

**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, March 29, 2023 in the community room of the Huntington House Apartments, 2521 10th Street South, Wisconsin Rapids, WI 54494. Commissioner Grode called the meeting to order at 1:31 p.m.

1. ROLL CALL:

Present: Cheryl Reith-Kincaid, David Henke, Evan Smith, JoAnn Grode and Mary Vang

Excused: Jean Helmer

Also present: Carol Voss, Linda Lucht, Josh Freeman and Jolina Janus

2. MINUTES REVIEWED:

- A. Commissioners reviewed minutes from the February 29, 2023 meeting. Commissioner Henke moved to approve the minutes of the February 29, 2023 meeting, seconded by Commissioner Smith. All aye votes.

3. COMMUNICATIONS

- A. Social Committee update: Commissioner Grode reported on the tenant survey responses. There was a consensus to change the Lost Canyon trip to the Upper Dells boat trip. Upcoming summer brat fry and ice cream socials will be scheduled at the next committee meeting.
- B. Stock box update: Mary reported that a total of 36 food boxes were distributed among tenants at Parkview, Tenth Avenue and Huntington House apartments. Mary stated that fresh potatoes were part of the distribution and the tenants enjoyed getting those along with their box.

4. CONSIDERATION OF BILLS

- A. Approve December 2022 financial statements from fee accountant: Commissioners reviewed the December 2022 financial statements. Commissioner Grode inquired about the zero-dollar allocation on the Public Housing income statement YTD budgeted line item for telephone expenses. Mary stated that the expense was more than likely lumped in under administrative expenses, and it was not split out on the statement; she will further discuss with fee accountant to ensure that the amount was spread according to the 2022 budget. Commissioner Grode also inquired about no budgeted costs on the Housing Choice Voucher income statement HAP RAD operating expenses YTD budgeted line item. Mary reported that the expense is a Housing Assistance Payment (HAP) that is

paid to the Huntington House LLC (HH LLC) as part of the HAP contract between the HH LLC and Section 8 Housing Choice Voucher program. She also carefully reviewed and explained variances in the income statements with Commissioners to provide an opportunity for Commissioners to inquire about her analysis. Commissioner Reith-Kincaid moved to approve the December 2022 financial statements, seconded by Commissioner Henke. All aye votes.

- B. Approve February 2023 bills (QuickBooks register and purchasing card transaction detail): Commissioners reviewed the February 2023 bills. Mary reported that a \$100 adjustment was made to the Huntington House Redevelopment, LLC bank reconciliation to balance, due to the unauthorized web transaction for Public Storage. Funds were recovered from this unauthorized transaction. The remaining two unauthorized check transactions are under investigation by the Treasury Management Department of US Bank and recovery/return of funds may take up to 6 months from when the Housing Authority put in the fraudulent activity request. Positive Pay has been established with all US Bank accounts to provide an additional layer of security in preventing future unauthorized transactions. Commissioner Reith-Kincaid moved to approve the February 2023 bills, seconded by Commissioner Smith. All aye votes.

5. EXECUTIVE DIRECTOR'S REPORT

- A. Public Housing Occupancy: Mary reported that there are four vacancies at Parkview: one who is deceased, two transfers and one due to program violations. One vacancy has been filled off the waiting list with move in dates for April 5, 2023. One unit is a transfer from the caretaker unit with move in date of March 20, 2023, one is a transfer into the caretaker unit with move-in date of April 6, 2023, and one unit will be filled off the waiting list with a tentative move-in date of April 15, 2023. There are no vacancies at Tenth Avenue. There are no vacancies for scattered sites. Mary also provided building updates, she reported that the one unit at Parkview apartments has been heat treated. An incident occurred over the weekend with a tenant and Housing Authority property and is being addressed. Tenth Avenue apartments had three units identified during the bed bug inspection canine inspection on March 13th, 2023. These units have been treated and follow up inspections to be scheduled. Mary also brought up concerns of food items gone missing in the Tenth Avenue community room refrigerator. Maintenance have put a trail camera to continue observing the situation. The Tenth Avenue elevator power unit upgrade is anticipated to occur some time this summer, and advanced notice will be provided so tenants can prepare for elevator downtime.
- B. Huntington House Redevelopment, LLC Occupancy: There are two vacancies at Huntington House: one who is deceased and one due to a program violation. The vacancies will be filled off the waiting list with move in dates in April of 2023. Josh reported on the cast iron pipes that needed to be replaced in the mechanical room. The aging plumbing will need to be addressed over time as it becomes apparent.

- C. Section 8 program status: Mary reported that as of March 16, 2023, there are 162 families under contract with the current waiting list running approximately around 3 months. There are currently 128 families on the waiting list. The Section 8 voucher activity for the month consisted of the following: two VASH voucher holders, three new admissions, one expired voucher, zero portability move-outs/move-ins, fifteen new vouchers issued for a cumulative of twenty-four vouchers, and three end of participation, two due to program violations and one reached 180 days of zero HAP. Mary also reported that Ka Bao and Jolina have been working diligently in the last months to ramp up voucher issuance to increase lease ups. Payment standards have been increased to 120% of FMR's per waiver request. In addition, Mary, anticipates to place a policy addendum to temporarily put a hold on interim changes for participant household income increases and amplify utilization of HAP funds.
- D. Capital Funds Program grant status: Mary reported that the 2018 and 2019 grants are fully disbursed. The 2020 grant has a \$69,012.74 balance in operations for insurances and miscellaneous operating expenses, \$15,122.05 in general capital activities for appliances, and zero in RAD activities. The 2021 grant has a zero balance in operations, and \$23,085 in general capital activities for appliances, concrete repairs, in unit floor repairs/replacement, and automatic door opener repairs/replacement. The 2022 grant has a \$245,014.06 balance in operations for insurances, PILOT, maintenance snowblower and miscellaneous operating expenses; \$40,586.90 in general capital activities for appliances, tree services, unit turnover/modernization, Parkview windows, HVAC repairs at all projects, and zero in RAD activities. The 2023 grant has \$295,951 in operations and \$27,000 in general capital activities. The following disbursement was made from the 2018 general capital activity for \$6,558.68 to Otis Elevator for Tenth Avenue elevator power unit upgrade (partial). One disbursement was made from the 2019 General Capital Activity of \$15, 478.37 to Otis Elevator for Tenth Avenue elevator power unit upgrade (partial). A disbursement was made from the 2020 general capital activity of \$9,423.95 to Otis Elevator for Tenth Avenue elevator power unit upgrade (partial). Josh reported that this spring, Water Works & Lighting will be relocating the exterior underground shut off valve at Tenth Avenue apartments. The current location of the shut off valve is next to the building sign and there is not sufficient room to properly operate the valve in the event of an emergency. Josh also reported on upcoming projects that will need to be addressed at the two apartment buildings. The domestic hot water holding tanks at Parkview are weeping and will need to be replaced in the near future, along with the actuator for the central heating system. The truck plow sway bar and snowbrush gears will need to be replaced/repaired, as they have reached an 8-year use life.
- E. State Debt Collection (SDC): Mary reported that four payments totaling \$1,671.33 were received for March 2023 from three former public housing and one Section 8 participant. Three debts were satisfied.
- F. US Bank purchasing card program rebate: Mary reported that a rebate of \$745.99 was received as part of the US Bank purchase card program.

- G. FYE 2022 unaudited HUD Financial Assessment Subsystem (FASS) submission: Mary reported that that the 2022 unaudited were submitted to the HUD's Real Estate Assessment Center (RAC) Financial Assessment Subsystem on March 15, 2023.
- H. 2023 Operating Subsidy submission: Mary reported that the 2023 Public Housing operating subsidy was submitted on March 7, 2023 in the HUD REAC PIH Operating Fund subsystem. The requested calculations for 2023 operating subsidy is \$250,280.

8. RESOLUTIONS

- A. Resolution #2023-1 Acceptance of 2023 Capital Funds: Commissioners reviewed Resolution #2023-1. Commissioner Smith moved to approve Resolution #2023-1, seconded by Commissioner Henke. All aye votes.

- 9. **PUBLIC INPUT**: Commissioner Reith-Kincaid mentioned the puzzle area upstairs at Huntington House needs some organization. Mary stated that she would seek out interested tenant volunteers to organize the puzzle room.

- 10. **NEXT MEETING**: The next monthly meeting is scheduled for 1:30 p.m. on Wednesday, April 26, 2023, in the community room of the Huntington House Apartments.

- 11. **ADJOURNMENT**: Commissioner Henke moved to adjourn the meeting at 3:09 p.m., seconded by Commissioner Smith. All aye votes.

Submitted for approval by:

Approved by:

Mary Vang
Executive Director

Jo Ann Grode
Chair

Date: _____

Date: _____