

**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, May 31, 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 1:36 p.m.

1. ROLL CALL:

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

Excused: Evan Smith

Also present: Jolina Janus

2. MINUTES REVIEWED:

- A. Commissioners reviewed minutes from the April 26, 2023 meeting. Commissioner Helmer moved to approve the minutes of the April 26, 2023 meeting, seconded by Commissioner Reith-Kincaid. All aye votes.

3. COMMUNICATIONS

- A. Social Committee Update: Mary reported on upcoming social committee events that have been scheduled for brat fry's, ice cream socials, spring concert, Upper Dells boat tour, Appleton mall and fall leaf viewing, and Christmas tour of lights. The spring concert event has approximately 70 tenants signed up. The event will include barbeque, chips, and side dishes.
- B. Stock box update: Mary reported that a total of 35 food boxes were distributed among tenants at Parkview, Tenth Avenue and Huntington House apartments.

4. CONSIDERATION OF BILLS

- A. Approve April 2023 bills (Quickbooks register and purchasing card transaction detail): Commissioners reviewed the April 2023 bills. Commissioner Grode inquired about the HD Supply charges with no invoice on the purchasing card transaction detail. Jolina stated that the charges were for an. Commissioner Helmer inquired about the Nan McKay two Nan McKay charges on the purchasing card detail. Mary stated that the charge for \$239 is for the annual subscription fee for the Public Administrative policy updates and the amount of \$975 was for the Housing Choice Voucher financial management training webinar.

Commissioner Reith-Kincaid moved to approve the April 2023 bills, seconded by Commissioner Helmer. All aye votes.

5. EXECUTIVE DIRECTOR'S REPORT

- A. Public Housing Occupancy: Mary reported that there are two vacancies at Parkview: One moving to another state and one due to program violations. Both units will be filled off the waiting list with a tentative move-in date of June 2023 and July 2023. There are no vacancies at Tenth Avenue apartments. There are two vacancies for scattered sites. One family purchased a home and provided positive feedback about their experience in public housing. The other unit was due to a program violation. One vacancy has been filled with a move in date of May 31, 2023, and the other will be filled off the waiting list with a move in date of July 31, 2023.
- B. Huntington House Redevelopment, LLC Occupancy: There is one vacancy at Huntington House due to a program violation. This vacancy has been filled from the waiting list with move in dates of June 1, 2023.
- C. Section 8 program status: Mary reported that as of May 23, 2023, there are 176 families under contract with the current waiting list running approximately around 6 months. There are currently 166 families on the waiting list. The Section 8 voucher activity for the month consisted of the following: two VASH voucher holders, twelve new admissions, six expired vouchers, zero portability move-ins and move-outs, sixteen new vouchers issued for a cumulative of twenty-three vouchers, and three end of participation, one voluntarily ending participation and two reached 180 days of zero HAP.
- D. Capital Funds Program grant status: Mary reported that the 2018 and 2019 grants are fully disbursed. The 2020 grant has a \$69,012.74 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 \$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, and HVAC repairs at all projects. The 2023 grant has \$295,951 in operations and \$27,000 in general capital activities.

- 9. **PUBLIC INPUT**: Cheryl asked if they would be planting more grass in the patchy spots at Huntington House. Mary let her know that our maintenance has been keeping an eye on what was planted there and will decide if there needs to be more planted.

10. **NEXT MEETING:** The next monthly meeting is scheduled for 1:30 p.m. on Monday, June 26, 2023, in the community room of the Huntington House Apartments.

11. **ADJOURNMENT:** Commissioner Henke moved to adjourn the meeting at 2:24 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: _____