

**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, July 26, 2017, in the community room of the 10<sup>th</sup> Avenue Apartments, 220 10<sup>th</sup> Avenue North, Wisconsin Rapids, WI 54495. Commissioner Jorgensen, chair, called the meeting to order at 1:29 p.m.

**1. ROLL CALL:**

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

Also Present: Ka Bao Vang, Mary Vang, Carol Voss and Roseann Konkol

Excused: None

**2. SPECIAL PRESENTATION ON RENTAL ASSISTANCE DEMONSTRATION**

**(RAD):** Bill Boerigter and Don Bernards of Baker Tilly summarized the difficulties that the Housing Authority has had in scoring enough points to receive a tax credit award and stated that moving from public housing to RAD might be an option for the future. They explained RAD to commissioners and described three main benefits of RAD as making it easier to secure funding, an increased certainty of funding due to funding that includes an operating cost adjustment factor for inflation and the movement from an operational contract with HUD to a financial contract with HUD and the lesser amount of regulations that such a move entails. They stated that although there is a waiting list for the program, it is expected that the cap will be lifted, so now would be an opportune time to begin the application process. In addition to the application, the Housing Authority would need to have two tenant meetings and a Board resolution. This process could be completed in 30 days if desired.

Following the presentation, commissioners discussed RAD and asked Jo Ann to discuss RAD with the Antigo Housing Authority and the Wausau Community Development Authority as both have implemented RAD. Jo Ann stated that she will bring the results of those discussions forward at the next Board meeting.

**3. MINUTES REVIEWED:**

- A. Commissioners reviewed minutes from the May 31, 2017 meeting. Commissioner Helmer moved to approve the minutes of the May meeting, seconded by Commissioner Henke. All aye votes.

**4. COMMUNICATIONS:**

- A. Social Committee update on activities: Jo Ann stated that the membership of the Social Committee has been filled following several vacancies, so she will be scheduling a meeting soon. All of the brat fries are finished, as are two of the ice cream socials. The Lambeau Field/

Packer Hall of Fame tour scheduled for July 10, 2017 was canceled due to not having enough tenant interest to get the tour rate. Commissioner Helmer stated that there will be a Lost Canyon horse and carriage ride trip to Wisconsin Dells on August 16, 2017.

- B. Staff training summary: Jo Ann stated that Mary will be the only staff person attending the fall 2017 WAHA/HUD conference in Rothschild September 19-21, 2017 as Josh and Kip did not think the maintenance training was needed, and Jo Ann stated that there is no need for her to attend due to her impending retirement. Mary has registered for a day of environmental review training and will be commuting to the conference.
- C. Memorandum to Parkview tenants regarding inspection for stolen radio: Jo Ann stated that there have been ongoing problems with thefts of Housing Authority property from Parkview, and recently a Milwaukee maintenance radio was stolen from an unlocked unit in Parkview that was being turned around. Written notice of an inspection for the radio was provided to all tenants, and staff conducted the inspection as indicated. Shortly after beginning the process in teams, Jo Ann encountered a tenant who had barricaded the apartment door with items and became very verbally abusive when staff began to enter following three rounds of knocking and once calling out to the tenant with no response. This caused a loud disturbance in the building. Jo Ann contacted police, who stood by during the inspection of the unit. Allen issued a five-day notice to remedy or vacate to the tenant based on this incident. The radio was not located during the unit inspections and has been replaced.
- D. Minutes of the Resident Advisory Board on July 11, 2017: Commissioner Helmer moved to approve the minutes of the July 11, 2017 Resident Advisory Board meeting, seconded by Commissioner Smith. All aye votes.
- E. Wisconsin Rapids Engineering Dept. letter regarding Washington St. Construction: Commissioners reviewed the letter from the Engineering Department regarding the temporary construction easement for this project.
- F. Wisconsin Rapids Zoning Board notice of meeting for variance request: Commissioners reviewed the meeting notice regarding a request from the owner of Danny K's to add pavement to the parking lot there.
- G. Email from Wisconsin Rapids Finance Director regarding health insurance premiums for 2018: Commissioners reviewed this communication, which explained a projected increase of 16.5% in health insurance premiums for 2018.

## 5. CONSIDERATION OF BILLS

- A. Approve May 2017 financial statements from fee accountant: Commissioners had no questions about the May 2017 financial statements from the fee accountant. Commissioner Smith moved to approve the May 2017 financials, seconded by Commissioner Henke. All aye votes.

- B. Approve June 2017 financial statements from fee accountant: Commissioners had no questions about the June 2017 financial statements from the fee accountant. Commissioner Helmer moved to approve the June 2017 financials, seconded by Commissioner Henke. All aye votes.
- C. Approve May 2017 bills (Quickbooks register and purchasing card transaction detail): Commissioners had no inquiries about the May 2017 bills. Commissioner Smith moved to approve purchasing card program purchases and the checks paid based on invoices/bills for May of 2017, seconded by Commissioner Henke. All aye votes.
- D. Approve June 2017 bills (Quickbooks register and purchasing card transaction detail): Commissioners had no inquiries about the June 2017 bills. Commissioner Helmer moved to approve purchasing card program purchases and the checks paid based on invoices/bills for June of 2017, seconded by Commissioner Smith. All aye votes.

## 6. EXECUTIVE DIRECTOR'S REPORT

- A. Occupancy: Jo Ann reported that there are three vacancies at Parkview: one due to a court-ordered custody placement which would have violated occupancy standards for that tenant, one due to an eviction based on the tenant posing a threat to the safety and welfare of Parkview tenants and the third due to the tenant receiving disability and moving out. Allen has filled these vacancies with move-ins scheduled for August 18, 2017 and August 31, 2017. There will be another vacancy at the end of July 2017 due to the tenant having an amputation and not being able to reside alone there. Allen has filled this upcoming vacancy with a move-in scheduled for August 31, 2017. There will be another vacancy at the end of August 2017 as the boyfriend of the tenant receiving the disability will be joining her. There will be another vacancy at the end of September 2017 due to the tenant not being able to live alone and needing to move in with family. Allen will fill these upcoming vacancies from the waiting list. There are three vacancies at Huntington House due a move to assisted living and two deaths. Allen has filled two of these vacancies with move-ins scheduled for August 18, 2017 and September 15, 2017 and will fill the other from the waiting list. There is one vacancy at 10<sup>th</sup> Avenue due to a move to an assisted facility. Allen has filled this vacancy with a move-in scheduled for August 25, 2017. There are no vacancies at the scattered site houses, but there is a pending eviction in a three-bedroom home due to numerous lease violations and failed inspections. The tenant is in the process of moving and expects to be out by the end of next week. Allen will fill this vacancy from the waiting list after numerous repairs are made to the unit. The tenant will be entered into SDC. There will be another vacancy in a three-bedroom unit at the end of August due to a divorce. Allen has filled this vacancy with a transfer of the Parkview tenant no longer able to live alone moving in as head of household with family there. The move-in is scheduled for October 1, 2017. There might be another vacancy in a four-bedroom unit at the end of August 2017 as the tenant there is being harassed and wants to move out of town. If the move occurs, Allen will fill this vacancy from the waiting list.

- B. Section 8 program status: Jo Ann reported that as of July 19, 2017, there are 185 families under contract with private landlords with the current waiting list being approximately 12 months. The waiting list currently has 308 families on it. Jo Ann stated that the waiting list will be much longer than 12 months from this point forward due to the former shortfall situation the Housing Authority was in regarding HAP payments. Jo Ann stated that a few vouchers might be issued before the end of 2017.
- C. State Debt Collection (SDC) program status: Jo Ann stated that there were no debt recoveries in the past month.
- D. Capital Funds Program grant statuses: Jo Ann stated that in the 2015 capital funds grant there is \$2,851.77 for appliances. In the 2016 capital funds grant there is \$40,204.59 in operations for workers' compensation insurance and miscellaneous needs in 2017, \$2,261.58 in site improvement following a reallocation from operations to pay for removal of a damaged tree at a scattered site, \$10,216.08 in dwelling structures for miscellaneous needs after a reallocation from operations, \$12,000 for appliances and \$15,488.85 for a new maintenance truck. Commissioner Jorgensen inquired about the relationship between capital funds and RAD. Jo Ann responded that the operating subsidy is calculated into the Section 8 contract in RAD but is not sure about the capital fund.
- E. 2017 Capital Funds Grant: Jo Ann stated that the grant application is due on August 2, 2017 and is in the amount of \$229, 985. Jo Ann reviewed for commissioners by line item the budget for this grant, which includes \$169,985 in operations for insurance, \$3,000 for concrete repairs, \$20,000 for security cameras in apartment buildings (especially Parkview), \$3,500 for replacement stoves, \$5,500 for replacement refrigerators, \$3,000 for replacement water heaters and \$25,000 for replacement of a maintenance vehicle.
- F. HUD site visit: Jo Ann stated that HUD had postponed the site visit originally scheduled for June 2017 to July 19-20, 2017. The day before the July visit, HUD canceled as a review of Housing Authority information in HUD systems showed no red flags and that everything was running smoothly. HUD agents were attempting to cut travel costs to be able to attend the fall 2017 WAHA conference in Rothschild, which they were able to do.
- G. US Bank purchasing card program rebate: Jo Ann reported receipt of a rebate for the last quarter of the purchasing card program in the amount of \$524.01.

## 7. RESOLUTION

- A. Resolution #2017-11 Acceptance of Capital Funds: Commissioner Helmer moved to approve Resolution #2017-11 Acceptance of Capital Funds, seconded by Commissioner Smith. All aye votes.

**8. OLD BUSINESS**

- A. 10<sup>th</sup> Avenue smoke-free policy revision discussion with public input:  
Commissioners discussed parameters for a revised smoking policy at 10<sup>th</sup> Avenue. Roseann Konkol, the only 10<sup>th</sup> Avenue tenant present, stated that she did not have an opinion about a revised policy. Commissioners determined that there was no need to identify a specific area for smokers there. They agreed that the policy should prohibit smoking at least 25 feet from the building, including inside cars parked within 25 feet of the building. Jo Ann will draft the revised policy based on this determination.

**9. PUBLIC INPUT:** There was no input from the tenant present.

**10. CLOSED SESSION:** A motion was made by Commissioner Smith, seconded by Commissioner Helmer, to adjourn into closed session pursuant to Section 19.85 (1) (c), Wisconsin Statutes, for the purpose of considering “employment, promotion, compensation or evaluation of any public employee over which the governmental body has jurisdiction or exercises responsibility.” A roll call vote was taken. All aye votes.

Commissioner Jorgensen called the meeting to order at 3:12 p.m. In closed session, commissioners discussed the process for replacement of the executive director, who is retiring on December 31, 2017.

**11. RETURN TO OPEN SESSION:** A motion was made by Commissioner Smith, seconded by Commissioner Henke, to adjourn the closed session and move into open session. All aye votes. Commissioner Jorgensen called the meeting to order at 3:33 p.m.

RE Agenda Item 10: A motion was made by Commissioner Smith, seconded by Commissioner Helmer, to approve the internal posting of an employment opportunity for a permanent, full-time executive director position with a salary range between \$63,000 and \$67,000 annually based on qualifications of the selected applicant and as determined by the Board of Commissioners. All aye votes.

**12. NEXT MEETING**

The next monthly meeting is scheduled for 1:30 p.m. on Wednesday, August 30, 2017 in the community room of the Huntington House Apartments.

**13. ADJOURNMENT:** Commissioner Henke moved to adjourn the meeting at 3:37 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:\_\_\_\_\_