

**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 August 28, 2019, in the community room of the Tenth Avenue Apartments, 220 10th Avenue N, Wisconsin Rapids, WI 54495. Commissioner Grode, called the meeting to order at 1:32 p.m.

1. ROLL CALL:

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

Excused: David Henke

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

2. MINUTES REVIEWED:

- A. Commissioners reviewed minutes from the July 31, 2019 meeting. Commissioner Helmer moved to approve the minutes of the July 31, 2019 meeting, seconded by Commissioner Reith-Kincaid. No discussion. All aye votes.

3. COMMUNICATIONS:

- A. Approval of Resident Advisory Board (RAB) minutes of August 15, 2019 first meeting at 2:00 pm: Commissioners reviewed minutes from the Resident Advisory Board meeting on August 15, 2019 at 2:00 p.m. Commissioner Grode commented that a correction should be made to the minutes for the inadvertent omission of Joyce Lobner from the list of committee members in attendance for the meeting. Commissioner Smith moved to approve the minutes of the Resident Advisory Board meeting held on August 15, 2019 at 2:00 p.m. with the appropriate corrections made to the meeting minutes, seconded by Commissioner Helmer. All aye votes.
- B. Approval of Resident Advisory Board (RAB) minutes of August 15, 2019 second meeting at 2:30 pm: Commissioners reviewed minutes from the Resident Advisory Board meeting on August 15, 2019 at 2:30 p.m. Commissioner Grode commented that a correction should be made for the inadvertent omission of Joyce Lobner from the list of committee members in attendance for the meeting. Commissioner Reith-Kincaid moved to approve the minutes of the Resident Advisory Board meeting held on August 15, 2019 at 2:30 p.m. with the appropriate corrections made to the meeting minutes, seconded by Commissioner Smith. All aye votes.

- C. Parkview, Tenth Avenue and Huntington House tenant memo regarding soda and laundry rates: Mary reported that a memo was provided to all Huntington House, Parkview and Tenth Avenue tenants regarding the upcoming rate increases to soda and laundry effective October 1, 2019. The increase in laundry price per load continues to remain lower than public laundromats and the increase in soda prices are relatively lower or equal to most soda vending machines outside of the facility. She also stated that there has been a decrease in consumption of soda, resulting in expired product being pulled. Commissioner Reith-Kincaid inquired about the costs per case of soda. Mary reported that since early 2018, soda prices per case have increased for the Housing Authority on three separate occasions totaling increases of 27% with current pricing at \$29.04 per case of 24 bottles. Commissioner Reith-Kincaid also inquired about the Housing Authority's consideration of purchasing one over-sized washer and dryer per building. Mary stated that this could be something to consider, dependent on the current plumbing and electrical capacity to operate larger machines.

- D. Huntington House tenant memo regarding resident meeting to discuss Rental Assistance Demonstration (RAD conversion): Mary reported that she provided all Huntington House tenants with a memo regarding a resident meeting with updates on the RAD conversion to be held in the lower level of Huntington House apartments on September 5, 2019 at 2:00 p.m. Mary also stated that along with the memo, a tenant relocation survey was provided to all Huntington House tenants to complete and return to the office. The results of the survey will help the Housing Authority in the pre-planning process for relocating of tenants during renovations.

- E. Letter regarding Wisconsin Compensation Bureau rating for workers compensation: Mary reported that the WI compensation bureau rating of 1.00 that the Housing Authority received is based on payroll and loss information supplied from State Farm Insurance. The rating is then applied to the workers compensation premiums for the upcoming renewal period.

4. CONSIDERATION OF BILLS

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

- B. Approve July 2019 bills (QuickBooks register and purchasing card transaction detail): Commissioners reviewed the July 2019 bills.

Commissioner Helmer moved to approve the July 2019 bills Quickbooks register and purchasing card transaction detail, seconded by Commissioner Reith-Kincaid. Commissioner Grode inquired about the purchase of the two interior doors for 331 21st Avenue South and those expenses being charged to the tenant. Mary stated that she would look further into this and report back. Commissioner Helmer inquired about the clothing code used for the vendor Direct Brand, as the purchase that was made was for maintenance materials. Mary stated US Bank utilizes a separate default code that has no direct correlation with how the Housing Authority codes purchases for accounting purposes. All aye votes.

5. EXECUTIVE DIRECTOR'S REPORT

- A. Public Housing Occupancy: Mary reported that there are five vacancies at Parkview: One receiving a Section 8 voucher, one voluntary move and three deceased. Allen has filled two of these vacancies with move-ins scheduled for August 23, 2019, and September 27, 2019. Allen will fill the remaining upcoming three vacancies from the waiting list with tentative move-in dates for September 2019. There are six vacancies at Huntington House, three deceased and three moving into assisted living. Allen has filled three of these vacancies with move-in dates scheduled for August 29 and 30, 2019. Allen will fill the upcoming three vacancies from the waiting list with tentative move-in dates of September and October 2019. There is one upcoming vacancy at Tenth Avenue apartments at the end of September, the tenant is moving into assisted living. Allen has filled this vacancy from the waiting list with a tentative move-in date of November 1, 2019. There are Two vacancies in the scattered site houses; one purchasing a home and one family who left without giving proper notice. Allen has filled these vacancies with move-in dates scheduled for August 27 and 28, 2019. Mary also reported that the Housing Authority did receive a letter from the HUD field office regarding two units that were unoccupied for longer than 120 days. Mary will be submitting a written response within 30 days of the letter as requested by the HUD field office indicating how each vacant unit will be addressed. Mary reported that the units were vacant for varying factors that included; a much larger than usual volume of vacancies at the beginning of the year, winter weather conditions, decrease in maintenance capacity and a severe storm resulting in numerous tree damages and power outages city wide.
- B. Section 8 program status: Mary reported that as of August 26, 2019, there are 188 families under contract with private landlords with the current waiting list running approximately 11 months. The waiting list currently has 317 families on it. The Section 8 activity for

the month consisted of zero new admissions or vouchers into the program and two end of participations from the program.

- C. State Debt Collection (SDC) program status: Mary reported that one SDC payment was received as of August 7, 2019 for the amount of \$160 from a former Public Housing tenant, bringing that balance owed to \$1,329.50.

- 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. Solarus Renewal Service Agreement: Mary reported that after revisiting its current telephone and high-speed internet service agreement with Solarus, the Housing Authority would be able to enter into a new agreement that would save approximately \$50 per month with no changes to the original services and equipment upgrades to the router, switch board and wireless router.

- F. Review and discussion of proposed 2020-2024 Five Year PHA plan: Mary reported that she placed a legal public notice in the Wisconsin Rapids Daily Tribune to run August 10, 2019 through September 6, 2019 for the proposed 2020 – 2024 Five Year PHA plan, which also included the Resident Advisory Board (RAB) consultation meeting scheduled for August 15 2019 at 2:30 p.m., and specifications on how to obtain a copy of the proposed plan and where public comments can be made in writing. Public notices for the 45-day comment period were also placed at Huntington House, Parkview and Tenth Avenue apartments in addition to City Hall. Commissioners reviewed and discussed the proposed 2020-2024 Five Year PHA plan. Mary reported that the mission statement would remain the same and that the Housing Authority of

Wisconsin Rapids (HAWR) goals and objectives would be aligned with HUD's current strategic goals of advancing economic opportunities, protecting taxpayer funds and streamlining operations.

- G. Review and discussion of revised 2015-2019 5 Year PHA plan: Mary reported that she placed a legal public notice in the Wisconsin Rapids Daily Tribune to run August 10, 2019 through September 6, 2019 for the proposed 2020 – 2024 Five Year PHA plan, which also included the Resident Advisory Board (RAB) consultation meeting scheduled for August 15 2019 at 2:00 p.m., and specifications on how to obtain a copy of the revisions to the plan and where public comments can be made in writing. Public notices for the 45-day comment period were also placed at Huntington House, Parkview and Tenth Avenue apartments in addition to City Hall. Commissioners reviewed and discussed the revisions to the 2015 – 2019 Five Year PHA plan. Mary stated that the revisions to the plan would include the Rental Assistance Demonstration (RAD) significant amendment, procurement policy revision increasing thresholds for micro and small purchases, HUD adopted Housing Opportunities through Modernization Act (HOTMA) streamlined ruling for over income tenants in Public Housing, implementation of preferences to the RAD Project Based Voucher (PBV) waiting list and implementation of a bed bug policy.
- H. Architect and Engineering RFP for the rehabilitation of Huntington House apartments as part of the Rental Assistance Demonstration (RAD) conversion: Mary reported that she prepared Request For Qualifications (RFQ) letters for Architect and Engineer services to assist in the designing and general contractor bidding for the Huntington House apartment RAD conversion project. Commissioner Reith-Kincaid moved to authorize Executive Director Mary Vang to send RFQ's to secure an experienced and knowledgeable architect & engineer for the purposes of the Huntington House RAD conversion, seconded by Commissioner Helmer. All aye votes.
- I. Review attorney quotes for the rental assistance demonstration (RAD) conversion Huntington House apartments: Mary reported that two quotes were provided from attorneys familiar with RAD closings and documents. Mary stated that Husch Blackwell worked with Antigo Housing Authority on their most recent RAD conversion and in her conversations with Paul Dombrowski, he was very knowledgeable about the legalities that go into a RAD conversion. Commissioners reviewed and discussed the quotes Mary provided. Commissioner Reith-Kincaid moved to authorize Executive Director Mary Vang to select the most appropriately experienced and

knowledgeable attorney for the Huntington House RAD conversion, seconded by Commissioner Helmer. All aye votes.

6. **PUBLIC INPUT:** Linda Stueck reported that the fire alarm was recently pulled again at Parkview by a child who is the guest of a tenant who lives in the building. Mary stated that the situation was addressed with the tenant's guest. Linda also reported that a tenant's recumbent bike that was chained to the bike rack at Parkview was stolen. Mary advised that any type of theft should be reported to the authorities. Linda stated that the tenant did report the theft.
7. **NEXT MEETING:** The next monthly meeting is scheduled for 1:30 p.m. on Wednesday September 25, 2019 in the community room of the Huntington House Apartments
8. **ADJOURNMENT:** Commissioner Smith moved to adjourn the meeting at 3:48 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: _____