

**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, November 29, 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 1:33 p.m.

**1. ROLL CALL:**

Present: Jean Helmer, Cheryl Reith-Kincaid, JoAnn Grode and Mary Vang

Excused: Evan Smith and Dave Henke

Also present: Jolina Janus

**2. MINUTES REVIEWED:**

- A. Commissioners reviewed minutes from the October 25, 2023, meeting. Commissioner Grode reported that the 2022 financial audit that was part of the October agenda, item E, should be included in the next board meeting for board approval. Commissioner Helmer moved to approve the minutes of the October 25, 2023, meeting, seconded by Commissioner Reith-Kincaid. All aye votes.

**3. COMMUNICATIONS**

- A. Approval of October 23, 2023, Social Committee meeting minutes and update of activities: Commissioners reviewed minutes from the October 23, 2023, Social Committee meeting. Commissioner Reith-Kincaid moved to approve the minutes of the October 23, 2023, meeting, seconded by Commissioner Helmer. All aye votes. Commissioner Helmer reported that the Thanksgiving dinners went well at each building.
- B. Stock box update: Mary reported that a total of 31 food boxes were distributed among tenants at Parkview, Tenth Avenue and Huntington House apartments. The next distribution date is December 19, 2023.
- C. Staff training update: Mary reported that the Section 8 Program Manager and Office Assistant attended the annual WHEDA conference in Madison on October 6<sup>th</sup> through 7<sup>th</sup>, 2023. The Section 8 Program Manager will be attending a webinar training through Nan McKay which will include the upcoming HOTMA updates for completing rent calculations for the Section 8 program.
- D. Memo from the city regarding street reconstruction on McKinley Street between 8<sup>th</sup> Ave N and 14<sup>th</sup> Ave N.: Commissioners reviewed the memo from the city regarding the reconstruction on McKinley Street between 8<sup>th</sup>

Ave North and 11th Ave North, which will impact the 10<sup>th</sup> Avenue apartments. Mary reported that there are no costs to the housing authority.

#### 4. CONSIDERATION OF BILLS

- A. Approve October 2023 bills (Quickbooks register and purchasing card transaction detail): Commissioners reviewed October 2023 bills. Commissioner Helmer moved to approve October 2023 bills, seconded by Commissioner Reith-Kincaid. All aye votes.

#### 5. EXECUTIVE DIRECTOR'S REPORT

- A. Public Housing Occupancy: Mary reported that there is one vacancy at Parkview due to a voluntary move. This vacancy will be filled off the waiting list with tentative move-in date of December 8, 2023. There are two vacancies at Tenth Avenue apartments: one tenant will be transferring from the public housing program to the project-based voucher program at Huntington House Apartments and the other will be moving into assisted living. These vacancies will be filled off the waiting list with tentative move-in dates of December 22, 2023 and January 16, 2024. There are two scattered site vacancies: one's due to a change in household composition and the others moving out of state. The family with the household composition change will be moving from the two-bedroom unit to the three-bedroom vacancy on December 15, 2023. The two-bedroom vacancy will be filled off the waiting list with a tentative move in date of January 31, 2024.
- B. Huntington House Redevelopment, LLC Occupancy: Mary reported there are two vacancies at Huntington House. One is due to moving into assisted living and the other is deceased. One vacancy will be filled by the tenant in public housing transfer from Tenth Avenue apartments with a scheduled move-in date of December 1, 2023. The other vacancy will be filled off the waiting list with a tentative move-in date of February 1, 2024.
- C. Section 8 program status: Mary reported that as of November 21, 2023, there are 194 families under contract with the current waiting list running approximately 5 months. There are currently 337 families on the waiting list. The Section 8 activity for the month consists of the following: two VASH voucher holders, six new admissions, and six vouchers that expired. There was no activity with portability move-outs & move-ins, new vouchers issued, and end of participations. There are currently six cumulative voucher holders.
- 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, \$11,198.05 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: \$16,861.90 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 a drawdown was made from the 2020 grant to pay for four refrigerators.

- E. Employee Health Insurance renewal rates effective for 1/1/2024-6/30/2024: Mary reported that due to the IRS increase in the minimum deductible for HSA plans effective for 2024. Insurance rates will be decreasing by 2% for the period of January 1, 2024 through June 30, 2024.
- F. Smoke detector requirement in all Public Housing bedrooms per National Standards for Physical Inspection of Real Estate (NSPIRE): Mary reported that as a result of the new NSPIRE standards, smoke detectors are now required in every bedroom in addition to the smoke detector that is outside each bedroom within 21 feet of each bedroom door. Per HUD's NSPIRE standards, non-compliance with smoke detectors is considered a 24-hour life-threatening deficiency. No points will be deducted, but action on behalf of the PHA is required within 24 hours to rectify the situation. For this reason, an order has been placed for 300 smoke detectors to be installed in all public housing units.
- G. Discuss soda vending machine price increase: Mary reported that soda and water prices will increase in January of 2024. The last soda increase was in August of 2019 and water prices have been the same since 2014. The proposed changes would increase soda from \$2.00 to \$2.25 and water would increase from \$1.00 to \$1.50 effective for January 2024.

## 6. RESOLUTION

- A. 2023\_9 Schedule of Tenant Fees and Maintenance Charges revision 3: Commissioners reviewed Resolution 2023\_9 Schedule of tenant fees and maintenance charges. Commissioner Helmer moved to approve Resolution 2023\_9 Schedule of tenant fees and maintenance charges, seconded by Commissioner Reith-Kincaid . All aye votes.
- B. 2023\_10 2024 S8 Utility Allowance: Commissioners reviewed Resolution 2023\_10 2024 S8 Utility Allowance. Commissioner Helmer moved to approve Resolution 2023\_10 S8 Utility Allowance, seconded by Commissioner Reith-Kincaid. All aye votes.
- C. 2023\_11 Admissions & Continued Occupancy Policy for Public Housing: Commissioners reviewed Resolution 2023\_11 Admissions & Continued

Occupancy Policy for Public Housing. Commissioner Reith-Kincaid moved to approve Resolution 2023\_11 Admissions & Continued Occupancy Policy for Public Housing, seconded by Commissioner Helmer. All aye votes.

7. **PUBLIC INPUT:** Commissioner Reith-Kincaid inquired about changing the pet policy to a one pet minimum. Mary stated that this would be something she would discuss with the Public Housing Program Manager but that a limit would not be possible if a tenant requests for additional pets that would be an emotional, therapeutic, or assistive animal.
10. **NEXT MEETING:** The next monthly meeting is scheduled for 1:30 p.m. on Wednesday, December 20, 2023, in the community room of Huntington House Apartments.
11. **ADJOURNMENT:** Commissioner Reith-Kincaid moved to adjourn the meeting at 2:55 p.m., seconded by Commissioner Helmer. All aye votes.

Submitted for approval by:

Approved by:

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

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

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

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