

**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, February 28, 2024 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 1:31 p.m.

1. ROLL CALL:

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

Also present: Jolina Janus

2. MINUTES REVIEWED

- A. Commissioners reviewed minutes from the January 31, 2024, meeting. Commissioner Helmer moved to approve the minutes of the January 31, 2024, meeting, seconded by Commissioner Smith. All aye votes.

3. COMMUNICATIONS

- A. 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 scheduled for March 19, 2024.

4. CONSIDERATION OF BILLS

- A. Approve January 2024 bills (Quickbooks register and purchasing card transaction detail): Commissioners reviewed the January 2024 bills. Commissioner Reith-Kincaid moved to approve the January 2024 bills, seconded by Commissioner Helmer. Commissioner Smith inquired about the MRI Software LLC transaction for \$4,420 in the public housing check register for rental history background checks. Mary stated that the housing authority contracted with MRI Software, LLC to have a more streamlined and thorough method of completing background and rental history checks for applicants and participants. The housing authority is billed annually for this service to take advantage of a discounted rate for the service. Commissioner Grode inquired about the two separate tenant security deposit checks issued to the same tenant within the public housing check registry. Mary stated that after the initial security deposit was issued, it was discovered that an adjustment was made to what the tenant owed for key & lock charges, resulting in a credit to their security deposit. All aye votes.

5. EXECUTIVE DIRECTOR'S REPORT

- A. Public Housing Occupancy: Mary reported that there are two vacancies at Parkview, one moving out of state and the other vacancy was never moved into as the tenant decided not to move to the area. These vacancies are tentatively scheduled to be filled off the waiting list for April 1, 2024 and April 26, 2024. There is one vacancy at Tenth Avenue apartments due to a tenant transfer to another program. The vacancy will be filled off the waiting list with a tentative move-in date of March 29, 2024. There is one scattered site vacancy due to a change in household composition. The two-bedroom vacancy has been filled off the waiting list with a move-in date of March 1, 2024. Mary stated that the HUD has a set a new occupancy rate goal of 98.5% for 2024, which will result in the housing authority turning over multiple vacancies much more quickly in order to meet this goal. Mary also reported that a canine bedbug inspection was recently completed at Parkview and there were zero units identified. Due to the numerous intercom system issues at Tenth Avenue and many attempts to service the system without success; the intercom system will be disabled, and the front door will be placed on a timer to lock for the night. Maintenance will be working with Doorworks to proceed forward the implantation of this.
- B. Huntington House Redevelopment, LLC Occupancy: Mary reported there are five vacancies at Huntington House. Two due to the tenants being deceased, one moving to assisted living, one due to being over income and moving to a private rental unit and the other is moving in with the tenant who is over income. These units will be filled off the waiting list with tentative move-in dates of March 1, 2024, April 1, 2024 and May 1/2024.
- C. Section 8 program status: Mary reported that as of February 22, 2024, there are 201 families under contract with the current waiting list running approximately 10 months. There are currently 385 families on the waiting list. Section 8 activity for the month consists of the following: one VASH voucher holder; and three end of participations, one due to reaching zero HAP and two for program violations. There was no activity with portability move-outs or move ins, new vouchers issued, vouchers that expired, new admissions and cumulative voucher holders. Commissioner Grode inquired about the status of voucher holders. Mary stated that these vouchers are either leased up or expire.
- D. Capital Funds Program grant status: Mary reported that the 2020 grant has a \$36,161.86 balance in operations for insurances and miscellaneous operating expenses, \$10,060.05 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, 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.

- E. State Debt Collection (SDC) program status: Mary reported that there was one payment received from the SDC program of \$785 from a former public housing tenant for February 2024.

6. RESOLUTION

- A. 2023_11 Public Housing Write Off Accounts Amendment: Commissioners reviewed Resolution 2023_11 Public Housing write off accounts amendment. Commissioner Reith-Kincaid moved to approve Resolution 2023_11 Public Housing write off accounts amendment, seconded by Commissioner Smith. Mary reported that there was one correction made to the total amount to be written off. All aye votes.

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

8. **NEXT MEETING:** The next monthly meeting is scheduled for 1:30 p.m. on Wednesday, March 27, 2024, in the community room of Huntington House Apartments.

9. **ADJOURNMENT:** Commissioner Henke moved to adjourn the meeting at 2:07 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:_____