

**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, February 24, 2021 in the community room of the Huntington House Apartments, 2521 10th Street South, Wisconsin Rapids, WI 54494. Commissioner Grode called the meeting to order at 1:30 p.m.

1. ROLL CALL:

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

Excused: David Henke

Also Present: Carol Voss and Sandra Crook

2. MINUTES REVIEWED:

- A. Commissioners reviewed minutes from the January 27, 2021 meeting. Commissioner Smith moved to approve the minutes of the January 27, 2021 meeting, seconded by Commissioner Reith-Kincaid. All aye votes.

3. COMMUNICATIONS:

- A. Resident Advisory Board (RAB) meeting on March 8, 2021 at 10:00 am: Mary reported on the upcoming RAB meeting. She also stated that she posted a notice at the Parkview apartment building for the Parkview tenant representative vacancy.
- B. Letter from the City engineering department regarding reconstruction on 10th Street and Chase: Mary reported that an upcoming public City assessment hearing will be held on March 9, 2021 at 6:00 p.m. regarding the street reconstruction for Housing Authority properties located at 3120 & 3110 10th Street South and 2011 Chase Street. Commissioner Grode commented on the costs related to the assessment that appeared to be within range or less than what was proposed by the City initially when the project was being discussed.

4. CONSIDERATION OF BILLS

- A. Approve January 2021 bills (Quickbooks register and purchasing card transaction detail): Commissioners reviewed the January 2021 bills. Commissioner Helmer moved to approve the January 2021 bills Quickbooks register and purchasing card transaction detail, seconded by Commissioner Reith-Kincaid. All aye votes.

5. EXECUTIVE DIRECTOR'S REPORT

- A. Public Housing Occupancy: Mary reported that there are five vacancies at Parkview—one for a smoking violation, one moving into assisted living, one eviction, one 14-day termination and one deceased. Four of the vacancies have been offered to applicants from the waiting list with move-in dates for February 12 & 26, 2021 and March 24, 2021. The remaining vacancies will be filled off the waiting list with tentative move in dates of March 12 & April 4, 2021. There is one vacancy at Huntington House due to a death. This vacancy will be filled on March 1, 2021. There are no vacancies in the scattered site houses and Tenth Avenue apartments.
- B. Section 8 program status: Mary reported that as of February 18, 2021, there are 164 families under contract with private landlords with the current waiting list running approximately 25 months. There are currently 193 families on the waiting list. The Section 8 activity for the month of February consisted of the following; one new admission, six VASH vouchers, six new issued vouchers for a cumulative of ten vouchers, zero portability move-outs & move-ins, and no vouchers that expired.
- C. State Debt Collection (SDC) program status: Mary reported that six SDC entries were added within the last year. One debt was returned uncollectible by SDC as the record is more than five years old with no activity of credits made to the account. Two SDC payments were received on February 5, 2021 from two former public housing tenants totaling \$821.52.
- D. CARES Act Funds Status: Mary reported on the following CARES ACT fund balances; Public Housing operating subsidy funds has a remaining balance of \$1,447.95, which will be expended for administrative expenses. The first round of Housing Choice Voucher CARES ACT has a balance of \$4,875.80 and the second round of funding has a balance of \$21,885. These funds will support administrative expenses as permissible under HUD guidelines. Funds are to be expended by December 31, 2021. The Milwaukee HUD field office is encouraging housing authorities to expend these funds before the date of availability expires.
- E. Capital Funds Program grant status: Mary reported that the 2016 and 2017 grants have been fully expended and will be closed-out and included in the 2020 audit. The 2018 grant has a balance of zero in operations and RAD; and \$38,250.77 in general capital activity for parking lot sealing/restriping, tree removal, appliances and Parkview HVAC. The 2019 grant has a balance of \$132,496.82 in operations for special assessment city projects and insurances, \$29,512.50 in general capital activity for appliances and zero in RAD . The 2020 grant has a balance of \$273,384 in operations for insurances, a new maintenance van, and special assessment city projects; \$6,000 in general capital activity for appliances and \$9,565 in RAD HAP funding for the Huntington House project. She also reported that two disbursements were made from the 2019 operations budget; one for \$575 to Wil-Kil for canine bed bug inspection at Parkview and \$5,132 to FEMA for Parkview flood insurance premium. Two disbursements were made in the 2020 operations budget; one for \$990.60 to Tech Pros for the installation of wireless access

upgrades for the administrative office and \$3,600 to Wil-Kil for in unit heat treatments.

F. Capital Funds Program grant 2021 draft: Mary reviewed and discussed with commissioners the drafted HUD form 50075.1 regarding the annual 2021 Capital Funds grant. Since HUD does not announce grant awards until Congress passes its budget authority for the year, the housing authority must make an estimation of what funding will be anticipated for discussion purposes related to upcoming capital needs. The drafted estimate of \$250,000 is based on the reduction in 65 units in the public housing portfolio. It is anticipated that the operational budget needs will be \$202,000 to cover expenses related to insurances, administrative, and maintenance expenses. General capital activity needs are as follows; \$5,000 for refrigerators, \$5,000 for ranges, \$3,000 for hot water heaters, \$5,000 for tree services, \$3,000 for concrete repairs, \$25,000 for security camera system at Parkview apartments, \$5,000 for flooring repairs as needed at Tenth Avenue apartments, and \$2,000 for automatic door opener components as needed.

G. Huntington House Redevelopment RAD construction update: Mary reported five refrigerators being delivered and installed today in order to complete the scope of work for the project. A second extension request was submitted to the HUD Office of Recapitalization on February 18, 2021 for a completion date of April 30, 2021. The request was made as a result of the delay in the remaining refrigerators and also to provide sufficient time for completing the Completion Certification on the RAD Resource Desk. Martin Riley has been in contact with Altmann construction regarding the required documentation to close out the contract. She also reported that \$819,064.82 in AHP funds have been disbursed for the project with a remaining balance of \$80,935.18. Once the final AHP funds are disbursed, the construction loan that was drawn down for closing costs will convert to a permanent loan to finance the remaining project expenditures and reserve accounts.

6. **PUBLIC INPUT:** There was no public input.
7. **NEXT MEETING:** The next monthly meeting is scheduled for 1:30 p.m. on Wednesday, March 31, 2021 in the community room of the Huntington House Apartments.
8. **ADJOURNMENT:** Commissioner Smith moved to adjourn the meeting at 2:35 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: _____