

**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 3:00 p.m. on Wednesday May 29, 2019, in the community room of the Tenth Avenue apartments, 220 Tenth Avenue North, Wisconsin Rapids, WI 54495. Commissioner Grode, Chair, called the meeting to order at 3:00 p.m.

**1. ROLL CALL:**

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

Excused: Evan Smith

Also Present: Carol Voss, Marlene Przybelski, Linda Stueck, Kathy Siewert, Roseann Konkol and Jolina Janus

**2. MINUTES REVIEWED:**

- A. Commissioners reviewed minutes from the April 24, 2019 meeting. Commissioner Henke moved to approve the minutes of the April 24, 2019 meeting, seconded by Commissioner Reith-Kincaid. Commissioner Grode commented that there are corrections that will need to be made in the minutes. Mary stated that she will make the necessary changes to the minutes from April 29, 2019. All aye votes.

**3. COMMUNICATIONS:**

- A. Social Committee updates and approval of the May 17, 2019 social committee meeting minutes: Commissioners reviewed the minutes from the May 17, 2019 social committee meeting. Commissioner Helmer moved to approve the minutes of the May 17, 2019 meeting, seconded by Commissioner Reith-Kincaid. Commissioner Grode reported on the upcoming social activity events. All aye votes.
- B. Commissioner Helmer reappointed term on Wisconsin Rapids Housing Authority board of commissioners: Commissioner Grode recognized Commissioner Helmer's reappointed term as approved by the city council with a term to expire on April 30, 2024.

**4. CONSIDERATION OF BILLS**

- A. Approve March 2019 financial statements from fee accountant: Commissioners reviewed the March 2019 financial statements

from the fee accountant. Commissioner Helmer moved to approve the March 2019 financial statements from the fee accountant, seconded by Commissioner Reith-Kincaid. There were no comments. All aye votes.

- B. Approve March 2019 bills (QuickBooks register and purchasing card transaction detail): Commissioners reviewed the March 2019 bills. Commissioner Helmer moved to approve the March 2019 bills Quickbooks register and purchasing card transaction detail, seconded by Commissioner Reith-Kincaid. Commissioner Helmer inquired about the Home Depot transactions in the purchasing card detail. Mary stated that the multiple transactions were for appliances. All aye votes.

## 5. EXECUTIVE DIRECTOR'S REPORT

- A. Public Housing Occupancy: Mary reported that there are five vacancies at Parkview: One due to lease violations, one receiving a Section S8 voucher, one requiring assisted living and two deceased. Allen has filled three of these vacancies with move-ins scheduled for May 31, 2019, July 12, 2019 and August 9, 2019. Allen will fill the remaining upcoming two vacancies from the waiting list with tentative move-in dates for June and July 2019. There are five vacancies at Huntington House, three who are deceased, one requiring assisted living and one moving to live with a friend. Allen has filled two of these vacancies with a move-in dates scheduled for June 14 and 28, 2019. Allen will fill the remaining upcoming three vacancies from the waiting list with tentative move-in dates for Jul and August 2019. There is one vacancy at Tenth Avenue apartments, the tenant is moving out for health reasons. Allen has filled the vacancy with a move-in date scheduled for June 27, 2019. There are four vacancies in the scattered site houses: one moving to be closer to family, one purchasing a home and two families who left without proper notice. Allen has filled one of these vacancies with a move-in date scheduled for June 21, 2019. Allen will fill the remaining three vacancies from the waiting list with tentative move in dates for June 14, 2019 and July 26, 2019.
- B. Section 8 program status: Mary reported that as of May 24, 2019, there are 191 families under contract with private landlords with the current waiting list being approximately eight months long. The waiting list currently has 172 families on it. The Section 8 activity for the month consisted of two new admissions/HAP lease-ups into the program and one voucher holder in search of rental housing. There were 2 participations that ended their assistance on the program and one voucher that was issued.

- C. State Debt Collection (SDC) program status: Mary stated that there were four debt recoveries on May 7, 2019: \$152.21 from a former Public Housing (PH) tenant from whom there were recoveries received, bringing that account balance to \$1,955.83; a first time payment of \$646.51 was received from a former PH tenant, bringing that account balance to \$1,632.77; \$112.00 from a former voucher participant where there were previous recovery payments made, bringing that account balance to \$1,021.17, and \$530.94 from a former voucher participant from whom previous recovery payments were made, bringing that account balance to \$0 and satisfying their debt owed. The total recovery amount was \$1,441.66 for May 2019.
- C. Capital Funds Program (CFP) Grants Status: Mary reported that in the 2016 capital funds grant there is; a zero balance in operations, \$4,211.58 in site improvement which is anticipated for the removal of trees at the scattered site and Tenth Avenue properties, needed exterior concrete step repairs to the scattered site properties, and for the parking lot curb and gutter reconstruction project by the City of Wisconsin Rapids at Huntington House. Dwelling structures has a zero balance. In dwelling equipment there is a balance of \$1,068.52 for appliances and there is a zero balance in non-dwelling equipment. In the 2017 capital funds grant there is; a zero balance in operations, \$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 \$208,168.86 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 needed HVAC repairs at Huntington House and Parkview apartment buildings, and \$15,000 in dwelling equipment for appliances. Mary also reported that the 2019 Capital Funds Grant amount has been awarded for \$367,831 and took effect on April 16, 2019, but before the board approves the acceptance of these funds, a revision is required to the current 5 year public housing plan and action plan due to the conversion of Huntington House from the public housing platform to RAD PBV, which is a significant amendment to the original plan.
- D. Section 8 Management Assessment (SEMAP) Final Score Letter: Mary reported that the final score letter for SEMAP was received on April 29, 2019. The Housing Authority received a final overall standard performance rating of 85 for the Fiscal Year (FY) ending December 31, 2018. Due to a zero scoring in Indicator 13 for lease-ups, the housing authority is required to respond to the letter within 45 days as to how the housing authority will take corrective action to ensure compliance with program rules. Mary reported that this indicator is newer to the scoring system and is based on the 2018 FYE utilization of Housing Assistance Payments (HAP) funding. Housing and Urban Development (HUD) requires that housing

authority's with the Section 8 (S8) program spend up to but no less than 95% of its HAP budget authority for any FY, because HUD disperses S8 HAP funds in monthly increments and bases these disbursements on prior months utilization; underutilization of HAP funds could potentially reduce HAP funding for future months. In addition HUD does not allow HA's similar in size to have more than 12% of S8 HAP reserves carried over into the next FY. Excess reserves carried over can also impact the HA's Administrative Fees (AF) budget authority. Mary also stated that several vouchers were issued throughout FY 2018, but many voucher holders either did not follow through with their responsibilities during the rental search and therefore allowed their vouchers to expire after 60 days and/or the rental properties in the market area did not meet the program requirements. A new and more effective approach on briefings has been implemented to assist voucher holders in the rental process in hopes to increase lease-ups.

- E. HAI Group property Insurance quotes for July 1, 2019-July 1, 2020: Mary provided Commissioners with the new 2019 property insurance renewals for public housing and included a historical overview of insurance rates from 2014 to 2019. She pointed out that there was a roughly 4% increase in rates due to building values increasing, and reminded Commissioners that rates are also based on claims that were paid out in the 2014 hail storm, which is more than what has been paid in premiums from the housing authority. Mary stated that if no further claims are made within two years the housing authority premiums paid out will equal to what has been paid out in claims by HAI and the housing authority should see a trend in rates gradually declining.
  
- F. Rental Assistance Demonstration (RAD) update: Mary reported that the housing authority continues to work with Baker Tilly on a non-LIHTC debt financing plan for the Huntington House (HH) RAD Project Based Voucher (PBV) conversion. The housing authority to date has paid \$32,000 in out of pocket expenses related to the RAD and AHP application, along with other component expenses related to the RAD conversion. A market study was completed by Marketing Consultants for submission with the AHP application and as part of the RAD financing plan. Wood Trust Bank (WTB) is working on underwriting a loan for the project, which would include a first mortgage loan and short-term construction loan; and encouraging conversations have been held with WTB for their willingness in being the member sponsor bank for the AHP application. Additional anticipated upcoming costs may include an updated title for HH and attorney fees in preparation and/or procuring of legal documents. Mary also stated that she will be working on revising the PHA 5-year plan to include RAD language for the conversion, this will also require a 45-day comment period, RAB consultation, public notice and a board resolution to approve

the revision. A revision to the public housing policies under the RAD PBV chapters will also be needed to clarify waiting list preferences.

**6. RESOLUTION:**

A. 2019-1 Section 8 Utility Allowance: Commissioner Helmer moved to approve resolution 2019-1 Section 8 Utility Allowance, seconded by Commissioner Reith-Kincaid. All aye votes.

**7. PUBLIC INPUT:** Carol Voss inquired about the carpets at Tenth Avenue Apartments being cleaned this year. Mary stated that she did not budget for carpet cleaning in 2019, but will look at the 2020 budget to see if it would be feasible. Linda Stueck stated that the handicap parking spaces are being used by visitors who do not have a handicap sticker or license plate, and asked what could be done. Commissioner Grode stated that the police should be called when this occurs, since it would be considered a violation of the law and the authorities would be better at handling the situation appropriately with the issuance of a citation. Linda Stueck also stated that visitors are parking in the reserved parking spots in the front of the building. Mary stated that tenants should be contacting Edna, Parkview caretaker, and she can have the appropriate signage that is in the office at Parkview, placed on these vehicles. Kathy Siewart inquired about the owner of the patio furniture chairs and glass table located in the back of Parkview. She also mentioned that the outdoor furniture at Parkview is looking worn down and that the legs on some of the plastic chairs look thin and potential unsafe to sit on. Mary stated her concerns with the unclaimed furniture and will further look into the patio furniture and get back to Kathy. Marlene Przybleski stated that the glass table and lawn chairs at Parkview belong to the housing authority and were there when she was caretaker. Mary also stated that she intends to create a letter to address and further clarify the use and storage of tenant owned furniture at Parkview. The preferred method would be to have tenants store their furniture, when not in use, in their units to reduce the risks associated with tenants leaving their furniture outside.

**8. CLOSED SESSION:** A motion was made by Commissioner Henke, seconded by Commissioner Helmer, 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." A roll call vote was taken. All aye votes.

Commissioner Grode called the meeting to order at 4:15 p.m. In closed session, commissioners discussed a request for a part-time maintenance summer helper, as the current summer helper provided notice that they would not be returning effective May 16, 2019.

9. **RETURN TO OPEN SESSION:** A motion was made by Commissioner Reith-Kincaid, seconded by Commissioner Henke, to adjourn the closed session and move into open session. All aye votes. Commissioner Grode called the meeting to order at 4:33 p.m.

RE Agenda Item 8: A motion was made by Commissioner Helmer, seconded by Commissioner Reith-Kincaid, to approve the posting of an employment opportunity for a part-time maintenance summer helper position with a wage between \$8.50 and \$12.00 per hour based on qualifications and experience of the selected applicant and as determined by the executive director with a target date of employment of June 3, 2019; and also, upon hire and thereafter with the commencement of employment, the executive director will have the discretion to adjust the summer helper's hourly wage on the basis of performance to be within the wage parameters of \$8.50 and \$12.00 per hour. All aye votes.

10. **NEXT MEETING:** The next monthly meeting is scheduled for 1:30 p.m. on Wednesday June 26, 2019 in the community room of the Huntington House apartments.
11. **ADJOURNMENT:** Commissioner Henke moved to adjourn the meeting at 4:35 p.m., seconded by Commissioner Helmer. All aye votes.

Submitted for approval by:

Approved by:

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

\_\_\_\_\_  
Jo Ann Grode  
Chair

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

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