

**MINUTES OF THE MONTHLY MEETING  
HOUSING AUTHORITY OF THE CITY OF WISCONSIN RAPIDS**

The Housing Authority of the City of Wisconsin Rapids held its regular monthly meeting at 1:30 p.m. on Wednesday, May 31, 2017, in the community room of the Parkview Apartments, 1750 2<sup>nd</sup> Avenue South, Wisconsin Rapids, WI 54495. Commissioner Jorgensen, chair, called the meeting to order at 1:28 p.m.

**1. ROLL CALL:**

Present: Yvonne Jorgensen, Evan Smith, Jean Helmer, Cheryl Reith Kincaid, David Henke and Jo Ann Grode

Also Present: Jolina Janus, Carol Voss, Marlene Przybelski, Laurie Andreasen, Elveta Joslin, Linda Stueck, Carol Waters, Roseann Konkol, Ralph Levreau, Melvin Deranick, Judy Dye, Ruth Biemeret, Pat Rogers, Kathleen Roberts, Ruthe Nelson and Pat McGue

Excused: None

**2. MINUTES REVIEWED:**

- A. Commissioners reviewed minutes from the April 26, 2017 meeting. Commissioner Henke moved to approve the minutes of the April meeting, seconded by Commissioner Smith. All aye votes.

**3. COMMUNICATIONS:**

- A. Social Committee update on activities: Commissioners Helmer and Reith Kincaid discussed the May 8, 2017 trip to Jam's Alpaca Ranch. They stated there was a nice picnic lunch at noon that day in Lyons Park before the group traveled to the ranch. They stated that the experience was very nice and that the owner and helpers at the ranch were very hospitable. Jo Ann reminded commissioners of the first brat fry of the summer at Huntington House on June 5, 2017 at 4:00 p.m.
- B. Memorandum to scattered site tenants regarding chronic nuisance ordinance: Jo Ann stated that she wanted to be proactive about the new city ordinance going into effect on July 1, 2017 so that scattered site tenants have a clear understanding of the ordinance and can avoid any potential problems. The memo indicated that tenants causing problems which result in violations of the new ordinance will have any costs of enforcement passed onto them and will be entered into SDC for failure to pay if necessary.
- C. Memorandum to Parkview tenants regarding Parkview caretaker: Jo Ann stated that Marlene and Tom Przybelski retired from these duties effective May 30, 2017. The new caretaker is Parkview tenant Edna Pautz, who will begin her duties on June 1, 2017.
- D. Memorandum to public housing tenants about watch list: Jo Ann stated that there have been increasing problems with hoarding and sanitation

issues which is causing safety concerns. She stated that the vast majority of tenants do a good job of maintaining their premises and should not be concerned with the memo, but those tenants who are posing safety hazards will be placed on the watch list and closely monitored for improvements. If tenants comply, they will be removed from the list when the premises have reached an acceptable standard. If tenants fail to comply, they will receive a 5-day warning and then a 14-day eviction notice.

#### 4. **CONSIDERATION OF BILLS**

- A. Approve April 2017 financial statements from fee accountant: Commissioners had no questions about the April 2017 financial statements from the fee accountant. Commissioner Helmer moved to approve the April 2017 financials, seconded by Commissioner Henke. All aye votes.
- B. Approve April 2017 bills (Quickbooks register and purchasing card transaction detail): Commissioner Jorgensen inquired about the high volume of plumbing purchases. Jo Ann responded that there has been a recent surge in sinks and faucets needing to be replaced. Commissioners had no further inquiries about the April 2017 bills. Commissioner Helmer moved to approve purchasing card program purchases and the checks paid based on invoices/bills for April of 2017, seconded by Commissioner Henke. All aye votes.

#### 5. **EXECUTIVE DIRECTOR'S REPORT**

- A. Occupancy: Jo Ann reported that there are two vacancies at Parkview: one where the tenant family wanted to move to Huntington House and decided to live with family in the interim, and the other was the retirement of the Parkview caretakers. Allen has filled these vacancies with move-ins scheduled for June 9, 2017 and a date to be determined for the caretaker unit once it has been turned around. At that time, the new caretaker will move into that unit, and there will be a vacancy in the unit she is abdicating. Allen will fill this vacancy from the waiting list. There will be at least one more vacancy at the end of June 2017 due to a court-ordered custody placement which will violate occupancy standards for that tenant. There are two possible pending evictions from the building as well. Allen will fill all of these vacancies from the waiting list. There is one vacancy at Huntington House due to a death. Allen will fill this vacancy from the waiting list. There is one vacancy at 10<sup>th</sup> Avenue due to a move to an assisted facility. Allen will fill this vacancy from the waiting list. There are no vacancies at the scattered site houses.
- B. Section 8 program status: Jo Ann reported that as of May 26, 2017, there are 201 families under contract with private landlords with the current waiting list being approximately 12 months. The waiting list currently has 297 families on it. Jo Ann stated that the waiting list will be much longer than 12 months from this point forward due to the shortfall situation the Housing Authority is in regarding HAP payments. As a result, the Housing Authority will close the waiting list effective May 31, 2017. The shortfall originally estimated to be approximately \$33,000 now appears to

be about \$13,000 due to Mary's efforts to get port-outs absorbed, sending a notice out about reporting income and removing some participants from the program due to rule violations. Jo Ann, Mary and Jolina are continuing monthly conference calls with the HUD shortfall staff in an effort to be proactive about finding ways to reduce the projected shortfall. HUD is recommending that no vouchers be issued for the remainder of 2017 but thinks the Housing Authority could be out of shortfall before the end of 2017.

- C. State Debt Collection (SDC) program status: Jo Ann stated that there was one debt recovery in the past month from a former public housing tenant who had previously been evicted. The amount of the recovery was \$621.34, and that debt has now been satisfied.
  
- D. Capital Funds Program grant statuses: Jo Ann stated that in the 2015 capital funds grant there is \$82.58 in site improvement which can be added to other grants and \$4,799.27 for appliances. In the 2016 capital funds grant there is \$118,943.59 in operations for insurance in 2017, \$29.00 in site improvement that can be added to a future grant, \$2,467.58 in dwelling structures for miscellaneous needs, \$12,000 for appliances and \$15,488.85 for a new maintenance truck.
  
- E. 2016 post-audit summary: Jo Ann stated that she was unable to be present for most of the 2016 audit due to a scheduling problem and thanked Mary for her assistance in the matter. The Housing Authority has a good overall net position with unrestricted reserves falling in the middle of the range HUD prescribes. Most public housing revenue and expenditure trends were similar to those from 2015. The major differences were a significant reduction in revenue as there were no insurance proceeds due to the hail storm damage as there was in 2015 and a large reduction in general expenses due to a significant reduction in compensated absences due to a change in the personnel policy. No capital funds grants were closed out in 2016. There were few deviations from the housing choice voucher financial position of 2015. Overall, HAP expenses increased significantly due to pressure from HUD to increase leasing. This resulted in a significant decrease in HAP reserves which has left the Housing Authority in a projected shortfall for 2017. There were no findings or questioned costs revealed during the 2016 audit.
  
- F. Inactive refund from Water Works and Lighting Commission: Jo Ann reported receipt of an inactive refund in the amount of \$19.42.
  
- G. HAI Group insurance quotes for July 1, 2017 – June 30, 2018: Following an inquiry from Commissioner Jorgensen, Jo Ann responded that the insurance quote for property, liability and auto insurance has increased approximately \$8,000 to nearly \$66,000. Jo Ann inquired about the large increase and was told the same thing as last year—the two large loss runs since 2007 due to hail storm damage caused these premium increases as the insurance company has yet to recover from its losses.

## 6. RESOLUTIONS

- A. Resolution #2017-5 Public Housing Emergency Transfer Plan for VAWA: Jo Ann advised commissioners that the Housing Authority must enact emergency transfer plans for public housing and housing choice voucher programs by June 14, 2017. The plans are compliant with the new regulations. Commissioner Smith moved to approve Resolution #2017-5 Public Housing Emergency Transfer Plan for VAWA, seconded by Commissioner Henke. All aye votes.
- B. Resolution #2017-6 Housing Choice Voucher Emergency Transfer Plan for VAWA: Commissioner Smith moved to approve Resolution #2017-6 Housing Choice Voucher Emergency Transfer Plan for VAWA, seconded by Commissioner Helmer. All aye votes.
- C. Resolution 2017-7 Section 8 Utility Allowance: Commissioner Helmer moved to approve Resolution #2017-7 Section 8 Utility Allowance, seconded by Commissioner Smith. All aye votes.
- D. Resolution #2017-8 Housing Choice Voucher Administrative Plan: Jo Ann advised that she has completed the complete rewrite of this plan to include the most recent changes. Approval at this time will enable Mary to have a month to review it before it becomes effective on July 1, 2017. Commissioner Smith moved to approve Resolution #2017-8 Housing Choice Voucher Administrative Plan, seconded by Commissioner Henke. All aye votes.
- E. Resolution #2017-9 Revision of the 5-Year Public Housing (PHA) Plan: Jo Ann stated that the Resident Advisory Board approved this plan revision at the meeting in February 2017. Commissioner Helmer moved to approve Resolution #2017-9 Revision of the 5-Year Public Housing (PHA) Plan, seconded by Commissioner Henke. All aye votes.
- F. Resolution #2017-10 Huntington House Apartments No Smoking and Flame Free Policy: Jo Ann stated that the newly revised policy is compliant with the new smoke-free regulations and also adds the bench near the gazebo as an acceptable smoking area. Commissioner Smith moved to approve Resolution #2017-10 Huntington House Apartments No Smoking and Flame Free Policy, seconded by Commissioner Henke. All aye votes.

## 7. OLD BUSINESS

- A. Parkview smoke-free policy revision discussion with public input:

Parkview tenants Pat Rogers and Kathleen Roberts inquired as to whether a smoking ban would also pertain to grills as smoke from those goes into units facing west. Jo Ann responded that the smoking ban would only pertain to tobacco products. If there are continued problems with smoke from grills, that issue will have to be addressed separately.

Parkview tenant Kathleen Roberts stated that she believed 25 feet from the building on the west side would be into the tall grass or past the

parking lot to the east. She asked if a parking spot could be designated in the middle of the south parking lot for smokers. Parkview tenant Ruth Biemeret stated that could pose a problem with snow plowing.

Commissioner Jorgensen asked if the tall grass to the west could be mowed for use as a designated spot. Jo Ann stated that it could but reminded all present that access to any designated area will need to be plowed in the winter as a reasonable accommodation for smokers with disabilities.

Commissioners and tenants went outside to view various possibilities and reconvened. Commissioners determined that the designated smoking area will be on the west side of the building, just beyond the patio, and asked that concrete be poured there so it can support benches and an umbrella. Commissioners also entertained discussion about when the ban will go into effect. Jo Ann stated that staff will need time to complete lease addendums for both Huntington House and 10<sup>th</sup> Avenue and will also need time to educate Parkview smokers about the ban. Commissioner Helmer moved to adopt a smoke-free policy for Parkview that will require no smoking within 25 feet of the buildings on site and that the Housing Authority will supply a concrete slab with benches and an umbrella with the policy going into effect on July 1, 2018, seconded by Commissioner Smith. All aye votes.

**8. PUBLIC INPUT:** There was no input from the tenants present.

**9. NEXT MEETING**

A. As the schedules of staff during the rest of June will not accommodate a meeting in June 2017, the next monthly meeting is scheduled for 1:30 p.m. on Wednesday, July 26, 2017 in the community room of the 10<sup>th</sup> Avenue Apartments.

**10. ADJOURNMENT:** Commissioner Henke moved to adjourn the meeting at 3:04 p.m., seconded by Commissioner Smith. All aye votes.

Submitted for approval by:

Approved by:

\_\_\_\_\_  
Jo Ann Grode  
Executive Director

\_\_\_\_\_  
Yvonne Jorgensen  
Chair

Date: \_\_\_\_\_

Date: \_\_\_\_\_