

**MINUTES OF THE MONTHLY MEETING
HOUSING AUTHORITY OF THE CITY OF WISCONSIN RAPIDS**

The Housing Authority of the City of Wisconsin Rapids held a meeting at 1:30 p.m. on Monday, November 4, 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, Cheryl Reith-Kincaid, Evan Smith, JoAnn Grode and Mary Vang

Excused: David Henke

2. RESOLUTION

- A. 2024_4 Business Activities Budget 2025: Commissioner Reith-Kincaid moved to approve resolution 2024_4 Business Activities budget for 2025, seconded by Commissioner Helmer. All aye votes.
- B. 2024_5 HH Red LLC Budget 2025: Commissioner Helmer moved to approve resolution 2024_5 Huntington House Redevelopment budget for 2025, seconded by Commissioner Smith. All aye votes.
- C. 2024_6 Housing Choice Voucher Budget 2025: Commissioner Smith moved to approve resolution 2024_6 Housing Choice Voucher budget for 2025, seconded by Commissioner Helmer. All aye votes.
- D. 2024_7 Public Housing Budget 2025: Commissioner Reith-Kincaid moved to approve resolution 2024_7 Public Housing budget for 2025, seconded by Commissioner Helmer. All aye votes.

3. PUBLIC INPUT: There was no public input.

4. CLOSED SESSION: A motion was made by Commissioner Helmer, seconded by Commissioner Smith 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 government body has jurisdiction or exercise responsibility.” The purpose of the closed meeting is to discuss wage and benefit proposals for 2025, including a job description change for the Parkview Caretaker. Roll call was taken and those present are as follows: Jo Ann Grode, Jean Helmer, Cheryl Reith-Kincaid, Evan Smith, and Mary Vang. Commissioner Grode called the meeting to order at 1:37 p.m. In closed session, commissioners discussed the wage and benefit proposals for 2025 as presented by the Executive Director. Commissioners also discussed the proposal by the Executive Director to modify the Parkview caretaker role with some previous duties supplanted by maintenance staff.

5. **RETURN TO OPEN SESSION:** A motion was made by Commissioner Helmer, seconded by Commissioner Reith-Kincaid, to adjourn the closed session and move into open session. All aye votes. Commissioner Grode called the meeting to order at 1:50 p.m. Roll call was taken and those present are as follows: Jo Ann Grode, Jean Helmer, Cheryl Reith-Kincaid, Evan Smith, and Mary Vang.

RE Agenda Item 4: A motion was made by Commissioner Reith-Kincaid, seconded by Commissioner Helmer, to approve the proposed 2025 wage and benefits for all employees as outlined in the schedules provided by the Executive Director, except for the Parkview Caretaker, whose employment will not begin until later in the year, to be effective January 1, 2025. All aye votes.

RE Agenda Item 4: A motion was made by Commissioner Smith, seconded by Commissioner Reith-Kincaid, to approve the one-time flat rate increase-as outlined in the schedule provided by the Executive Director for each maintenance staff to compensate for the additional cleaning duties of Parkview apartments. All aye votes.

RE Agenda Item 4: A motion was made by Commissioner Helmer, seconded by Commissioner Smith, to approve the modifications of the Parkview Caretaker position with the annual salary as outlined in the schedule provided by the Executive Director. All aye votes.

10. **NEXT MEETING:** The next monthly meeting is scheduled for 1:30 p.m. on Wednesday, November 27, 2024 in the community room of Huntington House Apartments.
11. **ADJOURNMENT:** Commissioner Helmer moved to adjourn the meeting at 1:50 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: _____