

**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 11:00 a.m. on Wednesday November 27, 2019, in the community room of the Tenth Avenue Apartments, 220 10<sup>th</sup> Avenue North, Wisconsin Rapids, WI 54495. Commissioner Grode called the meeting to order at 11:04 a.m.

**1. ROLL CALL:**

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

Also Present: Carol Voss, Roseann Konkol and Jolina Janus

**2. MINUTES REVIEWED:**

- A. Commissioners reviewed minutes from the October 30, 2019 meeting. Commissioner Helmer moved to approve the minutes of the October 30, 2019 meeting, seconded by Commissioner Reith-Kincaid. There was no discussion. All aye votes.

**3. COMMUNICATIONS:**

- A. Social Committee update and approval of minutes of October 28, 2019 meeting: Commissioner Helmer reported that the Thanksgiving meals held at Huntington House, Parkview and Tenth Avenue were well attended. Commissioners reviewed the October 28, 2019 social committee meeting minutes. Commissioner Helmer moved to approve the minutes from the October 28, 2019 social committee meeting, seconded by Commissioner Smith. Commissioner Helmer reported that the meeting was productive in planning for the upcoming activities. All aye votes.
- B. Letter from City Regarding Project Update on Chase Street (17<sup>th</sup>-21<sup>st</sup> Avenue): Commissioners reviewed the letter communication from the city regarding the construction update on Chase street between 17<sup>th</sup> Avenue and 20<sup>th</sup> Avenue. Commissioner Grode stated that the street is now open for through traffic.

**4. CONSIDERATION OF BILLS**

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

the October 2019 financial statements from the fee accountant, seconded by Commissioner Reith-Kincaid. All aye votes.

- B. Approve October 2019 bills (QuickBooks register and purchasing card transaction detail): Commissioners reviewed the October 2019 bills. Commissioner Reith-Kincaid moved to approve the October 2019 bills Quickbooks register and purchasing card transaction detail, seconded by Commissioner Henke. All aye votes.

## 5. EXECUTIVE DIRECTOR'S REPORT

- A. Public Housing Occupancy: Mary reported that there are four vacancies at Parkview: One voluntary move, two smoking violations and one potential upcoming move-out. Allen will be filling these vacancies off the waiting list with tentative move-ins scheduled for December 2019, January 2020 and February 2020. There are two upcoming vacancies at Tenth Avenue apartments, both of which will be moving into assisted living. Allen will be filling these vacancies from the waiting list with tentative move-in dates for January 2020. There are no vacancies at Huntington House. There are three vacancies in the scattered site houses one due to the tenant moving out of town, one transferring from a 3 bedroom unit to a 4-bedroom unit due to an increase in household members, and one voluntarily move-out. Allen will fill two of these vacancies from the waiting list with tentative move in dates for January 2020 and February 2020.
- B. Section 8 program status: Mary reported that as of November 21, 2019, there are 177 families under contract with private landlords with the current waiting list running approximately 13 months. There are currently 321 families on the waiting list. The Section 8 activity for the month consisted of zero new admissions or vouchers into the program and one participant terminating from the program due to violation of program rules.
- C. State Debt Collection (SDC) program status: Mary reported that three SDC payments totaling \$472.40 was received on November 7, 2019. One for \$25.00 from a former Public Housing tenant, bringing that balance owed to \$1,587.06. The second for \$287.40 bringing that balance owed to \$1,580.21, and the third for \$160.00, bringing that balance owed to \$849.50.
- D. Capital Funds Program (CFP) Grants Status: Mary reported that all 2016 capital funds grant have been expended. In the 2017 capital funds grant there are zero balances in operations, site improvements and dwelling structures; \$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 \$80,262.06 in operations for RAD pre-development costs; \$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 apartments, and \$15,000 in dwelling equipment for appliances.

- E. Affordable Housing Program (AHP) subsidy award: Mary was pleased to report that on November 20, 2019, the Federal Home Loan Bank of Chicago (FHLBC) announced a full AHP subsidy award to the housing authority of \$900,000. The AHP subsidy will support the housing authority's rehabilitation of the Huntington House apartments through the Rental Assistance Demonstration (RAD) program. Of the rental project applications that were submitted for this year's round, the housing authority ranked the second highest scoring application. As part of the next steps, award recipients are invited to register for a post award webinar scheduled for December 10, 2019. Commissioner Grode commended the housing authority staff on all the hard work and effort contributed towards the successful application.
  
- F. General Contractor Bids: Mary reported that the housing authority held a bid opening on November 26, 2019 at 11:00 am in the lower level of the Huntington House apartments for the Huntington House rehabilitation construction project. She reported that three general contractors put in sealed bids for the project and a representative from each general contractor was present for the bid opening. The three general contractors who placed bids were Altmann Construction, Eagle Construction and Scherrer Construction. As part of the housing authority's engagement with Martin Riley Architect and Engineer, Matt Weidenhoft assisted the housing authority with the bid opening to ensure that the process was completed appropriately, Josh and Mary were also present during the bid opening. In addition, Martin Riley will be preparing the bid summary that Mary will present to the commissioners for review and approval at the next monthly board meeting.
  
- G. Rental Assistance Demonstration (RAD) update: Mary reported that a potential revision to the scope of work may be needed as a result of determined contractor costs. Commissioners were provided with powerpoint slides from the most recent RAD tenant update meeting held on November 1, 2019 at Huntington House apartments. Ongoing meetings will continue to be held in order to keep Huntington House tenants engaged and informed throughout the RAD conversion process. As part of revision four to the HUD RAD notice, housing authorities are required to set-up a concept call with the HUD Office of Recapitalization prior to the submission of the

financing plan. The call is scheduled for December 4, 2019 at 10:00 a.m. and the intentions of the call are to ensure that the housing authority has completed and obtained all necessary items for a thorough submission. There are several items that Mary has been working closely with Kaitlin from Baker Tilly in completing so that a goal date of December 6, 2019 can be met for submission of the plan. If there should be any unforeseen delays in receipt or completion of these items, a request for a 30-day extension for the submission of the financing plan was granted through January 6, 2020. From the date that the financing plan is submitted, the HUD Office of Recapitalization has up to 60-days to review the plan and request for clarification of any items before the RAD Commitment Contract (RCC) is issued. Once the RCC is issued, shortly after the closing will occur and construction anticipated to occur in April or May of 2020.

## **6. RESOLUTIONS:**

- A. Resolution 2019-9 Utility Allowance Study: Commissioners reviewed resolution 2019-9 Utility Allowance Study. Commissioner Smith moved to approve resolution 2019-9 utility allowance study, seconded by Commissioner Helmer. All aye votes.
  
- B. Resolution 2019-10 Maintenance Charge Structure: Commissioners reviewed Resolution 2019-10 Maintenance Charge Structure. Mary reported that the only two significant revisions made on the maintenance charge structure were for the keys & lock change and the new screen. The needed revisions to the amounts being charged are a result of costs increasing for materials and labor which is different for each building. Commissioner Grode commented that the proposed charges on the maintenance charge structure should also take into consideration not only the increased costs of material and labor but should also include the administrative time in processing such work order requests of this nature. Commissioners discussed revising the proposed charges provided by the Executive Director to better reflect costs associated with materials, labor and administrative time. The keys & lock change charges would be differentiated by building, \$125 for Parkview and the scattered sites, and \$35 for Huntington House and Tenth Avenue apartments. Replacement of screens to be charged \$60. Commissioner Reith-Kincaid moved to approve resolution 2019-10 maintenance charge structure to adopt the revised charges to the keys & lock change and replacement of screens as discussed, seconded by Commissioner Helmer. All aye votes.

C. Resolution 2019-11 Revision of the Public Housing 2015-2019 Five Year Capital Action Plan: Commissioners reviewed Resolution 2019-11 Revision of the Public Housing 2015-2019 Five Year Capital Action Plan. Mary reported that with HUD's recent changes in decoupling of the five year public housing plan and five year capital action plan, HUD has implemented an online system for housing authorities to plan, document and report capital activities for each capital grant year. Prior to housing authorities submitting new or revised five-year action plans to the HUD field office for approval, housing authorities must have board review and approval of the capital activities in the five-year capital action plans. Commissioner Smith moved to approve resolution 2019-11 for the revision of the Public Housing 2015-2019 Five Year Capital Action Plan, seconded by Commissioner Helmer. All aye votes.

7. **PUBLIC INPUT:** There was no public input.

8. **CLOSED SESSION:** A motion was made by Commissioner Helmer, seconded by Commissioner Reith-Kincaid, 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 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 12:37 p.m. In closed session, commissioners discussed employee wage and benefit proposals for 2020.

9. **RETURN TO OPEN SESSION:** A motion was made by Commissioner Helmer, seconded by Commissioner Smith, to adjourn the closed session and move into open session. All aye votes. Commissioner Grode called the open session to order at 12:52 p.m.

A motion was made by Commissioner Reith-Kincaid, seconded by Commissioner Henke, to accept the wage and benefit proposals as listed on the schedule which include a two percent wage increase to employees in 2020 for the exception of an employee pending retirement with wages frozen at 2019 wage levels; and for the employee share of health insurance at 15 percent and dental insurance at 50 percent for 2020. All aye votes.

10. **NEXT MEETING:** The next monthly meeting is scheduled for 1:30 p.m. on Thursday December 19, 2019 in the community room of the Huntington House Apartments.

11. **ADJOURNMENT:** Commissioner Smith moved to adjourn the meeting at 1:30 p.m., seconded by Commissioner Henke. All aye votes.

Submitted for approval by:

Approved by:

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

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

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

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