

**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, September 25, 2024, in the community room of the Huntington House Apartments, 2521 10th Street South, Wisconsin Rapids, WI 54494. Commissioner Helmer called the meeting to order at 1:29 p.m.

1. ROLL CALL:

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

Excused: Jo Ann Grode

Also present: Jolina Janus and Josh Freeman

2. MINUTES REVIEWED

- A. Commissioners reviewed minutes from the August 28, 2024, meeting. Commissioner Reith-Kincaid moved to approve the minutes of the August 28, 2024, meeting, seconded by Commissioner Smith. All aye votes.

3. COMMUNICATIONS

- A. Approval of August 27, 2024 Resident Advisory Board (RAB) meeting minutes: Commissioners reviewed the August 27, 2024 Resident Advisory Board meeting minutes. Commissioner Smith moved to approve the August 27, 2024 Resident Advisory Board meeting minutes, seconded by Commissioner Reith-Kincaid. All aye votes.
- B. Stock box update: Mary reported that a total of 20 food boxes were distributed among tenants at Parkview, Tenth Avenue, and Huntington House apartments. The next distribution date is scheduled for October 15, 2024.

4. CONSIDERATION OF BILLS

- A. Approve fee accountant 2024 Quarter 2 financial report: Commissioners reviewed the 2024 Quarter 2 financial report from the fee accountant. Commissioner Reith-Kincaid moved to approve the 2024 Quarter 2 fee accountant financial report, seconded by Commissioner Henke. All aye votes.
- B. Approve August 2024 Bills (QuickBooks register and purchasing card transaction detail): Commissioners reviewed the August 2024 bills. Mary reported that Wil-Kil has partnered with Terminix, so future invoice payments will be reflected with an updated name change to Terminix Wil-

Kil. All services will continue to operate as usual, and fees will not be impacted by this change. Commissioner Reith-Kincaid moved to approve the August 2024 bills, seconded by Commissioner Smith. All aye votes.

5. EXECUTIVE DIRECTOR'S REPORT

- A. Public Housing Occupancy: Mary reported that there no vacancies in the public housing program.
- B. Huntington House Redevelopment, LLC Occupancy: Mary reported there are no vacancies at Huntington House.
- C. Section 8 program status: Mary reported that as of September 16, 2024, there are 184 families under HAP contract, with the current waiting list running approximately 13 months. There are currently 433 families on the waiting list. Section 8 activity for the month of September consists of the following: one VASH participant, zero end-of-participations, and one portability move-out that will be absorbed into the receiving PHA's program. There are no portability move-ins, one new admission, and no expired vouchers. The Section 8 program continues to be monitored by the FMC shortfall prevention team.
- D. Capital Funds Program grant status: Mary reported that the 2021 grant has a zero balance in operations, and \$8,885.81 in general capital activities for appliances, concrete repairs, in-unit floor repairs/replacement, and automatic door opener repairs/replacement. The 2022 grant has a zero balance in operations, \$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 a \$295,951 balance in operations for insurance & miscellaneous expenses and \$27,000 in general capital activities for appliances, unit floor repairs/replacement, unit turnover/modernization, Parkview windows, and HVAC repairs at Parkview & 10th Avenue apartments. Mary also reported that submitted the appropriate 45-day comment & public hearing documentation to the HUD field office for approval of the 2024 CFP annual budget statement and release of funds.
- E. US Bank purchasing card rebate program: Mary reported that the Housing Authority received rebates in the amount of \$781.13 and \$124.85 for Huntington House.
- F. Section 8 SEMAP score for FYE 12/31/2023: Mary reported that the Section 8 program scored as a high performer for FYE 12/31/2023. She stated that varying factors contributed to achieving this status and commended the Section 8 Program Manager and Office Assistant for their hard work.
- G. 2024 hailstorm damage claim status: Mary reported that as of the policy period of July 2015 to July 2016, HAI endorsed a change to the policy specific to windstorm and hail damages. This specific type of claim is no longer a flat deductible. The deductible is based on a percentage of the building's value, and anticipated deductibles for the recent hail damage claim will exceed \$100,000. Per the insurance adjuster's inspection, a

total of 18 scattered site houses met the building value deductibles. Of the eighteen houses, only 17 were identified as having totaled roofs. Twelve houses that did not meet the deductible had only minor damages, and 4 houses had no damages. The Parkview apartment's shingled roofs were totaled, but there was no damage to the rubber roofs, with some minor soft metal damage. The Tenth Avenue apartment had impacted shingles on one side of the roof and some soft metal damage. Both Parkview and Tenth Avenue apartments did not meet the building value deductibles. The Huntington House apartment building, back garage, and gazebo roofs were totaled and met the building value deductible. Mary prepared two separate invitations for bid, one for the public housing units impacted by the hail damage and one for Huntington House Redevelopment LLC. The bid process is to run through the first week of November; therefore, work will not start until spring of 2025, as the colder months are approaching, and the weather will not be feasible for proper roof adhesion. Commissioner Smith moved to approve moving forward with the invitations for bid prepared by Executive Director, Mary Vang, seconded by Commissioner Reith-Kincaid. All aye votes.

- H. Review any changes to the drafted 2024 & 2025 Annual PHA Plan as a result of the 45- day comment period: Mary reported that there were no changes to the drafted 2024 & 2025 Annual PHA plan as a result of the 45-day comment period, as there were no written comments submitted. She will be submitting the required documentation for these plans in REAC.
- I. Review any changes to the drafted 2025-2029 5-year PHA Plan and Capital Action as a result of the 45-day comment period: Mary reported that there were no changes to the drafted 2025-2029 5-year PHA plan as a result of the 45-day comment period. She will be submitting the required documentation for these plans in REAC and EPIC. There were no written comments, but one tenant from Tenth Avenue apartments attended and provided public input during the monthly August board meeting. Commissioner Reith-Kincaid inquired about tenants being aware of the plans. Mary stated that the plans were placed on the housing authority bulletin boards at all three of the apartment buildings with a comment sheet for providing feedback. Tenants have reviewed the plans, but there were no written comments.

6. RESOLUTIONS

- A. 2024_2 Acceptance of 2024 Capital Funds and Annual PHA Plan: Commissioners reviewed resolution 2024_2 Acceptance of 2024 Capital Funds and Annual PHA Plan. Commissioner Smith moved to approve resolution 2024_2 Acceptance of 2024 Capital Funds and Annual PHA Plan, seconded by Commissioner Reith-Kincaid. All aye votes.
- B. 2024_3 5-year PHA Plan and Capital Action Plan and 2025 Annual PHA Plan: Commissioners reviewed resolution 2024_3 5-year PHA Plan and Capital Action Plan and 2025 Annual PHA Plan. Commissioner Henke moved to approve resolution 2024_3 5-year PHA Plan and Capital Action

Plan and 2025 Annual PHA Plan, seconded by Commissioner Smith. All aye votes.

7. NEW BUSINESS

A. Telephone technology upgrade: Mary reported that the current Cisco phone system will no longer be supported through Solarus after February 28, 2025. The system is ten or more years old and is due for an upgrade. Mary will setup a meeting with Nicole to discuss the 3cx Phone System upgrade option available through Solarus. She did have a brief discussion with John from Tech Pros regarding the use of Microsoft Teams as an option for the phone systems, which would be a more versatile option for the office and maintenance staff.

8. PUBLIC INPUT: There was no public input.

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

10. ADJOURNMENT: Commissioner Henke moved to adjourn the meeting at 2:10 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: _____