

**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 April 24, 2019, in the community room of the Parkview apartments, 1750 Second Avenue South, Wisconsin Rapids, WI 54495. Commissioner Grode, 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, Linda Stueck, Richard Hinna and Jolina Janus

**2. MINUTES REVIEWED:**

- A. Commissioners reviewed minutes from the March 27, 2019 meeting.  
Commissioner Helmer moved to approve the minutes of the March 27, 2019 meeting, seconded by Commissioner Smith.  
Commissioner Grode commented on corrections in the minutes.  
Mary stated that she will the necessary changes to the minutes from March 27, 2019. All aye votes.

**3. COMMUNICATIONS:**

- A. Social Committee update: Mary stated that an updated tenant social times newsletter was sent out to tenants with the confirmed event dates. Richard Hinna inquired to see if it would be allowed for someone expressing interest in covering tenant costs for events that tenants would pay for to attend. Mary stated that if this is something someone would be interested in doing, that person would need to speak with Allen. The next meeting will be on May 17, 2019 at 9:00am at the 10<sup>th</sup> Avenue Apartments.
- B. Letter from Water Works and Lighting Commission (WWLC) regarding private lead service line replacement: Mary provided the letter from WWLC for commissioner review. She stated that the maintenance staff will be checking these specific addresses as directed in the letter.
- C. Spring Newsletters for all Public Housing Projects: Mary stated that Ann Marie prepared and distributed the public housing spring newsletters to all public housing projects. These newsletters provided notice to tenants reminding them of the no smoking policy, pet registrations, reporting work orders, proper disposal of

furniture/appliances, good housekeeping, lawncare for scattered site tenants and a reminder to tenants about blocking egress exits. The newsletters also provided an update of the anticipated REAC inspections for 2019 and the shortened 14-day notice being given to Housing Authorities of these on-site inspections. Tenants were also asked to update their vehicle information.

- D. Letter from MSTC-Diana Schenk memorial scholarship donation: Mary reported that the Housing Authority made a donation of \$500 for the MSTC Diana Schenk memorial scholarship.
  
- E. Staff Training Summary: Mary reported with an update on staff trainings. Mary, Josh Freeman, Allen Falkosky, Commissioner Grode, Commissioner Reith-Kincaid, and Commissioner Helmer attended the RAD opportunities and benefits seminar hosted by Baker Tilly on March 20, 2019. She also reported that Ka Bao Vang and herself attended the WAHA Executive Director Spring Training on April 17 and 18, 2019 in Rothschild; and on April 23, 2019, she reported that Ka Bao Vang, Josh Freeman and herself attended the 2019 AHP application workshop in Stevens Point.

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

- A. Approve February 2019 financial statements from fee accountant: Commissioners reviewed the February 2019 financial statements from the fee accountant. Commissioner Smith moved to approve the February 2019 financial statements from the fee accountant, seconded by Commissioner Reith-Kincaid. There were no comments. All aye votes.

#### **5. EXECUTIVE DIRECTOR'S REPORT**

- A. Public Housing Occupancy: Mary reported that there are ten vacancies at Parkview: two moving out of the area to be closer to family, one moving to live with family for health reasons, two moving due to lease violations, one receiving a Section 8 voucher and four who are deceased. Allen has filled eight of these vacancies with move-ins scheduled for April 18 & 26, 2019 and May 10, 17, 24, and 31, 2019. Allen will fill the remaining upcoming two vacancies from the waiting list with tentative move-in dates for July 2019. There are four vacancies at Huntington House, all leaving due to health reasons. Allen has filled four of these vacancies with a move-in dates scheduled for April 26, 2019, May 8, 2019, June 14, 2019 and July 12, 2019. There is one vacancy at Tenth Avenue apartment, they are moving out for health reasons. Allen has filled the vacancy with a move-in date scheduled for June 28, 2019. There are five vacancies in the scattered site houses: two moving to be closer to family, one purchasing a home and two

families who left without proper notice. Allen has filled these vacancies with move-in dates scheduled for April 25, 2019, May 22, 2019, June 14 & 21, 2019 and July 26, 2019.

- B. Section 8 program status: Mary reported that as of April 24, 2019, there are 192 families under contract with private landlords with the current waiting list being approximately seven months long. The waiting list currently has 211 families on it. The Section 8 activity for the month consisted of two new admissions into the program and one voucher holder in search of rental housing. There were 2 participations that ended, one voucher that was issued and one voucher that expired for April. Mary reported that Section 8 Program Manager, Ka Bao, sent letters out to the applicants that were briefed in February to schedule their intake appointments for program eligibility. Only four out of the five responded and one provided all documents with a voucher being issued.
  
- C. State Debt Collection (SDC) Program Status: Mary reported that there were fraud recoveries for the month of April. One payment of \$162.05 from a former Section 8 participant, bringing their total balance owed to \$471.59. One payment of \$311.75 from a former Section 8 participant bringing their total balanced owed to \$1,133.17.
  
- D. Capital Funds Program (CFP) Grants Status: Mary reported 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. In dwelling equipment there is a balance of \$1,068.52 for appliances. In the 2017 capital funds grant there is \$860.21 in operations for miscellaneous needs, \$3,000 in site improvements for concrete repairs at all sites, dwelling structures has a zero balance, \$9,057 in dwelling equipment for appliances and \$15,268.51 for a new maintenance van. In the 2018 capital funds grant there is \$232,068.86 in operations for insurance 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; \$23,330.30 for replacement of Parkview windows and HVAC repairs at Huntington House and Parkview apartment buildings and \$15,000 in dwelling equipment for appliances.
  
- E. CY 2019 Public Housing Operating Subsidy Submission: Mary reported that the 2019 Public Housing Operating Subsidy was submitted on April 9, 2019. Due to government shut down and backlog of work for the field office Mary is not sure when she will hear about preliminary amounts.

- F. Standardization of REAC inspection notification timelines: Mary reported that HUD announced its standardized notification period of 14-days given to all HUD assisted properties that are subject to REAC UPCS inspections.
- G. HAI Group auto insurance quotes for July 1, 2019 – July 1, 2020: Mary reported that the auto renewal proposal reflects a forty one dollar difference from 2018 premiums due to a slight increase in WI rates.
- H. Sustainable Communities Working Group Involvement: Mary reported that she was asked to participate in Incurage's Sustainable Communities Working Group and she is looking forward to working with other community members to co-create a group that will address and look for solutions in creating opportunities for all community members.
- I. Rental Assistance Demonstration (RAD) update: Mary reported that after the completion of the capital needs assessment, the sizing of the rehab project provided for a more clearer financial model created by Baker Tilly. The next steps are to determine where and who will provide the sources of financing for the rehab. Mary also reported that she will need to remove the 65 Huntington House units in PIC as part of the RAD conversion process. She that reported that a meeting was held with Commissioner Grode, Mayor Vruwink and herself with a discussion around affordable housing and concerns with the new recycling and refuse program. The meeting went well and Mayor Vruwink suggested that he would be more than happy to mention our project to the Legacy Foundation as a lead way for us to begin a conversation around the possibility funding. Mary also reported that she does have a call into Wood Trust Bank (WTB) to entertain the idea of WTB being our sponsor member bank for the Affordable Housing Program (AHP), as they are a member of the Federal Home Loan Bank (FHLB) of Chicago.
- J. Donated Smoking Shelter for Huntington House Update: Mary reported that a plaque was ordered for the donated shelter at Huntington House, once the plaque arrives, a ceremony will be held with tenants, staff and the Joan Fritche family to have the plaque placed on the shelter in honor of their mother.

- 6. **PUBLIC INPUT:** Richard Hinna inquired about altering and converting the gazebo into a smoking shelter for the tenants of Parkview. Mary stated that the shelter is considered a community building and has been counted as part of the housing authority stock and is considered a stand-alone community building; therefore, it cannot be used for a smoking shelter. She also stated that even by removing the walls to open the gazebo so that it is no longer considered enclosed, it would still not be allowed by HUD due to the intended use of the building and the running

electricity to the gazebo. Mary also mentioned that when she attended the Spring WAHA Executive Director training, this was brought up at a Public Housing REAC UPCS training session she attended and the REAC inspector presenting confirmed that the shelter could not be altered for this purpose.

7. **NEXT MEETING:** The next monthly meeting is scheduled for 1:30 p.m. on Wednesday May 29, 2019 in the community room of the 10<sup>th</sup> Avenue apartments.
8. **ADJOURNMENT:** Commissioner Smith moved to adjourn the meeting at 2:53 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: \_\_\_\_\_