

**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 Monday, August 30, 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 1:31 p.m.

1. ROLL CALL:

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

Also present: Carol Voss, Linda Lucht and Jolina Janus

2. MINUTES REVIEWED:

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

3. COMMUNICATIONS

- A. Social Committee Update: Commissioner Helmer reported that the ice cream socials went well. Commissioner Reith-Kincaid and Commissioner Helmer reported that the Upper Dells Boat trip had a few hiccups due to time and that the trip did not go as smoothly as they hoped it would.
- B. Stock box update: Mary reported that a total of 26 food boxes were distributed among tenants at Parkview, Tenth Avenue and Huntington House apartments.
- C. Staff Training Update: Mary reported that she completed a Housing Choice Voucher Financial Management online webinar training through Nan McKay.
- D. Huntington House dining-site closure: Mary reported that due to budgetary reasons, the ADRC dining site at Huntington House closed as of August 11, 2023. ADRC representatives were on site to discuss alternative meal options for tenants.

4. CONSIDERATION OF BILLS

- A. Approve 2nd Quarter 2023 entity wide financial statements from fee accountant: Commissioners reviewed the 2nd Quarter 2023 entity wide financial statements from the fee accountant. Commissioner Smith moved

to approve the 2nd Quarter 2023 entity wide financial statements, seconded by Commissioner Henke. All aye votes.

- B. Approve July 2023 bills (Quickbooks register and purchasing card transaction detail): Commissioners reviewed the July 2023 bills. Commissioner Helmer inquired about the payment to K & W Glass, Inc. for \$1,976.48. Mary stated that the expense was to replace glass as a result of the criminal damage to the front glass entrance at Parkview apartments. The expenses have been reported for restitution. Commissioner Helmer moved to approve the July 2023 bills, Quickbooks register and purchasing card transaction detail, seconded by Commissioner Reith-Kincaid. All aye votes.

5. EXECUTIVE DIRECTOR'S REPORT

- A. Public Housing Occupancy: Mary reported that there was one vacancy for the month of August at Parkview due to the tenant moving out of the area but has been filled as of August 14, 2023. There are no vacancies at Tenth Avenue apartments. There is one scattered site vacancy due to a change in household composition. This unit has been filled off the waiting list with a tentative move-in date of September 30, 2023. She also reported that during a building wide canine bed bug inspection at Parkview apartments and two units at Tenth Avenue apartments on August 29, 2023. Two units were identified at Parkview apartments with bed bugs and heat treatments scheduled for September 8, 2023. One of the two units at Tenth Avenue apartments were identified and heat treatment of the unit is scheduled for September 11, 2023.
- B. Huntington House Redevelopment, LLC Occupancy: Mary reported that there is one vacancy at Huntington House due to the tenant moving into assisted living. This vacancy has been filled from the waiting list with a move in date of October 1, 2023. She also reported that one unit was identified with bed bugs during a building wide canine inspection that was conducted on August 29, 2023, heat treatment of the unit is scheduled for September 7, 2023. Mary reported that an incident involving property damage to a tenant's patio glass occurred the evening of August 22, 2023.
- C. Section 8 program status: Mary reported that as of August 24, 2023, there are 186 families under contract with the current waiting list running approximately around 3 months. There are currently 277 families on the waiting list. The Section 8 voucher activity for the month consisted of the following: two VASH voucher holders, five new admissions, ten expired vouchers, zero portability move-in, zero portability move-outs, twelve new vouchers issued for a cumulative of fourteen vouchers, and zero ending participation.
- 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, \$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 \$178,007.06 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 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 the current snowblowers have been a full 15 years of use, and Josh has placed an order for two new snowblowers. These snowblowers will be funded through the 2022 Capital Funds Program (CFP) grant. A drawdown and disbursement from the 2020 CFP grant was made to pay for the security cameras at Tenth Avenue apartments. The boilers at Huntington House will be placed an annual service schedule beginning in October. Due to the exigent condition of the leaking holding tanks at Parkview, these tanks were replaced for \$19,000. The maintenance trailer was rehabbed by maintenance, the costs to replace the trailer bed boards cost around \$350. The tires on the maintenance truck will be replaced with new tires that are better to handle traction in the snow for plowing, since the current tires are original to when the truck was purchased. The wear bar on the plow will also need to be replaced. The work that was completed in the front of Tenth Avenue by Water Works and Lighting to relocate the shut off valve is completed, and the disturbed ground has been reseeded and the section of sidewalk replaced, this was no cost to the Housing Authority. In addition to the repair work on the city storm drain at the north end of the building at Tenth Avenue, at no cost to the Housing Authority.

- E. Tenth Avenue security camera installation status: Mary reported that the interior cameras are installed and up & running as of August 17, 2023. The exterior cameras will be installed once the cameras are shipped and received to complete the scope of work for this project.
- F. Discuss upcoming Section 8 and Public Housing policy changes to include the following:
 - a. Homelessness preference for waiting list applicants: Mary reported that to better align with the Housing Authority's partnership with the Homelessness Coalition and North Central Continuum of Care (NCCoC). A homelessness waiting list preference for the waiting list would be appropriate in meeting the needs of homelessness in the community.
 - b. Compliance with HOTMA Section 102 & 104: Mary reported that with HUD's finalized HOTMA Section 102 & 104 that applies to both the Public Housing and Section 8 programs, policy implementation of these two sections will be required by January 1, 2024. Highlights of Section 102 include the following; fewer interim reexaminations with a 10% adjusted income increase/decrease threshold for conducting interim reexaminations, streamlined verifications, increased standard deduction for elderly/disabled households, increased

medical/disability expenses, income exclusions, and raising the imputed asset income threshold. Section 104 highlights include the following; asset limitations of \$100,000, exclusion of retirement and educational savings accounts, and self-certification of assets under \$50,000.

- c. Compliance with HUD mandated HOTMA Section 103, and the creation of a non-public housing over-income (NPHOI) lease: Mary reported that HOTMA Section 103 only applies to Public Housing, and a new lease will need to be created for over income households, as these tenants can continue to remain in Public Housing units as an over-income NPHOI tenant, but a new lease will be required for continued tenancy.
- d. Implementation of Section 8 Housing Choice Vouchers for Foster Youth to Independence: Mary reported that Wood County Human Services (WCHS) reached out regarding the Foster Youth to Independence (FYI) vouchers. As a housing authority that administers the Section 8 program, the housing authority is eligible to apply for FYI vouchers. The process for requesting these additional vouchers would be entering into an MOU with WCHS. The WCHS would provide case management component of the vouchers and the Housing Authority of Wis. Rapids (HAWR) would administer the vouchers. In consideration of these vouchers, the Section 8 Housing Choice Voucher Administrative policy would need to include the appropriate language that would encompass these FYI vouchers.

G. 2022 post audit summary: Mary reported that the 2022 on-site audit was completed on August 3, 2023. During the exit interview there were no concerns, and the audit went well. The auditor will finish up items and request for any additional items in order to complete the audit for the September 30, 2023 submission deadline.

H. Tree removal quote for Parkview and Tenth Avenue apartments: Commissioners reviewed the quote from Beavers Tree Removal. Mary reported that a total of 12 stumps and 11 trees will need to be removed. There are 2 trees at 10th Avenue that will need to be removed; one tree that is split, the second that will be removed for snow removal purposes, and a total of 4 tree stumps that will be grinded down, filled with dirt, and leveled. There are 11 trees at Parkview that will be removed, several trees have been identified as Ash trees that are dying, and several scrub pines have been partially cut back by Water Works & Lighting and no longer provide curb appeal. Commissioner Smith moved to approve the quote from Beavers Tree Removal, seconded by Commissioner Reith-Kincaid. All aye votes.

6. RESOLUTION

A. 2023-2 Section 8 Utility Allowance: Commissioners reviewed the 2023_2 Section 8 Utility Allowance. Mary reported that appropriate revisions have been made to utility allowance changes of 10% or more per WHEDA's published utility allowance study. Commissioner Smith moved to approve the 2023_2 Section 8 Utility Allowance, seconded by Commissioner Helmer. All aye votes.

7. **PUBLIC INPUT:** Commissioner Reith-Kincaid inquired about the current limit on pets per the pet policy. A Huntington House tenant brought their concerns with a pet noise complaint to Commissioner Reith-Kincaid's attention. Mary stated that the pet policy does allow up to two pets depending on size, type, and breed. Mary advised that the tenant contact the office in confidence regarding their concerns, so that the situation can be addressed appropriately.

8. **NEXT MEETING:** The next monthly meeting is scheduled for 1:30 p.m. on Wednesday, September 27, 2023, in the community room of Huntington House Apartments.

9. **ADJOURNMENT:** Commissioner Henke moved to adjourn the meeting at 3:14 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: _____