

**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 Tuesday, February 28, 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 1:30 p.m.

1. ROLL CALL:

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

Excused: Evan Smith

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

2. MINUTES REVIEWED:

- A. Commissioners reviewed minutes from the January 25, 2023 meeting. Commissioner Reith-Kincaid moved to approve the minutes of the January 25, 2023 meeting, seconded by Commissioner Helmer. All aye votes.

3. COMMUNICATIONS

- A. Approval of February 16, 2023 Resident Advisory Board meeting minutes: Commissioners reviewed the minutes from the February 16, 2023 meeting. Commissioner Helmer moved to approve the minutes of the February 16, 2023 meeting, seconded by Commissioner Reith-Kincaid. All aye votes.
- B. Social Committee update and February 6, 2023 meeting minutes: Commissioners reviewed the minutes from the February 6, 2023 meeting. Commissioner Reith-Kincaid inquired about the results of the tenant survey. Mary stated that the surveys are still being collected and collated by Jolina. Jolina stated that several surveys have already been turned in and the deadline is March 15th. Commissioner Reith-Kincaid moved to approve the minutes from the February 6, 2023 meeting, seconded by Commissioner Helmer. All aye votes.
- C. Stock box update: Mary reported that a total of 23 food boxes were distributed among tenants at Parkview, Tenth Avenue and Huntington House apartments. Mary anticipates that there will be an increase in the number of tenants participating as several new tenants have expressed interest in boxes for March. Commissioner Grode stated that there was fresh produce distributed again with the food boxes, which tenants seem to really be enjoying.

- D. Letter from HUD regarding Housing Choice Voucher (HCV) anticipated renewal awards for 2023: Mary reported that the HCV program funding will be at a historical high with HAP prorations of up to 100% and Administrative Fees of up to 89% for 2023. In addition, the HCV program is anticipated to receive an inflation adjustment of 7.5% for 2023. HCV program staff will be working diligently to pull a large number of applicants from the waiting list to increase leasing potential and HAP utilization and to avoid future offset of funding.

4. **CONSIDERATION OF BILLS**

- A. Approve January 2023 bills (QuickBooks register and purchasing card transaction detail): Mary reported that fraudulent transactions were made against the Huntington House Redevelopment LLC account. She did file a police report and has been in contact with the bank to request further investigation by the fraud department. The bank's investigation will take time before funds are returned to the account. Mary stated that temporary hard hold has been placed on the account as she works with US Bank's government banking division to setup positive pay as another layer of security for all accounts with US Bank. Commissioner Helmer moved to approve the January 2023 bills, seconded by Commissioner Reith-Kincaid. All aye votes.

5. **EXECUTIVE DIRECTOR'S REPORT**

- A. Public Housing Occupancy: Mary reported that there are four vacancies at Parkview: two who are deceased and two voluntarily moving. There is one upcoming vacancy due to program violations with an indefinite date as the family is working with case management to secure alternative housing and resources. Two vacancies have been filled off the waiting list with move in dates for February 24, 2023. One unit is a transfer from the caretaker unit with an anticipated move in date of April 21, 2023, and one unit will be filled off the waiting list with a tentative move-in date of March 24, 2023. There is one vacancy at Tenth Avenue due to the tenant receiving a Section 8 Housing Project Based Voucher and transferring to Huntington House Redevelopment LLC. The vacancy will be filled off the waiting list with a tentative move in date of April 21, 2023. There are no vacancies for scattered sites. The Parkview caretaker position will become open at the end of March 2023. It is anticipated that the position will be filled by a Parkview candidate with past janitorial experience to fulfill the requirements of the Section 3 program. A bed bug inspection will be conducted at Tenth Avenue apartments as a result of a tenant reporting that they had what resembled bed bug bites on their extremities. This canine inspection will be in combination with the Parkview routine inspection.
- B. Huntington House Redevelopment, LLC Occupancy: There are two vacancies at Huntington House: one who is deceased and one who is moving closer to family. One vacancy has been filled off the waiting list

with a move in date of March 1, 2023. The other vacancy has been filled by the transfer from Tenth Avenue with a move in date of April 1, 2023.

- C. Section 8 program status: Mary reported that as of February 16, 2023, there are 162 families under contract with the current waiting list running approximately around 10 months. There are currently 191 families on the waiting list. The Section 8 voucher activity for the month consisted of the following: three VASH voucher holders, one new admission, zero expired vouchers, zero portability move-outs/move-ins, four new vouchers issued for a cumulative of fifteen vouchers, and zero end of participation.

- D. Capital Funds Program grant status: Mary reported that the 2018 grant has a zero balance in operations and RAD activities and \$6,558.68 in general capital activities for parking lot sealing/restripping, tree services, appliances, and HVAC repairs at Parkview and 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 \$69,012.74 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 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 following disbursements were made from the 2018 Capital Fund Grant: \$1,161.49 to Tweet Garot for repair work on the north entry heater fan at Parkview, \$247.75 to Eron & Gee/Herman's plumbing for kitchen sink plumbing repairs in unit #207 at Parkview apartments, and \$3,010 to Guelzow Heating & A/C for new furnace installation at 540 20th Ave South. There was a disbursement from the 2020 grant from operations of \$445 to HDS for monthly billing and cash receipt statements. Two disbursements were made from the 2023 grant from operations of \$6,106 to FEMA for annual renewal of Parkview flood insurance and per HUD capital fund requirements \$153,518.98 was drawdown to meet 90% obligation and drawdown of the grant to meet the obligation end date of February 22, 2023 and to avoid future grant offset. A disbursement of the 2022 grant from general capital activities was made of \$2,706 to Guezlows Heating and A/C for servicing of scattered site furnaces.

- E. State Debt Collection (SDC) : Mary reported that two payments totaling \$1616.78 was received for February 2023 from one former public housing and Section 8 participant.

- F. Cameras at Huntington House Apartments: Mary reported that a trail cameral has been installed in the garbage room with weekly monitoring or as needed.

- G. Proposed tenant cable fee increase: Mary proposed a \$2 increase to the current cable charge of \$20 per month. With an average tenant participation rate of 88.75% with the current cable contract through Spectrum, the Housing Authority absorbed \$6,555.28 in costs to maintain the contract for 2022. With the annual increase in 2023, the Housing Authority will be absorbing an estimated \$9,212.92 in costs. Per HUD, the Housing Authority is not able to make a profit from cable charges to tenants, but with the decreasing participation levels from tenants, maintaining the \$20 tenant cable charge is becoming an expense burden. The housing authority would be absorbing half of the costs with the proposed \$22 per month cable fee that would be effective May 1, 2023.
- H. Annual FEMA flood insurance renewal: Mary reported that the annual FEMA flood insurance for Parkview has been renewed for the renewal period of February 22, 2023.
- I. Otis Elevator proposal to upgrade power unit to elevator at Tenth Avenue apartments: Commissioners reviewed the Otis Elevator proposal for Tenth Avenue elevator power unit upgrade. Commissioner Reith-Kincaid moved to approve the proposal, seconded by Commissioner Helmer. All aye votes.
- J. Review drafted 2023 Capital Funds annual plan: Mary reviewed the drafted 2023 capital funds annual plan with Commissioners. HUD announced the at the 2023 grants would be available on or near March 20, 2023 in eLOCCS. The drafted annual plan will be adjusted upwards in operations to reflect the awarded amount. The operations budget line based on the drafted amount of \$293,000 is anticipated for insurances, administrative contracts., and miscellaneous operation expenses. The General Capital Activities budget line is in anticipation of capital expenses as follows: appliances, water heaters, unit turnovers/modernization, Parkview windows, HVAC at Parkview & Tenth Avenue apartments, concrete repairs, and flooring repairs/replacement.
- K. Kanso formerly known as HDS software upgrade to web-based platform quote: Commissioners reviewed the quote from Kanso. Mary reported that the desktop version of the current housing data software program will no longer be supported, and a web-based version will be replacing it. Housing Data Systems (HDS) merged with Kanso to provide a more streamlined housing data program for housing authorities. The web-based software program would offer a variety of features such as real-time status for work orders and inspections, applicant/tenant and landlord portal, and the ability for tenants to pay their rent through the web-based tenant portal. Housing Authorities will be offered more flexibility with digitizing and signing of documents. Commissioner Helmer moved to approve the Kanso quote, seconded by Commissioner Reith-Kincaid. All aye votes.

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

9. **NEXT MEETING:** The next monthly meeting is scheduled for 1:30 p.m. on Wednesday, March 29, 2023, in the community room of the Huntington House Apartments.
10. **ADJOURNMENT:** Commissioner Henke moved to adjourn the meeting at 3:17 p.m., seconded by Commissioner Reith-Kincaid. All aye votes.

Submitted for approval by:

Approved by:

Mary Vang
Executive Director

Jo Ann Grode
Chair

Date: _____

Date: _____