Stoughton Housing Authority
Meeting minutes
Wednesday, January 17, 2024 at 2:00 PM

The meeting was a hybrid meeting located at 924 Jackson St. and via Zoom.

Committee members present: Cindy McGlynn (Chair), Lisa Reeves (Vice Chair), Dave Ehlinger and Bob McGeever
Members absent: Jessica Royko
Guests present: Amy Almond (Broihahn Management, remote), Sue Broihahn (Broihahn Management, remote), Kathy Olson (Broihahn Management, remote), Menachem Rapoport (Crown Court Properties, remote), Wendy Skoien (Broihahn Management, remote) and Tim Swadley (Mayor)

1. **Call to order** -- McGlynn called the meeting to order at 2:04 PM.
2. **Roll call and verification of quorum** - A quorum was present.
3. **Certification of compliance with open meetings law --** Ehlinger indicated the meeting was properly noticed.
4. **Public comment** - None
5. **Communications**
    a. **Update from Crown Court Properties regarding pending property sale** - Rapoport indicated that the target closing date is at the end of February. He also indicated that the Green and Resilient Retrofit Program grant was the reason for the delay from December but that the additional grant funds made this delay worthwhile. General discussion took place as to timing of communication of the sale and pending remodeling to both the residents and the community at large.
    b. **Elevator project phone changeover 12/27/2023** – Broihahn spoke briefly on this topic. No additional questions are raised.
    c. **Greenspire I/II 2024 budget and budget narrative** - Olson indicated she had nothing further to bring up regarding this topic. No questions were raised.
    d. **Project repair memo 11/15/2023 -** Ehlinger indicated this was a document required for the property sale closing. Broihahn requested a copy of this memo for their records.
    e. **Update regarding Housing Authority trees 11/03/2023** – Broihahn spoke briefly on this topic. No further questions were raised.
    f. **Tax parcel update 11/13/2023** - Ehlinger indicated that the owner of one parcel in Access Dane was incorrectly indicated as the City of Stoughton instead of the Stoughton Housing Authority. He also indicated that the underlying documentation with the Dane County Register of Deeds shows the Stoughton Housing Authority does own all four parcels. Since the Register of Deeds is the legal repository of ownership, there is no concern regarding this topic when the sale occurs.
    g. **Baker Tilly audit engagement letter 12/31/2023** - Ehlinger indicated this was for information only as he signed on behalf of the Stoughton Housing Authority. Olson requested a copy of the document.
6. **Approval of minutes for 10/17/2023** - Motion by McGeever/McGlynn to approve the minutes as drafted. The motion passed 4-0.
7. **Discussion and possible action regarding latest management report, financials and renovations** – Broihahn provided the most recent management report and financial reports. Questions were raised by the committee as how the accounting for daily activity will occur after

the sale. Ehlinger indicated he would email both Baker Tilly and Crown Court Properties for clarification on this issue. Broihahn indicated that unit vacancies are not being filled at this time in order to help with temporary relocations when the remodeling occurs.

8. **Discussion and possible action regarding fire system update** -- None
9. **Discussion and possible action regarding insurance coverages -** None
10. **Next scheduled meeting**
    a. **Wednesday, April 17, 2024 at 2:00 p.m.**
    b. **Wednesday, July 17, 2024 at 2:00 p.m.**
    c. **Wednesday, October 16, 2024 at 2:00 p.m.** - By consensus, the committee agreed that any necessary meetings needed before the sale closing can be held via Zoom with just a couple of days' notice.
11. **Adjourn** - motion by McGeever/Reeves to adjourn at 2:49 PM. The motion passed 4-0.

Respectfully submitted,

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