

**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 1:00 p.m. on Wednesday July 31, 2019, in the community room of the Parkview apartments, 1750 2nd Ave S, Wisconsin Rapids, WI 54495. Commissioner Helmer, called the meeting to order at 1:03 p.m.

1. ROLL CALL:

Present: Jean Helmer, Cheryl Reith- Kincaid, Evan Smith and Mary Vang

Excused: David Henke and Jo Ann Grode

Also Present: Carol Voss, Marlene Przybelski, Linda Stueck, Roseann Konkol, Connie Frahm and Ka Bao Vang

2. MINUTES REVIEWED:

- A. Commissioners reviewed minutes from the June 26, 2019 meeting. Commissioner Smith moved to approve the minutes of the June 26, 2019 meeting, seconded by Commissioner Reith-Kincaid. No discussion. All aye votes.

3. COMMUNICATIONS:

- A. Social Committee Minutes of June 27, 2019 Meeting and Update on Activities: Commissioners Helmer and Reith-Kincaid reported that the ice cream socials at all three apartment buildings were well-attended. Commissioner Smith moved to approve the minutes of the June 27, 2019 social committee meeting, seconded by Commissioner Reith-Kincaid. All aye votes.
- B. Letter from City Engineering Department regarding roadway construction on Chase Street-17th Ave South to 21st Ave South: Mary reported that there would be no cost to the Housing Authority (HA) for the temporary construction easement of HA properties along Chase Street – 17th Avenue South to 21st Avenue South that are to include the following reconstruction; removal of existing pavement, replacing water, sanitary and storm sewer mains, new curb and gutter and asphalt pavement. Any disturbances to the driveway or yard will be replaced in-kind by the City.
- C. Housing Authority Retention Group Dividend: Mary reported on a dividend payment received from Housing Authority Retention Group (HARG) for the amount \$40.48, as a result of another successful year for HARG.

- D. Staff Training Update: Mary reported that on July 18 & 19, 2019, herself and Ka Bao attended the annual “A Home For Everyone Housing: A Building Block for Equity and Opportunity” conference hosted by the Wisconsin Collaborative for Affordable Housing in Eau Claire.

- E. Storm Damage Update: Mary reported on the storm damages to Housing Authority (HA) owned properties. Tenth Avenue apartments had no power interruptions as a result of the storm and required some very minor yard clean-up by maintenance. Huntington House apartments was without power for about 24 hours and required yard clean-up and removal of one small broken tree near the pond. Parkview apartment was without power for about 72 hours and the property required the most clean-up of the three apartment buildings with several trees that were uprooted, one large tree caused minor damage to the rubber roof of the community room and completely damaged a light pole to the west of the building. The maintenance staff cleaned up the yard, cut down the trees and hauled away brush to the compost site, repaired the rubber roof and temporarily capped off the base of the light pole. The HA recognized there would be concerns and uncertainty of when the power would return to Parkview apartments; therefore, HA staff members Allen and Kathy completed tenant door to door wellness checks on the Monday following the storm. Due to the severity of damage to residential neighborhoods, the scattered site properties were without power for varying lengths of time, by Tuesday the week following the storm, thirty percent of the scattered site units were still without power. Sixty percent of the scattered site units were affected by the storm and had varying degrees of tree related storm damages, many of which were trees down in the yard. One unit required repair to the outside electrical stack, another unit had minor damages to the flashing from a tree that partially landed on the roof and one unit had shutters that were pulled away from the siding. After evaluating the extent of tree damages, a tree removal service would be needed for ten of the properties, four of which would require immediate attention. The HA provided public housing tenants with a list of community resources that could assist tenants who were impacted by the power outages. Mary also reported that maintenance worked extended work day hours in order to complete the extensive storm damage clean up at all the properties.

4. CONSIDERATION OF BILLS

- A. Approve June 2019 financial statements from fee accountant: Commissioners reviewed the June 2019 financial statements from the fee accountant. Commissioner Smith moved to approve the June 2019 financial statements from the fee accountant, seconded

by Commissioner Reith-Kincaid. There were no comments. All aye votes.

- B. Approve June 2019 bills (QuickBooks register and purchasing card transaction detail): Commissioners reviewed the June 2019 bills. Commissioner Reith-Kincaid moved to approve the June 2019 bills Quickbooks register and purchasing card transaction detail, seconded by Commissioner Smith. There were no comments. All aye votes.

5. EXECUTIVE DIRECTOR'S REPORT

- A. Public Housing Occupancy: Mary reported that there are six vacancies at Parkview: One receiving a Section 8 voucher, one moving without proper notice, one voluntary move and three deceased. Allen has filled two of these vacancies with move-ins scheduled for July 31, 2019, and August 15, 2019. Allen will fill the remaining upcoming four vacancies from the waiting list with tentative move-in dates for 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 move-in dates scheduled for August 1 and 30, 2019. Allen will fill the upcoming vacancy from the waiting list with a tentative move-in date of September 2019. There are no vacancies at Tenth Avenue apartments. There are Three vacancies in the scattered site houses; 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 July 26, 2019 and August 9 and 28, 2019.
- B. Section 8 program status: Mary reported that as of July 25, 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 291 families on it. The Section 8 activity for the month consisted of two new admissions into the program. Three participants requesting an end of participation; of the three one whom requested to voluntarily end participation, one purchased a home, and one termination due to a program violation. There are currently no active voucher holders.
- C. State Debt Collection (SDC) program status: Mary reported that a payment of \$160 was received from a former Public Housing participant from whom prior consecutive payments have been received, bringing that balance owed to \$1,489.50.
- D. Capital Funds Program (CFP) Grants Status: Mary reported that in the 2016 capital funds grant there is a zero balance in operations, dwelling structures, dwelling equipment and non-dwelling equipment. There is a balance of \$2,061.58 in site improvement

which is anticipated for repairs to exterior concrete steps at the scattered site properties and for the city parking lot curb and gutter reconstruction project. In the 2017 capital funds grant there is a zero balance in non-dwelling equipment and dwelling structures. In site improvements there is a balance of \$3,000 for concrete repairs at all sites, \$8,332.72 in dwelling equipment for appliances and \$15,268.51 for a new maintenance van. In the 2018 capital funds grant there is \$115,162.86 in operations for 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 also reported that there will be a need to reallocate funds in the 2017 and 2018 capital funds grants to pay for the tree removal services from the storm damages.

- E. 2018 Post-Audit Summary: Mary reported that the 2018 financial audit was conducted on June 20 and 21, 2019. In the exiting audit interview there were some minor recommendations, but there were no concerns or significant findings.

- F. Rental Assistance Demonstration (RAD) update: Mary reported that the most recent environmental reports Phase-1 and Part 58 that were completed in April 2019 by Dominion Due Diligence Group (D3G) will be expiring in October 2019. These reports are required to be no older than six months upon submission with the RAD financing plan in December 2019, otherwise HUD will not accept outdated components of the environmental review and the RAD financing plan could be rejected for this reason. In order to have the reports current for submission in December, the housing authority will incur costs for D3G to update the reports. In addition to the updated reports, HUD is also requiring as part of the environmental review process that housing authorities who are aware of asbestos in their buildings, conduct an asbestos inspection and implement an Operating & Management (O&E) plan to address how the asbestos will be managed during the project rehab. This will require an onsite inspection to complete the report and also the implementation of the O&E plan with incurred costs for completion.

6. PUBLIC INPUT: Connie Frahm inquired about the requirement for the Housing Authority to conduct tenant fire drills at Tenth Avenue apartments. She was under the impression that the HA was responsible for performing these drills, as she came across a document in her new tenant welcome folder that stated the HA would perform these drills. Mary stated that the Housing Authority owned apartments are considered independent living and are not currently subject to this requirement and it is always advisable that tenants become familiar with the building and where the nearest exits are located in the event of a fire. Mary encouraged her along with other tenants to connect and possibly hold tenant practice fire drills. Mary also stated that the Housing Authority is required to have

annual fire inspections by the fire department to ensure that the building meets fire code requirements and any deficiencies are reported to the HA to rectify in order to remain in compliance. In addition to the fire inspections, Mary reported that the HA does have annual fire alarm inspections to ensure that the current fire alarm system is functional. Mary inquired about the HA document Connie was referring to, which she did have with her and provided Mary for review, it was concluded that the document referred to was the hazardous chemical emergencies shelter in place plan policy that is given to all tenants upon move in.

7. **NEXT MEETING:** The next monthly meeting is scheduled for 1:30 p.m. on Wednesday August 28, 2019 in the community room of 10th Avenue Apartments.
8. **ADJOURNMENT:** Commissioner Smith moved to adjourn the meeting at 2:33 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: _____