

**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 Thursday, December 19, 2019 in the community room of the Huntington House Apartments, 2521 10<sup>th</sup> Street S, Wisconsin Rapids, WI 54494. Commissioner Grode called the meeting to order at 1:36 p.m.

**1. ROLL CALL:**

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

Excused: Jean Helmer

Also Present: Carol Voss, and Ka Bao Vang

**2. MINUTES REVIEWED:**

- A. Commissioners reviewed minutes from the November 27, 2019 meeting. Commissioner Reith-Kincaid moved to approve the minutes of the November 27, 2019 meeting, seconded by Commissioner Henke. All aye votes.

**3. COMMUNICATIONS:**

- A. Social Committee update on activities: Commissioner Reith-Kinkaid reported that the Christmas meal held at Huntington House was well attended. Commissioner Grode reported that the Christmas meal held at Parkview was well attended, there were more tenants than had signed up attend including unauthorized guests and the variety of food was limited. The 10<sup>th</sup> Avenue Christmas meal was catered. Commissioner Grode reported that the lights tour went well and all events for the year are completed.

**4. CONSIDERATION OF BILLS**

- A. Approve November 2019 financial statements from fee accountant: Commissioners reviewed the November 2019 financial statements from the fee accountant. Commissioner Smith moved to approve the November 2019 financial statements from the fee accountant, seconded by Commissioner Reith-Kinkaid. There were no comments. All aye votes.
- B. Approve November 2019 bills (QuickBooks register and purchasing card transaction detail): Commissioners reviewed the November 2019 bills. Commissioner Henke moved to approve the November 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 three vacancies at Parkview; one voluntarily move and two for lease violations. Allen will fill vacancies from the waiting list with tentative move in dates for December 2019, January 31, 2020 and February 7, 2020. There is one vacancy at Huntington House due to a death. Allen will fill this vacancy from the waiting list with a tentative move in date of February 21, 2020. There are two vacancies at Tenth Avenue, both of which will be moving into assisted living. Allen will fill these two vacancies from the waiting list with tentative move in dates for January 2020. There are three vacancies in the scattered site houses; one due to the tenant moving out of town, one who will be transferring from a three bedroom to a four bedroom unit as a result of an increase in household composition and one moving to live with family. The four-bedroom unit will be a transfer from the three bedroom unit with a move in date for December 27, 2019. The remaining two vacancies will be filled from the waiting list with tentative move in dates for January and February 2020.
- B. Section 8 program status: Mary reported that as of December 12, 2019, there are 173 families under contract with private landlords with the current waiting list running approximately 13 months. There are currently 325 families on the waiting list. The Section 8 activity for the month consisted of zero new admissions and vouchers into the program and three participants coming off the program; one due to a program violation, one deceased and one at a zero HAP for 180 days.
- C. State Debt Collection (SDC) program status: Mary reported that three SDC payments were received on December 11, 2019 for the total amount of \$459.52, from two former public housing and one former HCV participants.
- D. US Bank purchase card rebate: Mary reported that a rebate check in the amount of \$383.75 was received on November 11, 2019 for the housing authority's participation in the US Bank purchase card program.
- E. Review of 2020 draft budgets for Public Housing and Housing Choice Voucher programs: Commissioners reviewed for discussion the Executive Director proposed 2020 budgets for Public Housing and Housing Choice Voucher.

- F. General contractor bid summary: Commissioners reviewed the general contractor bid tabulations. Mary reported that of the three general contractors who placed bids for the Huntington House project, Altmann Construction came in at the lowest base bid of \$545,842 and selected alternates of \$384,159 for a total of \$930,001.
- G. Legacy Foundation grant: Mary reported that the Legacy Foundation will be providing a \$20,000 grant towards the Huntington House RAD conversion project.
- H. Rental Assistance Demonstration (RAD) update: Mary reported on the most recent activities as it relates to the RAD conversion of Huntington House apartments. A concept call was held on December 4, 2019 with Housing Authority employees Mary Vang, Josh Freeman, Troy Crooper from the HUD office of Recapitalization, Kara Williams-Kief from the HUD office of Fair Housing and Equal Opportunity (FHEO), Dee Schultz from the HUD Milwaukee Field Office, Kaitlin Scopoline from Baker Tilly and Paul Dombowski from Husch Blackwell. She reported that with the new RAD revision 4 notice that came out in September, a concept readiness call is required of Housing Authorities before the submission of their financing plan. During the call, Troy, the Housing Authority's assigned RAD Financial Transaction Manager (TM) reported that before the plan could be submitted, HUD FHEO would need to approve the uploaded documents on the RAD Resource Desk as it pertains to the de minimis units. After FHEO approval then Troy would be able to open the invitation for the Housing Authority to submit the plan, as it is currently grayed out until FHEO completes their approval. Mary reported that she is waiting for a commitment letter to the RAD Conversion Commitment (RCC) from Wood Trust bank, that will need to be uploaded with the financing plan. In the event that HUD FHEO would not have the documents approved in a timely manner for the submission of the financing plan by December 6, 2019, an additional 30 days would need to be requested.

## 6. RESOLUTIONS:

- A. Resolution 2019-12 Accepting Bid and Authorizing the Award of Contract for the Construction of Huntington House Apartments to Altmann Construction Company Inc: Commissioners reviewed Resolution 2019-12 Accepting Bid and Authorizing the Award of Contract for the Construction of Huntington House Apartments to Altmann Construction Company Inc. Commissioner Reith-Kincaid moved to approve Resolution 2019-12 Accepting Bid and Authorizing the Award of Contract for the Construction of

Huntington House Apartments to Altmann Construction Company Inc., seconded by Commissioner Smith. All aye votes.

- B. Resolution 2019-13 2020 Housing Choice Voucher Budget: Commissioners reviewed Resolution 2019-13 2020 Housing Choice Voucher Budget. Commissioner Henke moved to approve Resolution 2019-13 2020 Housing Choice Voucher Budget, seconded by Commissioner Smith. All aye votes.
  
- C. Resolution 2019-14 2020 Public Housing Budget: Commissioners reviewed Resolution 2019-14 2020 Public Housing Budget. Commissioner Smith moved to approve Resolution 2019-14 2020 Public Housing Budget, seconded by Commissioner Reith-Kincaid. All aye votes.
  
- D. Resolution 2019-15 Public Housing Write Off Accounts: Commissioners reviewed Resolution 2019-15 Public Housing Write Off Accounts. Commissioner Grode commented that the debts written off for public housing are still collectible through the state of WI debt collection program. Commissioner Reith-Kincaid moved to approve resolution 2019-15 Public Housing Write Off Accounts, seconded by Commissioner Henke. All aye votes.
  
- E. Resolution 2019-16 Revision to Personnel Policy: Commissioners reviewed Resolution 2019-16 Revision to Personnel Policy. Mary reported two revisions were made to the policy, regarding use of maintenance vehicles for emergency call-out work situations and pay provisions related to accrued leave benefits with termination of employment. Commissioner Smith moved to approve resolution 2019-16 Revision to Personnel Policy to accept the revisions for the use of maintenance vehicles and pay provisions related to accrued leave benefits with termination of employment, seconded by Commissioner Henke. All aye votes.
  
- F. Resolution 2019-17 Housing Choice Voucher Write Off Accounts: Commissioner reviewed Resolution 2019-17 Housing Choice Voucher Write Off Accounts. Mary reported that the accounts listed to be written off were for older accounts. Commissioner Smith moved to approve resolution 2019-17 Housing Choice Voucher Write Off Accounts, seconded by Commissioner Reith-Kincaid. All aye votes.

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

8. **NEXT MEETING:** The next monthly meeting is scheduled for 1:30 p.m. on Wednesday January 29, 2020 in the community room of the Parkview Apartments
9. **ADJOURNMENT:** Commissioner Henke moved to adjourn the meeting at 2:51 p.m., seconded by Commissioner Smith. All aye votes.

Submitted for approval by:

Approved by:

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

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

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

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