

**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, January 25, 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 1:35 p.m.

1. ROLL CALL:

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

Excused: David Henke

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

2. ELECTION OF OFFICERS

- A. Chair: Commissioner Helmer moved to elect Commissioner Grode as Chair of the Housing Authority of Wisconsin Rapids Board, seconded by Commissioner Smith. All aye votes.
- B. Vice Chair: Commissioner Reith-Kincaid moved to elect Commissioner Helmer as Vice Chair of the Housing Authority of Wisconsin Rapids Board, seconded by Commissioner Smith. All aye votes.
- C. Recording Secretary: Commissioner Helmer moved to elect Executive Director Mary Vang as Recording Secretary, seconded by Commissioner Smith. All aye votes.

3. MINUTES REVIEWED:

- A. Commissioners reviewed minutes from the December 28, 2022 meeting. Commissioner Reith-Kincaid moved to approve the minutes of the December 28, 2022 meeting, seconded by Commissioner Helmer. All aye votes.

4. COMMUNICATIONS

- A. Stock box update: Mary reported that a total of 26 food boxes were distributed among tenants at Parkview, Tenth Avenue and Huntington House apartments. Commissioner Reith-Kincaid stated that there may be an increased interest in stock boxes with the extra Foodshare benefits coming to an end in February. Commissioner Grode reported that fresh produce was included in this round of distributed stock boxes.

5. CONSIDERATION OF BILLS

- A. Approve December 2022 bills (QuickBooks register and purchasing card transaction detail): Commissioners reviewed the December 2022 bills. Commissioner Grode inquired about the Express Recycling purchase card transaction for shredding services totaling \$227.63. She suggested utilizing United Ways free community wide shred day event. Mary stated that this was a one-time service as files were being digitized and does not anticipate that this will be an ongoing service. In addition, a new shredder was purchased to replace the old shredder that is no longer operable. Commissioner Grode also inquired about the higher than usual tenant security deposit for \$510 in the Quickbooks register. Mary stated that this could be due to the new security deposit increase that was approved by the board in a prior board meeting or a combination of security, pet deposit and overpayment in rent due to timing of removal from the tenant ACH rent batch. Commissioner Helmer moved to approve the December 2022 bills, seconded by Commissioner Reith-Kincaid. All aye votes.

6. EXECUTIVE DIRECTOR'S REPORT

- A. Public Housing Occupancy: Mary reported that there are four vacancies at Parkview; two who are deceased, one due to program violations, and one voluntary move. There is one upcoming vacancy due to program violations with an indefinite date as the family is working with housing to secure alternative housing and resources. Three vacancies have been filled off the waiting list with move in dates for January 31, 2023, February 10 & 24, 2023. The remaining vacancies will be filled off the waiting list with tentative move-in dates in February 2023. There are no vacancies at Tenth Avenue. There is one vacancy in the scattered sites due to program violations. This vacancy has been filled with a move in date of January 27, 2023.
- B. Huntington House Redevelopment, LLC Occupancy: There are three vacancies at Huntington House; two who are deceased and one who is moving closer to family. One vacancy has been filled off the waiting list with a move in date of February 1, 2023. The other two vacancies will be filled from the waiting list with anticipated move in dates in March 2023.
- C. Section 8 program status: Mary reported that as of January 17, 2023, there are 163 families under contract with the current waiting list running approximately around 10 months. There are currently 259 families on the waiting list. The Section 8 voucher activity for the month consisted of the following: three VASH voucher holders, three new admissions, zero expired vouchers, zero portability move-outs/move-ins, five new vouchers issued for a cumulative of seven vouchers, and one voluntary end of participation.
- D. Capital Funds Program grant status: Mary reported that the 2018 grant has a zero balance in operations & RAD activities and \$10,977.92 in general capital activities for parking lot sealing/restriping, tree services,

appliances, and HVAC repairs at Parkview & Tenth Avenue. The 2019 grant has a zero balance in operations and RAD activities and \$15,478.37 in general capital activity for appliances. The 2020 grant has a \$69,457.74 balance in operations for insurances and miscellaneous operating expenses, \$24,546 in general capital activities for appliances, and zero in RAD activities. The 2021 grant has a \$159,624.98 balance in operations for insurances, PILOT, and miscellaneous operating expenses, and \$23,085 in general capital activities for appliances, concrete repairs, in unit floor repairs/replacement, and automatic door opener repairs/replacement. Mary stated that ninety percent of the 2021 grant has been obligated in HUD's eLOCC system in accordance with HUD requirements to obligate ninety percent of funds within sixty days of the obligation end date of February 22, 2023. The 2022 grant has a \$245,014.06 balance in operations for insurances, PILOT, maintenance snowblower and miscellaneous operating expenses: \$43,292.90 in general capital activities for appliances, tree services, unit turnover/modernization, Parkview windows, HVAC repairs at all projects, and zero in RAD activities. A disbursement was made from the 2018 Capital Fund Grant of \$1,873.69 to Tweet Garot for repair work on the domestic hot water heater at Parkview, 2020 Capital Fund Grant a disbursement was made of \$17,219 to Kone to pay the remaining balance on the elevator power unit upgrade at Parkview and \$379.98 to Complete Office for the purchase of a new shredder to replace the broken office shredder. 2021 Capital Fund Grant a disbursement of \$125 was made to Diversified Benefit Services for annual plan and document maintenance of HSA health insurance program and \$660 to Freedom Pest Control for annual pest contract at Parkview and Tenth Avenue, 2022 Capital Fund Grant a disbursement of \$1,770 was made to Guezlów's Heating & A/C to service furnaces in the single-family homes.

- E. State Debt Collection (SDC) : Mary reported that two payments totaling \$425.65 was received for January 2023 from one former public housing and Section 8 participant. Jolina has entered several other debtors into the State of WI SDC program and will be updating the spreadsheet.

- F. Quote from Eron & Gee/Herman's Plumbing to replace Huntington House, Parkview and Tenth Avenue valves at water meter:
Commissioners reviewed the quote from Eron & Gee/Herman's Plumbing. Josh reported that during a routine annual water meter inspection conducted by Water Works and Lighting. The purpose of these inspections is to service and ensure that the water meter is working and reading properly. The utility company encountered issues with properly closing the valves at the water meter, which resulted in water spraying and pooling on the floor of the mechanical room at Parkview. The utility company observed the aging and fragile condition of the valves at all three apartment buildings and advised that the valves be replaced to avoid an emergency with the valves not closing and water accumulating quickly in the building leading to water damage. Josh also stated that maintenance staff avoided the use of these valves due to their deteriorating condition. With new valves installed, maintenance would be able to shut off water to the bypass valve after the water meter to avoid completely shutting off water to the entire building during plumbing work. Commissioner Helmer moved to approve replacement of the valves at

Huntington House, Parkview and Tenth Avenue, seconded by Commissioner Smith. All aye votes.

7. OLD BUSINESS

A. Security camera at Huntington House & Tenth Avenue garbage rooms: Mary reported that an updated and slightly higher-grade trail camera was purchased for under \$100 and installed in the garbage room of Tenth Avenue. The camera allows for convenient instant viewing of images. Commissioners reviewed the security camera quote from Tech Pros for Huntington House apartments. Mary stated that the quote of \$3,925 included labor, licensing, cabling and installation of four cameras; two in the basement corridor, one in the garbage room, and one in the main lobby. She stated that having these cameras would provide deterrence of non-compliance with recycling and garbage and loitering in public spaces, but due to budget constraints and upcoming expenses-redirecting priority to pressing capital improvements and upcoming expenses would not be advisable at this time. She stated the following upcoming expenses will be due: approximately \$19,500 for the PILOT, \$20,268 to fund the replacement reserves account as required by HUD and the recent water valve quote of \$7,050. She reiterated that the Huntington House Redevelopment, LLC has a separate budget from Public Housing, and funds can only be used specifically to each program budget. Commissioner Reith-Kincaid inquired about HUD subsidies for Huntington House and asked if the cameras are no longer being considered for the building. Mary stated that Huntington House Redevelopment, LLC (HHR LLC) as its own entity is under a Housing Assistance Payment (HAP) contract with HUD, and the only subsidy that HHR LLC receives is the difference in the contracted rent that is not paid by the tenant. HHR LLC's main revenue is tenant rent revenues, which includes the HAP subsidy. Dependent upon budget availability, the security camera's will be reconsidered in the near future; however, in the interim, two trail cameras like the one installed at Tenth Avenue will be purchased and installed in the garbage room and in the basement corridor.

8. PUBLIC INPUT: There was no public input.

9. NEXT MEETING: The next monthly meeting is scheduled for 1:30 p.m. on Wednesday, February 22, 2023, in the community room of the Huntington House Apartments.

10. ADJOURNMENT: Commissioner Smith moved to adjourn the meeting at 2:31 p.m., seconded by Commissioner Reith-Kincaid. All aye votes.

Submitted for approval by:

Approved by:

Mary Vang

Jo Ann Grode

Executive Director

Date: _____

Chair

Date: _____