

**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 October 30, 2019, in the community room of the Parkview Apartments, 1750 Second Avenue South, Wisconsin Rapids, WI 54495. Commissioner Grode called the meeting to order at 1:34 p.m.

**1. ROLL CALL:**

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

Also Present: Marlene Przybelski, Linda Stueck, Opal Sullivan, Kristin Jinsky and Jolina Janus

Excused: Evan Smith

- 2. MINUTES REVIEWED:** Commissioners reviewed minutes from the September 29, 2019 meeting. Commissioner Henke moved to approve the minutes of the September 29, 2019 meeting, seconded by Commissioner Reith-Kincaid. No discussion. All aye votes.

**3. COMMUNICATIONS:**

- A. City of Wisconsin Rapids letter regarding update on construction activities on Chase Street: Commissioners reviewed the letter from the City engineer department regarding an update to the construction activities on Chase Street and 20<sup>th</sup> through 21<sup>st</sup> Avenue.
- B. Midstate Technical College Foundation letter regarding Diana Schenk memorial scholarship recipient: Commissioners reviewed the letter from MSTC Foundation regarding the recipient of the Diana Schenk memorial scholarship.

**4. CONSIDERATION OF BILLS**

- A. Approve September 2019 financial statements from fee accountant: Commissioners reviewed the September 2019 financial statements from the fee accountant. Commissioner Helmer inquired about the other prepaid insurances on the journal voucher. Mary stated that in addition to auto and commercial property insurances, insurances are also purchased to cover other Housing Authority liabilities. Commissioner Grode commented that those liabilities also include director and officers liability. Commissioner Helmer moved to approve the September 2019

financial statements from the fee accountant, seconded by Commissioner Reith-Kincaid. All aye votes.

- B. Approve September 2019 bills (QuickBooks register and purchasing card transaction detail): Commissioners reviewed the September 2019 bills. Commissioner Reith-Kincaid moved to approve the September 2019 bills Quickbooks register and purchasing card transaction detail, seconded by Commissioner Helmer. Commissioner Grode inquired about the payments to K&W Glass listed in the purchasing card transaction detail, and if these were residual payments from prior work. Mary stated that glass and materials were purchased to repair damages to the front entrance storm door in the scattered site unit located on 17<sup>th</sup> Avenue. Commissioner Grode inquired about the Marco Technologies check listed in the Quickbooks register. Mary stated that our copier machine business servicing provider Accent Business Solutions was acquired by Marco Technologies. All aye votes.

## 5. EXECUTIVE DIRECTOR'S REPORT

- A. Public Housing Occupancy: Mary reported that there are three vacancies at Parkview: Two voluntary moving and one going into a nursing home. Allen has filled one of these vacancies with a move-in date scheduled for October 31, 2019. Allen will fill the two remaining upcoming vacancies from the waiting list with tentative move-in dates for December 2019. There is one vacancy at Huntington House, who is deceased. Allen has filled this vacancy with a move-in date scheduled for November 22, 2019. There are two upcoming vacancies at Tenth Avenue apartments, both of which will be moving into assisted living. Allen will fill these vacancies from the waiting list with move-in dates for January 2019. There are three vacancies in the scattered site houses due to two voluntarily moving and one transferring from a two bedroom to a three bedroom. Allen will fill two of these vacancies from the waiting list with tentative move-in dates for January 2019.
- B. Section 8 program status: Mary reported that as of October 14, 2019, there are 180 families under contract with private landlords with the current waiting list running approximately 12 months. There are currently 354 families on the waiting list. The Section 8 activity for the month consisted of zero new admissions or vouchers into the program and two participants ending participation on the program.
- C. State Debt Collection (SDC) program status: Mary reported that three SDC payments were received as of October 7, 2019. One for the amount of \$20.71 from a former Public Housing tenant, bringing

that balance owed to \$1,612.06, the second for the amount of \$203.58 from a former Public Housing tenant, bringing the balance owed to \$1867.61, the third payment for the amount of \$160.00, bringing the balance owed to \$1,009.50. Mary also reported that SDC inadvertently made some calculation errors that impacted the amount of additional interest that should have been collected from three accounts. The Housing Authority does not need to take action on these accounts, as SDC will handle the collection of these additional amounts.

- D. Capital Funds Program (CFP) Grants Status: Mary reported that in the 2016 capital funds grant there are zero balances 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. In the 2017 capital funds grant there are zero balances in operations 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 \$108,098.86 in operations for 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. Commissioner Grode commented as a reminder that 2017 CFP grants will need to be obligated by April of 2020. Mary also stated that HUD disbursed an additional capital fund amount of \$2,028 to 2019 capital fund grant.
- E. Operating Subsidy Funds distribution of HUD held reserves for 2018 and 2019: Mary reported that HUD disbursed an additional \$368 to the 2018 Operating Subsidy that can be disbursed between operating subsidy years 2018-2019.
- F. PHAS REAC Inspection Results: Mary reported on the results of the public housing HUD REAC inspection held on October 7, 2019. Due to the streamlined notification of 14 days that is given to public housing authority's for the inspection, the Housing Authority (HA) scored 85 points out of 100 possible points placing the HA at standard performing for REAC inspections, which will result in HUD REAC inspections occurring every two years. The most common deficiencies noted were for site deficiencies that included eroded, spalling and rutting of exterior concrete steps and concrete slabs in the scattered site houses. One life threatening health and safety deficiency was noted for a scattered site house that had a bed frame blocking the only egress window in the bedroom. The tenant was notified immediately and the deficiency was corrected within 24 hours. Additional health and safety deficiencies that were non-life

threatening included an apartment unit observed to have the present odor of cigarette smoke within the vicinity of a stored oxygen tank, inoperable GFI's, and a bathroom tub diverter not working properly, hot water heater corrosion/rust, damaged refrigerator gaskets, damaged window screens, surface damage on exterior scattered site garage door, peeling paint, garbage/debris on exterior grounds of scattered house, missing bathroom sink stopper, tripping hazard with tenant extension cord pulled across living room floor, and a leaking shower head.

- G. 2018 audited Financials Submission: Mary reported that the single audit for FYE 12/31/2018 was successfully submitted on the online system in the Federal Audit Clearinghouse on September 27, 2019
  
- H. Rental Assistance Demonstration (RAD) update: Mary reported that with the design work near completion by Martin Riley Architects and Engineers for the proposed scope of work, per her request, Martin Riley was able to provide a projected opinion of probable costs for the proposed scope of work. Based on the current funding sources and what was budgeted for construction cost, the estimated project costs would exceed the Housing Authority's construction budget by \$1 million. Some unforeseen costs that were not considered were in relation to the significant alterations in unit, which would require the reconfiguration of units to meet local code requirements for accessibility. Mary and Josh, with guidance from Martin Riley, discussed reprioritizing the scope of work, which would require scaling back on what was originally anticipated. In addition to the revised scope of work, tenant relocation would no longer be required as the amount of in unit work would be scaled back to new appliances and painting of the walls and ceilings and would only require the removal of tenant items/furniture away from the walls and placed in the center of the rooms. The budgeted \$162,500 for temporary tenant relocation would be placed into the construction budget. Mary stated that a tenant meeting would be held at the regularly scheduled coffee and rolls to provide tenants with an update on the revised scope of work.

## 6. RESOLUTIONS:

- A. Resolution 2019-8 Flat Rent Minimally at 80% of Fair Market Rent: Commissioners reviewed resolution 2019-8 80% Fair Market Rent. Mary reported that with the release of the current Fair Market Rents (FMR) effective for October 1, 2019, Public Housing Manager, Allen reviewed the current flat rents and determined that the current flat rents would fall below the HUD required minimum threshold of 80% of the new FMR's; therefore, updated flat rents effective for January 1, 2020 would be set slightly above 80% of FMR's to remain in compliance with HUD requirements and provide cushion for potential FMR increases in the future. Commissioner Helmer

moved to approve resolution 2019-8 for the 80% Fair Market Rent, seconded by Commissioner Reith-Kincaid. All aye votes.

B.

7. **PUBLIC INPUT:** Parkview tenant Opal Sullivan inquired about getting a coin machine for Parkview apartments for the laundry facility. Mary stated that they have looked into this in the past but are concerned with issues of vandalism.
8. **In Open Session the board will consider a motion to adjourn into closed session pursuant to Section 19.85 (1) ©, 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.” The purpose of the closed meeting is to discuss wage and benefit proposals for 2020.** Commissioner Reith-Kincaid moved to go into closed session, seconded by Commissioner Helmer. There was no discussion. All aye votes. Commissioner Grode called the Closed Session to order at 2:48 PM. Present were Commissioner Grode, Commissioner Helmer, Commissioner Henke, Commissioner Reith-Kincaid, Mary and Jolina.
9. **Return to open session for possible action based on closed session.** Commissioner Henke moved open to adjourn the closed session and move back into open session at 3:20 PM, seconded by Commissioner Reith-Kincaid. There was no discussion. All aye votes. Commissioner Henke moved to table the discussion of wage and benefit proposals until the November meeting to allow Mary to present a draft of the Public Housing and Housing Choice Voucher budgets to better determine employee wage and benefits and allow Mary time to confirm if an alternate budget for the RAD PBV program will be required as part of the budget submissions for 2020. Seconded by Commissioner Helmer. There was no discussion. All aye votes.
10. **NEXT MEETING:** The next monthly meeting is scheduled for 1:30 p.m. on Wednesday November 27, 2019 in the community room of the Tenth Avenue Apartments
11. **ADJOURNMENT:** Commissioner Henke moved to adjourn the meeting at 3:25 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:\_\_\_\_\_