

## **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 March 27, 2019, in the community room of the Huntington House apartments, 2521 10<sup>th</sup> Street South, Wisconsin Rapids, WI 54494. Commissioner Helmer, Chair, called the meeting to order at 1:35 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, Marlene Przybelski, Tom Przybelski and Ka Bao Vang

### **2. MINUTES REVIEWED:**

- A. Commissioners reviewed minutes from the February 26, 2019 meeting. Commissioner Helmer moved to approve the minutes of the February 26, 2019 meeting, seconded by Commissioner Reith-Kincaid. There was no discussion. All aye votes.

### **3. COMMUNICATIONS:**

- A. Social Committee update and approval of minutes from March 5, 2019 meeting: Mary reported on the results of the compiled 2019 tenant activities/events interest survey. An updated tenant social times newsletter is to follow, once Allen has established dates for the Honeybee Accordion players and the Lavender & Cherry Farm tour. Commissioner Helmer and Reith-Kincaid provided an update of the spring event held at Huntington House, with singer/song writer Ron McCabe who provided an hour of entertainment. The entertainment in addition to the light refreshments prepared by Huntington House social committee representatives and some donated snacks from tenants, went over well. Tenants seemed to enjoy the genre of music and liked that the event was held in March after much of the snow had melted, it was a nice change of scenery. Mary commented that it was a bit difficult to hear from the far back. Commissioner Helmer moved to approve the minutes of the March 5, 2019 social committee meeting, seconded by Commissioner Smith. All aye votes.
- B. Resident Advisory Board (RAB) approval of minutes from the February 20, 2019 meeting: Commissioner Helmer moved to approve the minutes from the February 20, 2019 RAB meeting, seconded by Commissioner Reith-Kincaid. There was no discussion. All aye votes.
- C. Letter from Wisconsin Rapids Public Works Dept with changes to refuse collection program: Mary reported that Josh and Dale have had several communications with the City regarding the letter and the current recycling and refuse program. If the City decides to no longer provide recycling services to the Housing Authority, Josh has had communication with Country Disposal to discuss a schedule of costs for both recycling

and garbage, but that is dependent on variables with the currently owned recycling bins that were purchased from the City in early 2018. Commissioner Grode suggested that maybe a meeting with Mayor Vruwink to discuss the Housing Authority's current situation would be advantageous and she would be more than happy to be a part of that meeting. Mary stated that she would follow up with setting up a meeting and return to Commissioner Grode with potential meeting dates.

- D. Letter from HAI Insurance Group: Mary reported on the letter from HAI Group regarding another successful year in 2018 due to low claims, and since the Housing Authority is a group member, it is anticipated that a dividend will be received from HAI.
- E. Memorandum to Huntington House tenants: Mary reported on the recent memo that was delivered to all Huntington House tenants with an update on where the Housing Authority is currently at with the RAD planning process.

#### 4. **CONSIDERATION OF BILLS**

- A. Approve December 2018 financial statements from fee accountant: Commissioners reviewed the December 2018 financial statements from the fee accountant. In the Public Housing financial statement, Mary pointed out and provided a summary of line items with variances in what was budgeted for revenue and expenses versus what was actually received in revenue and expended in expenses. Some contributing factors for variances in operating expenses are partly due to the inability to accurately predict what future unanticipated expenses will be due to the out-dated and aging HVAC and plumbing in Parkview and Huntington House apartments and the Housing Authority's inability to replace or upgrade these systems all at one time due to the decreasing capital funds and operating subsidies. Additional factors include harsh winters requiring more materials and maintenance labor, increasing utility costs, unit turn-arounds, increased extermination costs to address reoccurring pest control and rising property insurance premiums. Commissioner Grode commented that the fiscal year budget can be difficult to predict due to varying and unpredictable factors that occur throughout the year. Commissioner Helmer moved to approve the December 2018 financial statements from the fee accountant, seconded by Commissioner Reith-Kincaid. All aye votes.
- B. Approve January 2019 financial statements from fee accountant: Commissioners reviewed the January 2019 financial statements from the fee accountant. Commissioner Helmer moved to approve the January 2019 financial statements from the fee accountant, seconded by Commissioner Smith. All aye votes.
- C. Approve January 2019 bills (Quickbooks register and purchasing card transaction detail): Commissioners reviewed the January 2019 Quickbooks register and purchasing card transaction detail. Commissioner Reith-Kincaid inquired about the merchant category code description for Cintas on the purchasing card detail, as it was listed under clothing-rental and costume and Cintas is a janitorial service. Mary

stated that the merchant category codes are not the Housing Authority's codes used internally, and that US Bank assigns these categories separate from Housing Authority codes. Commissioner Helmer moved to approve the January 2019 Quickbooks register and purchasing card transaction detail, seconded by Commissioner Reith-Kincaid. All aye votes.

D. Approve February 2019 bills (Quickbooks register and purchasing card transaction detail): Commissioners reviewed the February 2019 bills. Commissioner Helmer inquired about the costs incurred to purchase doors for the scattered site vacancy on 540-20<sup>TH</sup> Avenue on the purchasing card transaction detail. Mary stated that Allen intends to charge the tenant for the doors being replaced. Commissioner Helmer also inquired about the costs spent on compliance posters located on the purchase card transaction detail. Mary reported that these are federally mandated labor law posters that are required to be placed in a common area for employees to see. Also included in the posters is an annual subscription for future labor law updates. The posters are up on the wall in the employee kitchenette area. Commissioner Henke moved to approve the February 2019 bills Quickbooks register and purchasing card transaction detail, seconded by Commissioner Helmer. All Aye votes.

## 5. 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 lease violations, one receiving a Section S8 voucher and four who are deceased. Allen has filled five of these vacancies with move-ins scheduled for March 28, 2019, April 18 & 26, 2019 and May 31, 2019. Allen will fill the remaining upcoming five vacancies from the waiting list with tentative move-in dates for May and July 2019. There are three vacancies at Huntington House, two leaving due to health reasons and one tenant who is deceased. Allen has filled one of these vacancies with a move-in date scheduled for June 15, 2019. Allen will fill the two upcoming vacancies from the waiting list with tentative move-in dates for April and June 2019. There are two vacancies at Tenth Avenue apartment, both moving out for health reasons. Allen has filled one of the vacancies with a move-in date scheduled for March 29, 2019. The upcoming vacancy will be filled from the waiting list with a tentative move-in date for May 2019. 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 who vacated without proper notice, one moving to be closer to family, 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 one of these vacancies with move-in date scheduled for March 29, 2019. Allen will fill the upcoming vacancies from the waiting list with tentative move-in dates for April and June 2019.
- B. Section 8 program status: Mary reported that as of March 21, 2019, there are 191 families under contract with private landlords with the current

waiting list being approximately six months long. The waiting list currently has 172 families on it. The Section 8 activity for the month consisted of three new admissions into the program and two voucher holders in search of rental housing. There were no participations that ended and no vouchers that expired for March. Mary reported that Section 8 Program Manager, Ka Bao, intends to send letters out to the applicants that were briefed for February to schedule their intake appointments for program eligibility.

- C. State Debt Collection (SDC) Program Status: Mary reported that there were fraud recoveries for the months of February and March. Two payments from a former Section 8 participant were received with one payment for February and one payment for March totaling \$828.37, bringing their total balance owed to \$1,444.92. Two first-time payments from a former Section 8 participant were received with one payment for February and one payment for March totaling \$233.40 bringing their total balanced owed to \$633.34. A first-time payment was received from a former Public Housing tenant in March for the amount of \$241.81, bringing that total balance owed to \$3,787.77.
- D. US Bank purchasing card program rebate: Mary reported that as part of the US Bank purchase card program, a rebate in the amount of \$376.65 was received in February.
- E. 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 zero balance, as the prior balance was allocated and drawn-down to pay for the 10<sup>th</sup> Avenue flooring project in unit 104. In 2016 CFP dwelling equipment there is a balance of \$1,068.52 for appliances. In the 2017 capital funds grant there is \$4,060.21 in operations for insurance, \$3,000 in site improvements for concrete repairs at all sites, \$1,355.39 in dwelling structures for HVAC repairs at Parkview and Huntington House, \$9,057 in dwelling equipment for appliances and \$15,268.51 for a new maintenance van. In the 2018 capital funds grant there is \$274,668.86 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 Huntington House and Parkview apartment buildings and \$15,000 in dwelling equipment for appliances. Mary stated that an allocation and drawdown from CFP 2017 dwelling equipment was made to pay for four ranges and two refrigerators totaling \$2,943. An allocation and drawdown from CFP operations was made to pay for the PILOT for \$52,020.14 and \$5,000 to engage Baker Tilly with assistance in completion of the AHP application.
- F. Capital Funds Program (CFP) 2019 draft grant: Mary reviewed the draft version of the CFP 2019 annual grant with Commissioners. She explained that the total grant amount she derived with for the draft 2019 CFP grant form 50075.1 was inflated by 3% from the 2018 CFP grant, as Congress approved a spending budget for HUD programs that was

slightly higher than 2018. Revisions have been made to the annual plans to reflect activities related to the RAD planning process.

- G. HUD Field Office audit review for fiscal year end 12/31/2017: Mary reported that the HUD field office sent a letter confirming the receipt of the Housing Authority's 2017 FY audit and reported no audit findings or questioned costs related to the 2017 FY audit.
- H. Annual unaudited financial submission report for fiscal year end 12/31/2018: Mary reported that HUD requires all Housing Authority's receiving over \$300,000 in federal funds to submit financials for an unaudited annual assessment. She reported that the Housing Authority's FYE 2018 unaudited financials were submitted on February 28, 2019.
- I. Rental Assistance Demonstration (RAD) update: Mary reported on the Baker Tilly hosted RAD seminar that was attended in Wausau by herself, Josh Freeman, Allen Falkosky, Jo Ann Grode, Jean Helmer and Cheryl Reith-Kincaid. Commissioners in attendance along with Mary felt that the additional learning opportunity on RAD provided great repeated exposure to the RAD process. The presenters were knowledgeable and brought multitudes of experiences with RAD; presenters included: Baker Tilly representatives, Jenn Kriehner from Dominion Due Diligence Group (D3G), who worked previously with HUD as a RAD Transaction Manager and was able to bring her experience from HUD into her current role as Housing Preservation Manager with D3G; and Brian Robinson from National Affordable Housing Trust who also spoke about his experiences with RAD. Other members from Housing Authorities and the Federal Home Loan Bank of Chicago were also present for the seminar. Mary reported that as part of the RAD conversion, it is required that the Housing Authority complete a RAD financing plan that would entail a RAD property condition assessment, energy audit, utility consumption baseline, and an environmental site assessment of the property. She also stated the property condition assessment would be required for any financing applications that are coming due. Mary stated that due to the urgency of having these assessments completed in a timely manner, she felt that it would be in the best interests of the Housing Authority to have one entity complete the reports/assessments for consistency purposes. The one company that would be knowledgeable and have the expertise in completing these multiple assessments in order to meet the RAD milestones; which was also one of the suggested companies by Baker Tilly, would be Dominion Due Diligence Group (D3G). The onsite assessment visit was completed on March 19, 2019.

- 6. **PUBLIC INPUT:** There was no input from the public.
- 7. **NEXT MEETING:** The next monthly meeting is scheduled for 1:30 p.m. on Wednesday April 24, 2019 in the community room of the Parkview apartments.
- 8. **ADJOURNMENT:** Commissioner Smith moved to adjourn the meeting at 2:45 p.m., seconded by Commissioner Helmer. All aye votes.

Submitted for approval by:

Approved by:

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Mary Vang  
Executive Director

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

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Jo Ann Grode  
Chair

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