

**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, October 30, 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 1:30 p.m.

1. ROLL CALL:

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

Excused: Evan Smith

Also present: Jolina Janus

2. MINUTES REVIEWED

- A. Commissioners reviewed minutes from the September 25, 2024, meeting. Commissioner Reith-Kincaid moved to approve the minutes of the September 25, 2024, meeting, seconded by Commissioner Helmer. All aye votes.

3. COMMUNICATIONS

- A. Stock box update: Mary reported that a total of 30 food boxes were distributed among tenants at Parkview, Tenth Avenue, and Huntington House apartments. The waiting list for stock boxes has lifted. The next distribution date is scheduled for November 19, 2024.
- B. Social Committee activities update: Mary reported that the October bus trip went well. The Lamer's bus damaged the corner section of the Huntington House canopy when pulling in. Allen contacted the company, and they agreed to pay for the necessary repairs. Commissioner Grode suggested signage at the end of the driveway indicating a height restriction for entry.

4. CONSIDERATION OF BILLS

- A. Approve September 2024 bills (Quickbooks register and purchasing card transaction detail): Commissioners reviewed the September 2024 bills. Commissioner Reith-Kincaid moved to approve the September 2024 bills, seconded by Commissioner Helmer. All aye votes.

5. EXECUTIVE DIRECTOR'S REPORT

- A. Public Housing Occupancy: Mary reported that there is one vacancy in Parkview. This is the caretaker unit, and it is anticipated to be filled by November 25, 2024. There are no vacancies in Tenth Avenue. There is one vacancy for scattered sites due to tenant voluntarily moving. This unit

will be filled off the waiting list with a tentative move-in date of December 30, 2024. One unit at Parkview apartments required heat treatment for bedbugs, and there is one potential unit that may have bedbugs. An inspection will be scheduled to confirm.

- B. Huntington House Redevelopment, LLC Occupancy: Mary reported that there is one upcoming vacancy at Huntington House.
- C. Section 8 program status: Mary reported that as of October 15, 2024, there are 178 families under HAP contract, with the current waiting list running approximately 15 months. There are currently 528 families on the waiting list. Section 8 activity for the month of September consists of the following: one VASH participant, zero end-of-participations, zero portability move-outs. There are no portability move-ins, no new admission, and no expired vouchers. There is one cumulative voucher that is actively searching. Mary also reported that due to being in shortfall and the inability to pull applicants off the waiting list for assistance, the number of applicants and length of the waiting list are anticipated to increase. To keep the waiting list manageable, the Program Manager is considering closing the Section 8 Housing Choice Voucher waiting list at fiscal year-end (FYE) 2024. Commissioner Helmer moved to approve proceeding with the closure of the Section 8 waiting list at FYE 2024, seconded by Commissioner Reith-Kincaid. All aye votes.
- 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 and 10th Avenue apartments. Mary also reported that she submitted the appropriate 45-day comment and public hearing documentation to the HUD field office for approval of the 2024 CFP annual budget statement and release of funds. The 2024 grant has \$292,323 in operations and \$43,000 in general capital activity.
- E. Submission of 5-year PHA Plan and Capital Action Plan: Mary reported that the 2025 – 2029 5 Year PHA Plan was submitted to HUD's REAC system on September 30, 2024. The 5 Year Action Plan was submitted into HUD's EPIC system on October 3, 2024.
- F. Submission of Annual 2025 PHA Plan: Mary reported that the 2025 Annual PHA Plan was submitted to HUD's REAC system on October 1, 2024.
- G. Submission of 2024 Annual Statement/ budget in EPIC: Mary reported that she submitted the 2024 Annual Statement to HUD's EPIC system. The budget was approved by HUD, and funds released into eLOCCS on October 4, 2024.

- H. Huntington House cable contract renewal & tenant cable charge analysis: Mary reported that with the upgraded cable boxes at Huntington House, a 5-year renewal agreement was put into effect for August 23, 2024, which will increase 6% annually. The agreement assigns one box per unit. There was an option to add a second box per unit under the agreement for an additional cost of \$3 per box. This was not incorporated into the agreement; tenants may request for one at their own expense.
- I. Public Housing proposed 2025 utility allowance & flat rents 45-day comment period: Mary reported that a study was completed for the 2025 utility allowances and flat rents for 2025. The utility allowances will remain the same for 2025. The flat rents will increase to meet HUD's 80 percent minimum of the area's Fair Market Rents that are set forth by HUD. The proposed flat rents for 2025 are as follows: \$610 for a Parkview one-bedroom apartment, \$620 for a Tenth Avenue one-bedroom apartment, \$675 for a two-bedroom, \$850 for a three-bedroom, \$875 for four-bedroom, and \$1,000 for a five-bedroom. A 45-day comment period is effective as of October 4, 2024, and a public hearing is set for November 27, 2024 at the board's regular monthly meeting.
- J. REAC FDS submission of 2023 audited financials: Mary reported that 2023 audited financials were completed by the fee accountant and submitted into HUD's REAC financial assessment subsystem on September 24, 2024.
- K. 2023 audit communication with those charged with governance: Commissioners reviewed the 2023 audited financial statements that were completed by Collins & Associates. Commissioner Reith-Kincaid moved to approve the 2023 audited financial statements prepared by Collins & Associates, seconded by Commissioner Henke. All aye votes.
- L. Review of draft budgets for Public Housing, Housing Choice Voucher, Huntington House LLC, and Business Activity programs: Commissioners reviewed the Public Housing, Housing Choice Voucher, Huntington House LLC, and Business Activity budgets for 2025. Commissioner Grode inquired if the proposed wages & benefits were incorporated into the budgets. Mary stated that the proposed wages and benefits were used in the budget calculations.

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

7. **CLOSED SESSION:** A motion was made by Commissioner Helmer, seconded by Commissioner Reith-Kincaid, to adjourn into closed session pursuant to Section 19.85 (1) (c), Wisconsin statutes for the purpose of considering "employment, promotion, compensation or evaluation of any public employee over which the governmental body has jurisdiction or exercises responsibility." The purpose of the closed meeting is to discuss wage and benefit proposals for 2025. Roll call was taken and those present are as follows: Jean Helmer, Jo Ann Grode, Cheryl Reith-Kincaid, David Henke, and Mary Vang. Commissioner

Grode called the meeting to order at 2:35 p.m. In closed session, Commissioners reviewed the 2025 proposed wages and benefits.

- 8. **NEXT MEETING:** The next meeting is scheduled for 1:30 p.m. on Monday, November 4, 2024 in the community room of Huntington House Apartments.
- 9. **ADJOURNMENT:** Commissioner Helmer moved to adjourn the meeting in closed session at 2:47 p.m., seconded by Commissioner Henke. All aye votes.

Submitted for approval by:

Approved by:

Mary Vang
Executive Director

Jo Ann Grode
Chair

Date: _____

Date: _____