

**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 Monday, July 26, 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 1:34 p.m.

1. ROLL CALL:

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

Also present: Carol Voss, Linda Lucht and Jolina Janus

2. MINUTES REVIEWED:

- A. Commissioners reviewed minutes from the June 26, 2023, meeting. Commissioner Reith-Kincaid moved to approve the minutes of the June 26, 2023, meeting, seconded by Commissioner Helmer. All aye votes.

3. COMMUNICATIONS

- A. Social Committee Update and approval of July 6, 2023, meeting minutes: Commissioner Helmer reported that the ice cream socials went well. Mary reported that the next event will be the Upper Dells Boat trip on August 16, 2023. Commissioner Reith-Kincaid inquired about the bus trip to the Fox Valley Mall and making a half hour stop at the World Market. The upcoming Commissioners reviewed the minutes from the July 6, 2023, meeting. Commissioner Helmer moved to approve the minutes of the July 6, 2023, meeting, seconded by Commissioner Smith. All aye votes.
- B. Stock box update: Mary reported that a total of 27 food boxes were distributed among tenants at Parkview, Tenth Avenue and Huntington House apartments.

4. CONSIDERATION OF BILLS

- A. Approve June 2023 bills (Quickbooks register and purchasing card transaction detail: Commissioner Helmer inquired about the Spectrum cable expense of \$1,504.12 on the Huntington House Quickbooks register, as it is noted as Parkview's cable expense. Mary stated that she would make a correction to the expense description. Commissioner Grode inquired about the \$707 expense on the Quickbooks check register. Mary stated that the expense was for a tenant security deposit return. Commissioners reviewed the June 2023 bills. Commissioner

Helmer moved to approve the June 2023 bills, seconded by Commissioner Henke. All aye votes.

5. EXECUTIVE DIRECTOR'S REPORT

- A. Public Housing Occupancy: Mary reported that there is one vacancy at Parkview due to the tenant moving out of the area. This has been filled off the waiting list with a move-in date for July 28, 2023. There are no vacancies at Tenth Avenue apartments. There is one scattered site vacancy due to program violations. This unit will be filled off the waiting list with a tentative move-in date of July 31, 2023. There will be an upcoming vacancy who will be transferring to the Section 8 program, as the tenant household has decreased to one person.
- B. Huntington House Redevelopment, LLC Occupancy: There is one vacancy at Huntington House due to the tenant moving closer to family. This vacancy has been filled from the waiting list with a move in date of August 1, 2023.
- C. Section 8 program status: Mary reported that as of July 24, 2023, there are 183 families under contract with the current waiting list running approximately around 3 months. There are currently 219 families on the waiting list. The Section 8 voucher activity for the month consisted of the following: two VASH voucher holders, five new admissions, twelve expired vouchers, one portability move-in that will be absorbed into the program, zero portability move-outs, zero new vouchers issued for a cumulative of eighteen vouchers, and one ending participation due to program violation.
- D. Capital Funds Program grant status: Mary reported that the 2020 grant has a \$65,907.86 balance in operations for insurances and miscellaneous operating expenses, \$13,834.05 in general capital activities for appliances, and zero in RAD activities. The 2021 grant has a zero balance in operations, and \$13,318.49 in general capital activities for appliances, concrete repairs, in unit floor repairs/replacement, and automatic door opener repairs/replacement. The 2022 grant has a \$178,007.06 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, and HVAC repairs at all projects. The 2023 grant has \$295,951 balance in operations and \$27,000 in general capital activities for appliances, in unit floor repairs/replacement, unit turnover/modernization, Parkview windows, and HVAC repairs at Parkview & 10th Avenue apartments.
- E. State Debt Collection (SDC) Program status: One payment of \$231.22 was received from a former public housing tenant for the month of July, satisfying this debt.
- F. Tenth Avenue security camera quote proposal: Mary reported that with the concerning amount of theft occurring in building, she requested a quote from Tech Pros for security camera system. Tech Pros provided a

security camera quote of \$27,068 for interior & exterior cameras equipment, install, setup, and licensing for the entire building. Commissioner Grode inquired about the timeline of the installation and how this project would be funded. Mary stated that once approved, the work could begin in August with an anticipated completion date at the end of month. Funding for the project would be drawn down from operations in the 2020 capital fund grant. Commissioner Evan moved to approve the quote provided from Tech Pros for the installation of security cameras at Tenth Avenue apartments, seconded by Commissioner Henke. All aye votes.

6. **PUBLIC INPUT:** Linda talked about the laundry room over at Tenth Avenue and is concerned about others not cleaning out the lint traps of the dryer machines. Mary stated that she would share this information with tenants at the next coffee and rolls meeting.

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

8. **ADJOURNMENT:** Commissioner Henke moved to adjourn the meeting at 2:10 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: _____