

**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 Tuesday, February 26, 2019, in the community room of the Tenth Avenue apartments, 220 10<sup>th</sup> Avenue North, Wisconsin Rapids, WI 54495. Commissioner Helmer, Chair, called the meeting to order at 1:37 p.m.

**1. ROLL CALL:**

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

Also Present: Carol Voss, Roseann Konkal, Lorraine Boldon and Ann Marie Donegan

**2. ELECTION OF OFFICERS:**

- A. Commissioner Helmer announced the board's annual election for chair and called upon interested commissioners or commissioner nominations to fill the position. Commissioner Helmer moved to nominate Commissioner Grode to fill the Chair position, seconded by Commissioner Smith. There was no further discussion. All aye votes. Commissioner Grode abstained from voting.
- B. Commissioner Helmer announced the board's annual election for vice chair and called upon interested commissioners or commissioner nominations to fill the position. Commissioner Smith moved to nominate Commissioner Helmer to fill the Vice Chair position, seconded by Commissioner Reith-Kincaid. There was no further discussion. All aye votes. Commissioner Helmer abstained from voting.
- C. Commissioner Grode stated in accordance with the by-laws, the secretary position is automatically fulfilled by the executive director of the Housing Authority where no voting is required, as stated in the by-laws that the secretary shall be appointed by the board per the process of employment as executive director.

**3. MINUTES REVIEWED:**

- A. Commissioners reviewed minutes from the December 26, 2018 meeting. Commissioner Henke moved to approve the minutes of the December 26, 2018 meeting, seconded by Commissioner Reith-Kincaid. There was no discussion. All aye votes.

**4. COMMUNICATIONS:**

- A. Focus on Energy Rebate: Mary reported that a Focus on Energy rebate application was submitted for the replacement of all 4-foot light fixtures with energy efficient LED fixtures in the common areas of Parkview apartments and the replacement of all light bulbs with energy efficient LED bulbs in all 4-foot light fixtures in the common areas of Tenth Avenue apartments. As a result of these energy-saving measures, a rebate in the amount of \$1,036 was received. She also reported that maintenance is

considering possibly replacing light bulbs in all the 4-foot light fixtures in the common areas of Huntington House apartments.

- B. Workers Compensation Final Premium Audit Refund: Mary reported that as a result of a recent policy audit, the Housing Authority received a premium decrease and was refunded \$2,233. Factors impacting the decrease in premium included a decreased rate change of .14% and a rating rules change/change in exposure.

## 5. CONSIDERATION OF BILLS

- A. Approve December 2018 bills (Quickbooks register and purchasing card transaction detail): Commissioners reviewed the December 2018 Quickbooks register and purchasing card transaction detail. Commissioner Grode inquired about the corrected comment in the Cinta's transactions of the purchasing card transaction detail. Mary stated that the correction was made to associate the transaction with the correct building. Commissioner Helmer moved to approve the December 2018 Quickbooks register and purchasing card transaction detail, seconded by Commissioner Reith-Kincaid. All aye votes.

## 6. EXECUTIVE DIRECTOR'S REPORT

- A. Public Housing Occupancy: Mary reported that there are nine vacancies at Parkview: two moving out of the area to be closer to family, one moving to live with family for health reasons, one moving due to a rent debt owed, one moving due to lease violations and four who are deceased. Allen has filled four of these vacancies with move-ins scheduled for March 4 & 25, 2019 and April 18 & 26, 2019. Allen will fill the remaining upcoming five vacancies from the waiting list. There are two vacancies at Huntington House, both tenants leaving due to health reasons. Allen will fill these two upcoming vacancies from the waiting list. There are three vacancies at Tenth Avenue apartment: two moving for health reasons and one who is a recipient of a Section 8 voucher and moving into a rental unit with Section 8 rental assistance. Allen has filled two of the vacancies with move-in dates scheduled for March 22 and 29, 2019. The upcoming vacancy will be filled from the waiting list. There are five vacancies in the scattered site houses: one family moving out of town into a larger rental unit in the private rental market, one family no longer eligible due to household composition changes, one purchasing a home and one family with a decrease in household composition and no longer eligible for a three-bedroom unit and will be transferring to a one-bedroom apartment unit. Allen has filled two of these vacancies with move-in dates scheduled for March 1 and 29, 2019. Allen will fill the upcoming vacancies from the waiting list. Mary also reported that due to the overtime that maintenance has recently and is foreseen to put in for snow removal, and in order to keep up with the increasing vacancies, there may be a need to contract out for painting two of the scattered site vacancies.
- B. Section 8 program status: Mary reported that as of February 25, 2019, there are 185 families under contract with private landlords with the current waiting list being approximately five months long. The waiting list currently has 147 families on it. The Section 8 activity for the month

consisted of five new admissions into the program and six voucher holders in search of rental housing. Three participations ended, and three vouchers expired. Mary reported that two briefings were held in February and thirty applicants who neared the top of the waiting list were invited and out of the thirty invited, only six applicants were in attendance. Commissioner Henke inquired about the Section 8 budget decreasing for 2019 due to the government shutdown. Mary stated that due to the recent partial government shut-down that included all HUD departments and due to the fact that funding for the Section 8 program is based on the prior twelve-month calendar. The HUD Financial Management Center (FMC) was unable to appropriately process the pro-rated renewal funding for the beginning of 2019. This was a concern, as it would have resulted in a delay in funding of Housing Assistance Payments (HAP) and Administrative Fees (AF) for the program and impacting HAP payments being made to landlords in a timely manner on behalf of Section 8 participants, and in turn would put their current tenancy at risk. However, Housing Authority's would have the ability to request for set aside reserves in the event of a shortfall in funding.

- C. State Debt Collection (SDC) Program Status: Mary reported that there were no fraud recovery payments received for November and December of 2018. One payment of \$272.00 was received in January 2019 from a former Section 8 participant from which a prior payment was made in 2018, bringing their balance to \$2,273.29. She also reported that a former Public Housing tenant, who is now deceased and having a balance owed of \$1,497.77 has been removed from SDC, as the debt will no longer be recoverable.
  
- D. Capital Funds Program (CFP) Grants Status: Mary stated that in the 2016 capital funds grant there is \$4,211.58 in site improvement which is anticipated for the removal of trees at the scattered site properties, for curb and gutter reconstruction at Huntington House and for needed concrete step repairs to the scattered site houses. Dwelling structures has a balance of \$5,274.56 for needed HVAC repairs at Parkview and Huntington House. There is a balance of \$1,068.52 in dwelling equipment for appliances, and non-dwelling equipment has a zero balance. Mary reallocated money from non-dwelling equipment to pay for these upcoming repairs. In the 2017 capital funds grant there is \$4,060.21 in operations for insurance, \$3,000 in site improvements for miscellaneous needs, \$1,355.39 in dwelling structures for HVAC repairs at Parkview and Huntington House and miscellaneous needs, \$12,000 in dwelling equipment for appliances and \$15,268.51 for a new maintenance van. In the 2018 capital funds grant there is \$304,689 in operations for insurance, PILOT and the 10<sup>th</sup> Street city sidewalk project; \$8,900 in site improvements for the sealing and striping of the apartment parking lots; \$25,000 for replacement of Parkview windows and HVAC repairs at all three apartment buildings and \$15,000 in dwelling equipment for appliances. Mary stated that the reallocation of the balance in 2016 non-dwelling funds into site improvements and dwelling structures will require a reallocation from 2018 operations into non-dwelling equipment to cover the costs of replacing the maintenance van for 2019. Mary anticipates to drawdown \$975.78 from 2016 CFP dwelling structures to pay for the

Parkview domestic hot water circulating pump and about \$2,000 for the Mepco heating pump at Parkview.

- E. Rental Assistance Demonstration (RAD) update: Mary reported that Bill from Baker Tilly was on-site on February 26, 2019 to present a revised RAD financing model to staff and commissioners. The new financing model would not include any tax credits and include the following; WHEDA mortgage loan, Affordable Home Program (AHP) grant, HOME and WHEDA Housing Trust Fund (HTF) loan for an estimated total project costs of \$2.9 million with an estimated \$24,000 per unit of rehab. The on-site presentation was very informative and provided an opportunity for questions and answers on how the new financing model would change how the Housing Authority would move forward with the RAD planning process. Mary also received another financial model from Baker Tilly that she shared with commissioners that would have far less debt mid-way through the life of the loan, but may not provide adequate financing to cover the scope of rehab. Mary stated that in order to move forward with the financing component of RAD that needs to be submitted with the CHAP, a Capital Needs Assessment (CNA) will need to be completed to accurately determine the costs of rehab per unit. Additional reports would also need to be completed that include the environmental assessment, market study and appraisal. Baker Tilly provided the Housing Authority (HA) with a consultant group that specializes and has expertise in the HUD required tools and reporting areas and could provide the HA with a one-stop shop. Mary stated that due to the upcoming financing application deadlines and the need to submit a financing model with the RAD CHAP, moving forward with a decision to engage Baker Tilly for affordable housing and RAD consulting would be pertinent at this time. Commissioner Reith-Kincaid moved to consider enlisting Baker Tilly for affordable housing and RAD consulting services, and to engage in services for prospective companies that can provide the Housing Authority with the proper reports required to fulfill the needs of the financing applications to include a market study & appraisal, capital needs assessment and environmental assessment, seconded by Commissioner Helmer. All aye votes.
- F. HUD-Partial Government Shutdown Update: Mary reported that due to the partial government shut-down, the Wisconsin Association of Housing Authorities (WAHA) advised Housing Authorities (HA) to consider assessing risks to the programs administered and implementation of a contingency plan in the event that the partial shut-down would continue beyond February 15, 2019. Mary stated that although the government shut-down did not extend beyond February 15, 2019, and Congress was able to approve a spending package for HUD, the completion of a contingency plan would better prepare the HA for such an event in the future. Mary also informed Commissioners of the letter that was mailed out to Section 8 landlords and participants of the impact that the shutdown would have on landlords and participants. She reported that the Public Housing operating fund subsidy submission dates will be updated due to the partial shutdown and backlog of work.

7. **PUBLIC INPUT:** There was no input from the public.
8. **NEXT MEETING:** The next monthly meeting is scheduled for 1:30 p.m. on Wednesday March 27, 2019 in the community room of the Huntington House apartments.
9. **ADJOURNMENT:** Commissioner Henke moved to adjourn the meeting at 2:40 p.m., seconded by Commissioner Smith. All aye votes.

Submitted for approval by:

Approved by:

\_\_\_\_\_  
Mary Vang  
Executive Director

\_\_\_\_\_  
Jean Helmer  
Chair

Date: \_\_\_\_\_

Date: \_\_\_\_\_