

**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 June 26, 2019, in the community room of the Huntington House apartments, 2521 10th Street South, Wisconsin Rapids, WI 54494. Commissioner Grode, Chair, called the meeting to order at 1:31 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, Roseann Konkol and Ann Marie Donegan

2. MINUTES REVIEWED:

- A. Commissioners reviewed minutes from the May 29, 2019 meeting. Commissioner Helmer moved to approve the minutes of the May 29, 2019 meeting, seconded by Commissioner Reith-Kincaid. No discussion. All aye votes.

3. COMMUNICATIONS:

- A. Social Committee updates: Commissioner Helmer reported that the brat grill outs at all three apartment buildings turned out very well. Commissioner Reith-Kincaid reported that there were a variety of dishes passed and the young gentlemen, Caleb, who provided entertainment was a nice touch to the events. Commissioners Grode, Helmer and Reith-Kincaid attended the New Life Lavender and Cherry Farm tour in Baraboo and reported that it was a nice change of scenery from trips taken in the past out of town; but recommended a rotation with other trips to the Wisconsin Dells area. Commissioners Grode and Helmer who were also in attendance for the Honeybee Accordion Players reported that the group incorporated some new instruments and members, which was very enjoyable. The light refreshments for this event provided a good amount of snacking to keep tenants in attendance for the entertainment. The next upcoming events will be the ice cream socials at all three apartment buildings. Mary also wanted to recognize and thank Commissioner Grode for volunteering her time and labor building the two raised garden beds for Parkview apartments. Parkview tenant Kathleen Siewert volunteered her time to help Commissioner Grode.

- B. Memorandum to Parkview tenants regarding responsibility and storing of tenant owned items on the exterior grounds and perimeter: Mary reported that the letter that was put out to the Parkview tenants was in response to addressing the overwhelming number of tenant owned items such as; grills, bikes and outdoor furniture that were being stored in very limited areas along the perimeter of the building and grounds from this past summer. Mary also reported that due to safety concerns with the deteriorating Housing Authority owned patio furniture, a new set of eight blue folding patio chairs was purchased for the building.

4. CONSIDERATION OF BILLS

- A. Approve April 2019 financial statements from fee accountant: Commissioners reviewed the April 2019 financial statements from the fee accountant. Commissioner Helmer moved to approve the April 2019 financial statements from the fee accountant, seconded by Commissioner Henke. There were no comments. All aye votes.
- B. Approve May 2019 financial statements from fee accountant: Commissioners reviewed the May 2019 financial statements from the fee accountant. Commissioner Helmer moved to approve the May 2019 financial statements from the fee accountant, seconded by Commissioner Reith-Kincaid. There were no comments. All aye votes.
- C. Approve April 2019 bills (QuickBooks register and purchasing card transaction detail): Commissioners reviewed the April 2019 bills. Commissioner Henke moved to approve the April 2019 bills Quickbooks register and purchasing card transaction detail, seconded by Commissioner Helmer. Commissioner Grode commented on the increasing costs of the company cellphone plan with phones do not have smartphone features and recommended revisiting the plan to see if there could be cost savings. Mary stated that there was a rate increase to the plan. She also commented that with a forth coming retiring employee there would no longer be a need for one out of the two cellphones, this will reduce the costs of the current plan. All aye votes.
- D. Approve May 2019 bills (QuickBooks register and purchasing card transaction detail): Commissioners reviewed the May 2019 bills. Commissioner Henke moved to approve the May 2019 bills Quickbooks register and purchasing card transaction detail, seconded by Commissioner Reith-Kincaid. Commissioner Grode inquired about the Clifton Larson Allen vendor check in the QuickBooks register. Mary stated that Schenk CPA who prepares our forms 1095-B was recently acquired by Clifton Larson Allen. Commissioner Helmer inquired about a white board office

purchase for \$239.00. Mary stated that the large magnetic white board was purchased to replace the space that Ka Bao lost as result of the reconfiguring of her office furniture and program filing cabinets for better efficiency and use of her office space. All aye votes.

5. EXECUTIVE DIRECTOR'S REPORT

- A. Public Housing Occupancy: Mary reported that there are eight vacancies at Parkview: One due to lease violations, one receiving a Section S8 voucher, one requiring assisted living, one moving to be out of the area, one voluntary move and three deceased. Allen has filled three of these vacancies with move-ins scheduled for June 28, 2019, July 1, 2019 and August 30, 2019. Allen will fill the remaining upcoming five vacancies from the waiting list with tentative move-in dates for June, July, August and September 2019. There are three vacancies at Huntington House, one deceased and two for health reasons. Allen has filled two of these vacancies with a move-in dates scheduled for June 28, 2019 and August 30, 2019. Allen will fill the upcoming vacancy from the waiting list with a tentative move-in date of July 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 out of state, one purchasing a home and two families who left without giving proper notice. Allen has filled these vacancies with a move-in dates scheduled for June 21, 2019, July 19 & 26, 2019 and August 16, 2019.
- B. Section 8 program status: Mary reported that as of June 20, 2019, there are 191 families under contract with private landlords with the current waiting list being approximately 10 months long. The waiting list currently has 265 families on it. The Section 8 activity for the month consisted of one new admission into the program and three port-ins that will be billed out to the originating housing authority. One voucher holder in search of rental housing and two participants requesting an end of participation, one of which is moving into Public Housing.
- C. State Debt Collection (SDC) program status: Mary stated that there was one debt recovery on June 3, 2019 for \$306.14, from a former Public Housing (PH) tenant from whom there have been prior recoveries received, bringing that account balance to \$1,649.50.
- D. US Bank Purchasing Card Rebate: Mary reported that a rebate check for \$601.80 was received on June 10, 2019 as part of the US Bank purchasing card rebate program.

- 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, needed exterior concrete step repairs to the scattered site properties, and for the city parking lot curb and gutter reconstruction project. Dwelling structures has a zero balance and dwelling equipment has a balance of \$1,068.52 for appliances. 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 commercial property and auto insurance and the 10th 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 anticipates to drawdown \$75,506 from the 2018 operations to pay for the commercial property and auto insurances that are coming due. She stated that she is also anticipating to drawdown \$1,792.80 from the CFP 2017 dwelling equipment for refrigerators and \$2,150 from the CFP 2016 site improvements to pay for the tree removal services at 10th Avenue, Parkview, 5th Street, 10th Street and Apricot properties.
- D. Rental Assistance Demonstration (RAD) update: Mary reported on the submission of the Federal Home Loan Bank of Chicago (FHLBC) Affordable Housing Program (AHP) application on June 14, 2019. She reported that Wood Trust Bank approved the application as the member bank and also provided a commitment letter for a construction loan of up to \$150,000 and a permanent loan of up to \$650,000. There were seventy-one applications submitted with requests for approximately \$42.6 million in competitive AHP subsidies being requested to support construction acquisition, and/or rehabilitation of 4,403 housing units. The FHLBC expects to award 23.8 million this year. Mary stated that due to the late November early December of this year announcement of AHP awards and the Housing Authority's ability to move forward with the RAD financing plan, contingent on this award; a request was made to the Housing Authority assigned RAD transaction manager to extend the RAD financing plan to December of 2019. In the interim, Mary will be working on other components of the RAD financing plan to include the following; revising of the 5-year PHA plan to include RAD language, revising of the Project Based Voucher policies, updating of the Huntington House title and obtaining quotes in securing a RAD knowledgeable attorney.

7. **PUBLIC INPUT:** Linda Stueck inquired about the upcoming REAC inspections. Mary stated that she still has not heard when the inspection will be scheduled and once the Housing Authority has knowledge of when this will occur, it will be only fourteen days notification prior to their arrival date. Commissioner Reith-Kincaid reported that she received notice from the McMillan Library that the volunteer library program at Parkview apartments will be pulled due to several missing books.

10. **NEXT MEETING:** The next monthly meeting is scheduled for 1:30 p.m. on Wednesday July 31, 2019 in the community room of the Parkview apartments.

11. **ADJOURNMENT:** Commissioner Helmer moved to adjourn the meeting at 2:46 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: _____