

**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, March 30, 2022 in the community room of the Huntington House Apartments, 2521 10<sup>th</sup> 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, Evan Smith, David Henke, and Mary Vang

Excused: Jean Helmer

Also Present: Carol Voss, Linda Lucht, and Sandra Crook

**2. MINUTES REVIEWED:**

- A. Commissioners reviewed minutes from the February 23, 2022 meeting. Commissioner Reith-Kincaid moved to approve the minutes of the February 23, 2022 meeting, seconded by Commissioner Smith. All aye votes.

**3. COMMUNICATIONS**

- A. Approval of minutes of the March 1, 2022 Resident Advisory Board meeting: Commissioners reviewed minutes from the March 1, 2022 Resident Advisory Board meeting. Commissioner Smith moved to approve minutes from the March 1, 2022 RAD meeting, seconded by Reith-Kincaid. All aye votes.
- B. Letter from HUD regarding Housing Choice Voucher (HCV) Program renewal awards: Mary reported that HUD announced that for calendar year (CY) 2022 the HCV program would see funding prorations of 90% for Administrative Fees and 100% for Housing Assistance Payments (HAP). Historically Public Housing Authority's (PHA's) have been funded at around 80% of funding needs. She stated that it will be very important for the Housing Authority to focus on utilization of these funds.
- C. Letter to scattered site tenants regarding spring yard clean up and city brush pick up dates: Mary reported that a memo was sent to all scattered site tenants in Public Housing to remind tenants of their obligations in maintaining yards, in addition to the brush pick up collection dates.
- D. Update on March 22, 2022 stock boxes program: Mary reported that the March stock box program was a success. She thanked Commissioner Grode for donating her time to help pick up and deliver food boxes to all

three apartment buildings. There were a total of 28 boxes distributed. She hopes to continue promoting the program that is geared towards low-income elderly individuals.

#### 4. CONSIDERATION OF BILLS

- A. Approve February 2022 bills (QuickBooks register and purchasing card transaction detail): Commissioners reviewed the February 2022 bills. Commissioner Reith-Kincaid moved to approve the February 2022 bills, Quickbooks register and purchasing card transaction detail, seconded by Commissioner Smith. No discussion. All aye votes.

#### 5. EXECUTIVE DIRECTOR'S REPORT

- A. Public Housing Occupancy: Mary reported that there are six vacancies at Parkview. Four vacancies were due to lease violations, one tenant moving to the Project Based Voucher Program at Huntington House, and one moving to live closer to family due to health reasons. Three of the vacancies have been filled off the waiting list with move in dates scheduled for April 5, 8 & 22, 2022. There are no vacancies at the Tenth Avenue apartments and scattered sites.
- B. Huntington House Redevelopment, LLC Occupancy: There are three vacancies at the Huntington House RAD PBV project: two deceased, one moving out of area. The vacancies have been filled off the waiting list with move-in dates of April 1 and May 1, 2022.
- C. Section 8 program status: Mary reported that as of March 22, 2022 there are 171 families under contract with the current waiting list running approximately around 6 months. There are currently 122 families on the waiting list. The Section 8 voucher activity for the month of March consisted of the following: zero new admissions, five VASH voucher holders, zero new issued vouchers for a cumulative of nine vouchers on the street, zero portability move-outs and move-ins, one voucher expiring and zero end of participation due to program violations. Mary stated that she is still awaiting a response from HUD regarding her request for the expedited HCV waivers that are part of the CARES Act.
- D. Capital Funds Program grant status: Mary reported that the 2018 grant has a zero balance in operations & RAD activities and \$29,293.49 in general capital activities for parking lot sealing/restriping, tree services, appliances and Parkview and Tenth Avenue HVAC. Mary stated that an allocation and drawdown of \$1,322.22 was made from the 2018 general capital activities for exterior and interior doors for Piltz and Washington, and \$1,328.10 for the purchase of two refrigerators from HD Supply. The 2019 grant has a balance of \$70,600.17 in operations for insurances and miscellaneous operating expenses, \$18,607.91 in general capital activity for appliances and zero in RAD activities. She stated that an allocation and drawdown of \$7,469.28 was made for water heater repairs and spare parts for the Parkview water heater and \$239 from operations for the

annual Nan McKay ACOP revision subscription. The 2020 grant has a \$121,657.84 balance in operations, \$24,546 in general capital activities, and zero in RAD activities. The 2021 grant has a \$160,943.98 balance in operations and \$23,085 in general capital activities. Mary stated that facilities coordinator, Josh Freeman, will be working on sealing and striping quotes for Parkview and Tenth Avenue parking lots.

- E. State Debt Collection (SDC) : Mary reported that four payments totaling \$2,253.29 were received in March 2022 from three former public housing tenants and one former Section 8 participant.
- F. Purchase Card rebate program: Mary reported that a rebate of \$402.01 was received in March as part of the US Bank purchase card program.
- G. 2022 Capital Funds draft grant: Mary reviewed drafted form HUD 50075.1 2022 capital funds grant with Commissioners. She explained that the exact amount of the 2022 grant is unknown at this time, so she used an approximate figure which she will adjust either up or down in the operations line when the amount of that grant is formally announced by HUD. Mary stated that the drafted 2022 grant includes allocations for servicing scattered site furnaces, replacement of stoves, refrigerators and water heaters; tree services, Parkview and Tenth Avenue HVAC repairs, Parkview windows, ride-on lawnmower, and unit turnovers for modernization .
- H. Revision to PHA 5-Year Action Plan (5YAP)(made available on 2/25/2022 for viewing and 45-day public comments at the Housing Authority office, Parkview apartments, 10<sup>th</sup> Avenue apartments and City Hall): Mary stated the revision of items being added to the Five YAP are considered a significant amendment to the Housing Authority plan and require the Housing Authority (HA) make the plan available for a 45-day comment period, Resident Advisory Board review and board approval. The revisions to the plan include HVAC repairs at Parkview and Tenth Avenue apartments, Parkview window replacements, maintenance lawn mower, and unit turnovers for modernization of the entire Public Housing Portfolio.

6. **PUBLIC INPUT:** Commissioner Reith-Kincaid inquired about getting a security camera in the garbage room to reduce non-compliance with recycling and refuse. She also asked about additional shopping carts due to availability when carts are in high use. She also inquired about reseeding a patch of lawn that has eroded over time due to weathering and pet urination, the grass is dead and in bad shape. Mary stated that she will further investigate the requests.

7. **NEXT MEETING:** The next monthly meeting is scheduled for 1:30 p.m. on Wednesday, May 27, 2022, in the community room of the Huntington House Apartments.

8. **ADJOURNMENT:** Commissioner Henke moved to adjourn the meeting at 2:37 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: \_\_\_\_\_