

**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, September 27, 2023 in the community room of the Huntington House Apartments, 2521 10<sup>th</sup> 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 August 30, 2023, meeting. Commissioner Reith-Kincaid moved to approve the minutes of the September 30, 2023, meeting, seconded by Commissioner Smith. All aye votes.

**3. COMMUNICATIONS**

- A. 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 August 2023 bills (Quickbooks register and purchasing card transaction detail): Commissioners reviewed August 2023 bills. Commissioner Grode inquired about the HD Supply purchase card for \$1,305.48. Mary stated that several maintenance supplies were purchased. Commissioner Helmer inquired about the snow removal and salt purchase through the City for \$351.04. Mary stated that the invoice was for this past winter snow removal and salt purchases. Commissioner Henke moved to approve August 2023 bills, seconded by Commissioner Henke. All aye votes.

**5. EXECUTIVE DIRECTOR'S REPORT**

- A. Public Housing Occupancy: Mary reported that there was one vacancy at Parkview due to the tenant's health. This vacancy will be filled off the waiting list with a tentative move-in date of October 27, 2023. There are no vacancies at Tenth Avenue apartments. There is one scattered site

vacancy due to a change in household composition. This unit has been filled off the waiting list with a move-in date of September 30, 2023.

- B. Huntington House Redevelopment, LLC Occupancy: Mary reported there are two vacancies at Huntington House due to both tenants moving into assisted living. These vacancies will be filled from the waiting list with tentative move-in dates of October 1, 2023, and November 1, 2023.
- C. Section 8 program status: Mary reported that as of September 20, 2023, there are 185 families under contract with the current waiting list running approximately around 3 months. There are currently 255 families on the waiting list. The Section 8 voucher activity for the month consisted of the following: two VASH voucher holders, three new admissions, two expired vouchers, zero portability move-ins and move-outs, seventeen new vouchers issued for a cumulative of twenty-eight vouchers, and two ending participation on the program due to program violations.
- D. Capital Funds Program grant status: Mary reported that the 2020 grant has a \$42,907.86 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 \$175,155.06 balance in operations for insurances, PILOT, maintenance snowblower, and miscellaneous operating expenses: \$22,861.90 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. Mary also reported that the two new snowblowers have been purchased from the 2022 CFP operations budget. HUD funded an additional \$1,146 to the 2022 CFP grant and a revised annual budget to allocate funds to the operations budget line item 1406.
- E. US Bank Purchase Card Rebate: Mary reported that a rebate amount of \$703.83 was received as part of the US bank purchasing card rebate program.
- F. Kone Elevator maintenance contract increase: Mary reported that Kone will be raising their rates by 3.00% effective for October 1, 2023.
- G. HAI Group dividend for FY 2022: Mary reported that as an HAI member policy holder, and Housing Authority Risk Retention Group (HARRG) outstanding performance for fiscal year 2022. A dividend of \$288.98 will be recapitalized into the housing authority's surplus account.
- H. Review of draft budgets for Public Housing, Housing Choice Voucher, Huntington House LLC, and Business Activity programs: Mary reviewed the public housing, housing choice voucher, Huntington House LLC, and

business activity budgets with commissioners. The budgets are based on the proposed wage increase.

**6. RESOLUTION**

- A. 2023\_3 Public Housing Utility Allowance: Commissioners reviewed Resolution 2023\_3 public housing utility allowance study conducted by public housing program manager. Mary reported that the study resulted in utility allowance increases for all scattered site bedroom sizes. Commissioner Reith-Kincaid moved to approve Resolution 2023\_3 public housing utility allowance, seconded by Commissioner Helmer. All aye votes.
  
- B. 2023\_4 Public Housing Flat Rent Minimally at 80% of Fair Market Value (FMR): Commissioners reviewed Resolution 2023\_4 flat rents conducted by public housing program manager based on HUD's recently published 2024 fair market rents. Commissioner Helmer moved to approve Resolution 2023\_4 public housing flat rent minimally at 80% of fair market value, seconded by Commissioner Smith. All aye votes.

**7. PUBLIC INPUT:** There was no public input.

**8. CLOSED SESSION:** A motion was made by Commissioner Smith, seconded by Commissioner Henke, 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 Grode called the meeting to order at 2:39 p.m. In closed session, commissioners discussed wage and benefit proposals for 2024.

**9. 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 Grode called the meeting to order at 2:43 p.m.

RE Agenda Item 9: A motion was made by Commissioner Helmer, seconded by Commissioner Henke, to approve a five percent wage increase for all staff positions and for full-time employees benefit contribution of 15 percent for health insurance and 50 percent dental insurance for 2024. All aye votes.

**10. NEXT MEETING:** The next monthly meeting is scheduled for 1:30 p.m. on Wednesday, October 25, 2023, in the community room of Huntington House Apartments.

**11. ADJOURNMENT:** Commissioner Henke moved to adjourn the meeting at 2:59 p.m., seconded by Commissioner Reith-Kincaid. All aye votes.

Submitted for approval by:

\_\_\_\_\_  
Mary Vang  
Executive Director

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

Approved by:

\_\_\_\_\_  
Jo Ann Grode  
Chair

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