mann motioned to approve February 19, 2019 meeting minutes. All were in favor. Motion carried.

Tomandl/Makovsky motioned to approve the Director's Report as given. All were in favor. Motion carried.

Tomandl/Mann motioned to approve the Financial report. All were in favor. Motion carried

Tomandl/Mann motioned to go into closed session to discuss loan considerations.

Makovsky/Tomandl motioned to reconvene in open Session.

Tomandl/Mann made a motion to approve HOME application for rehab project 19-03 in Lublin for \$14,655.00. All were in favor. Motion carried.

Tomandl/Makovsky made a motion to approve the Foreclosure Prevention Application for \$11,486.00. All were in favor. Motion carried.

Makovsky/Tomandl made a motion to approve the HOME application for rehab project 19-02 in Medford for \$22,630.00. All were in favor. Motion carried.

Makovsky/Mann made a motion to increase Jessica's hourly wage by 2.25 % effective for the next pay period. All were in favor. Motion carried.

There was discussion of new grant Jessica is writing for that will bring the requirement for a new board member. The board agrees to continue this process and when approved we will bring on new board member.

Tomandl/Mann made a motion to continue looking into tax deed property.

Makovsky/Tomandl made a motion for Jessica to attend the Advocacy Day on May 1st, the office will be closed. All were in favor. Motion carried.

Makovsky/Tomandl made a motion at 4:59 to adjourn meeting. All were in favor. Motion carried.

These minutes are subject to approval.

Respectfully,

Jessica Mudgett
Executive Director

Taylor County Housing Authority
EXECUTIVE COMMITTEE
Minutes of Meeting
February 19, 2019

Chairman of the Board Chuck Webster called the meeting to order at 4:00 pm. Present were Board Members Tammy Mann, Dan Makovsky, Joe Tomandl, Gene Knoll, Chuck Webster and Executive Director, Jessica Mudgett.

Kyle Noonan gave an overview of the proposed Taylor County POWTS revolving loan program that is being developed.

Makovsky/Knoll motioned to approve December 18, 2018 meeting minutes. All were in favor. Motion carried.

Tomandl/Mann motioned to approve the Director's Report as given. All were in favor. Motion carried.

Tomandl/Knoll motioned to approve the Financial report. All were in favor. Motion carried.

Makovsky/Mann made a motion to approve the amended CDBG project 18.11 as presented to include stairs inside the home and additional electrical work to be done. All were in favor. Motion carried.

Tomandl/Makovsky made a motion to renew our contract with Indianhead to continue managing the 30 units in Clark County at a new rate of \$45.00 per rented unit effective March 1, 2019. All were in favor. Motion carried.

Tomandl/Makovsky made a motion that with the renewal of the Indianhead contract on March 1, 2019 to increase the office hours to Monday through Friday 8am-4pm and Jessica's hours adjusted to 40 hours per week along with the hiring of a part time staff member for 16 hours a week at a rate of \$16.30 per hour. All were in favor. Motion carried.

Mann/Tomandl motioned to adjourn the meeting at 5:04 pm. All were in favor. Motion carried.

These minutes are subject to approval.

Respectfully,

Jessica Mudgett
Executive Director