

**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, April 1, 2020 in the basement 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, Jean Helmer and Mary Vang

Also Present: Carol Voss, Linda Lucht and Jolina Janus

**2. MINUTES REVIEWED:**

- A. Commissioners reviewed minutes from the February 26, 2020 meeting. Commissioner Reith-Kincaid moved to approve the minutes of the February 26, 2020 meeting, seconded by Commissioner Smith. There were no comments. All aye votes.

**3. COMMUNICATIONS:**

- A. Approval of minutes of Resident Advisory Board (RAB) meeting held on February 24, 2020: Commissioners reviewed minutes from the February 24, 2020 RAB meeting. Commissioner Helmer moved to approve the minutes of the February 24, 2020 meeting, seconded by Commissioner Reith-Kincaid. There were no comments. All aye votes.
- B. Social Committee minutes of the January 30, 2020 meeting and update on activities: Commissioner Helmer stated that the Social Committee meeting scheduled for April 2, 2020 has been cancelled due to COVID-19. Mary stated that no events will be scheduled for 2020 until the virus threat is over. Commissioners reviewed minutes from the January 30, 2020 Social Committee meeting. Commissioner Helmer moved to approve the minutes of the January 30, 2020 meeting, seconded by Commissioner Smith. All aye votes.
- C. Public Housing and Section 8 participant memos regarding response to COVID-19: Mary reviewed these memos, dated March 17, 2020 and March 25, 2020, for commissioners. The purpose of the memos was to explain to public housing tenants the changes in office operations due to the COVID-19 pandemic. The memos outline the steps the Housing Authority has taken in an effort to limit the potential spread of the disease to protect tenants, staff and the

public. Office hours remain normal, but the office is now closed to the general public. Tenants are discouraged from congregating. Maintenance staff is taking extra precautions to protect themselves and tenants needing service and will be delaying nonessential repairs until the isolation period concludes. The latter memo also discussed guidelines for tenants and staff to follow per Governor Evers' Safer at Home declaration. It also identifies several resources and FAQs for tenants to assist them during the pandemic.

- D. MSTC Diana Schenk Memorial Scholarship Fund: Mary explained to commissioners that the amount of the Diana Schenk Memorial Scholarship had to be reduced from \$500 annually to \$200 this year due to a reduction in the non-HUD funding source assets which fund the scholarship. Commissioner Grode advised that MSTC knew from the onset of the scholarship that funding for the scholarship was dependent on a non-guaranteed source.
- E. Commissioner Smith five-year term expiring April 30, 2020: Commissioner Grode thanked Commissioner Smith for his lengthy service to the Housing Authority as commissioner. Commissioner Smith stated that he was interested and willing to continue in a role as commissioner for another five-year term when his current term concludes on April 30, 2020. Mary stated that she would contact the Mayor's office in regard to Commissioner Smith's reappointment.

#### 4. **CONSIDERATION OF BILLS**

- A. Approve January 2020 financial statements from fee accountant: Commissioners reviewed the January 2020 financial statements. Commissioner Smith moved to approve the January 2020 financial statements, seconded by Commissioner Helmer. Commissioner Grode commented on the very large gap in the public housing utilities account, with the actual expenditures being significantly lower than the budgeted expenditures. Mary advised that she will check with the fee accountant and will report back regarding this gap. There was no further discussion. All aye votes.
- B. Approve February 2020 bills (QuickBooks register and purchasing card transaction detail): Commissioners reviewed the February 2020 bills. Commissioner Helmer moved to approve the February 2020 bills, seconded by Commissioner Reith-Kincaid. Commissioner Smith identified a possible discrepancy in an accounting amount. Mary advised that the sum total was correct but had been broken down due to the use of multiple accounting codes for that purchase. Commissioner Grode inquired about the cost for repairing a vacuum and the cost of replacing a vacuum, wondering if the repair failed. Mary advised that the repaired

vacuum was for Huntington House, while the new vacuum was for Parkview. There were no other questions. All aye votes.

## 5. EXECUTIVE DIRECTOR'S REPORT

- A. Public Housing Occupancy: Mary reported that there are three vacancies at Parkview—one for a lease violation, another going into assisted living and one moving closer to family. These vacancies will be filled off the waiting list with tentative move in dates for May 15, 2020, May 22, 2020 and June 12, 2020. There are two vacancies at Huntington House—one deceased and one who moved into assisted living. One vacancy has been filled off the waiting list with move in date for April 17, 2020. The other vacancy is anticipated to remain vacant for the purposes of the Huntington House RAD conversion. There are three vacancies at Tenth Avenue—one deceased, another moving into assisted living and one moving out of the area to take care of family. These vacancies will be filled off the waiting list, with tentative move in dates of April 9, 2020 and April 17, 2020. There are four vacancies in the scattered site houses—two due to the tenant moving out of town, one due to a transfer from a three-bedroom to a four-bedroom unit as a result of an increase in household composition and one due to a transfer from a three- to a two-bedroom unit as a result of a decrease in household composition. These vacancies will be filled from the waiting list with tentative move in dates for April 8, 2020, May 8, 2020, June 19, 2020 and June 26, 2020.
- B. Section 8 program status: Mary reported that as of March 27, 2020, there are 165 families under contract with private landlords with the current waiting list running approximately 16 months. There are currently 334 families on the waiting list. The Section 8 activity for the month consisted of zero new admissions and vouchers into the program, two portability move-outs, nine VASH portability move-ins, five standard portability move-ins, six cumulative vouchers on the street and zero end of participation.
- C. State Debt Collection (SDC) program status: Mary reported that four SDC payments were received on February 4, 2020 for a total amount of \$1,032.75—two former housing choice voucher (HCV) participants and two former public housing tenants. Three payments from two former public housing tenants and one HCV participant were received on March 3, 2020 for a total of \$653.62. Commissioner Grode stated that when a debt that has been assigned joint debtors is satisfied, all joint debtors from that debt account must be removed.

- D. Purchasing card rebate: Mary reported that the Housing Authority received two payments totaling \$847.47 from US Bank in February 2020 as a result of participation in the purchasing card program.
- E. Capital Funds Program Grant Status: Mary reported that the 2016 grant is expended and will be closed out during the 2019 audit. There is \$620.72 left in dwelling equipment for appliances and \$8,643.51 left in RAD funds pre-closing for RAD pre-development costs in the 2017 grant. HUD's new streamlined accounting has changed account names and descriptions for the remaining active grants. The 2018 grant contains \$21,628.44 in operations; \$47,230.30 in general capital activity for parking lot sealing/restriping, tree removal, appliances and Parkview HVAC; and \$12,125.25 in RAD funds pre-closing for RAD pre-development. The 2019 grant contains \$250,545.58 in operations for the Chase Street and 10<sup>th</sup> Street South sidewalk projects and insurance, \$55,000 in general capital activity and \$13,000 in RAD funds pre-closing for RAD pre-development. The 2020 grant contains \$260,545 in operations for insurance, a new maintenance van, and city sidewalk projects; \$6,000 in general capital activity for appliances and \$100,000 in RAD funds pre-closing for RAD pre-development. The RAD pre-development allocation will be used to support the anticipated Huntington House project-based voucher HAP payments that will not begin until January 1, 2021.
- F. Operating subsidy submission: Mary reported successful submission of the 2020 operating subsidy application on February 28, 2020.
- G. WoodTrust Bank Commitment letter: Mary reviewed for commissioners the WoodTrust Bank commitment letter for the renovation/construction loan. The loan is approved up to \$537,873 to provide a construction to permanent mortgage to partially pay for Huntington House RAD renovations. The interest rate is fixed at 5.25% for 15 years (includes the balance of 2020 during the construction period as interest only before full amortization period begins in 2021). The loan also includes a reserve for replacement account that will be funded monthly to meet the capital needs schedule for the next 20 years. Commissioner Reith-Kincaid moved to approve the WoodTrust Bank commitment letter as presented, seconded by Commissioner Smith. There were no comments. All aye votes.
- H. RAD Conversion Commitment (RCC): Commissioner Reith-Kincaid moved to approve the RCC pending the amendments Mary identified, seconded by Commissioner Smith. There were no comments. All aye votes.

- I. Articles of Organization and Operating Agreement for Huntington House Redevelopment, LLC: Mary reviewed the need to establish a limited liability company for the Huntington House Redevelopment that was prepared by the attorney for the Housing Authority. Commissioner Smith moved to approve the Articles of Organization and Operating Agreement, seconded by Commissioner Henke. There were no comments. All aye votes.
- J. First American Title Insurance Company: Mary stated that the Sutton Land Title Agency originally completed a title search of the Huntington House property for the RAD conversion. Now First American Title Insurance Company will be completing a full title report. She explained the decision to have First American process the distributions for the construction draws for the AHP subsidy as a way to streamline the process and ensure that all funds are managed according to regulations.
- K. Land Survey: Mary reviewed the contract for surveying the Huntington House property.
- L. COVID-19 Response Plan: Mary presented a Coronavirus Response Plan for the Housing Authority in response to concerns about COVID-19. The plan discusses three possible stages and also a return to normal operations once the virus threat has dissipated. Commissioner Smith moved to approve the Coronavirus Response Plan, seconded by Commissioner Henke. There were no comments. All aye votes.

**6. RESOLUTIONS:**

- A. Resolution 2020-9 Acceptance of 2020 Capital Funds: Commissioners reviewed Resolution 2020-9. Commissioner Helmer moved to approve Resolution 2020-9 Acceptance of 2020 Capital Funds, seconded by Commissioner Reith-Kincaid. There were no comments. All aye votes.
- B. Resolution 2020-10 Resolutions Regarding Huntington House RAD Conversion and Related Transactions: Commissioners reviewed Resolution 2020-10. Commissioner Smith moved to approve Resolution 2020-10 Resolutions Regarding Huntington House RAD Conversion and Related Transactions, seconded by Commissioner Henke. There were no comments. All aye votes.

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

8. Commissioner Reith-Kincaid moved to adjourn to closed session at 3:10 p.m., seconded by Commissioner Henke. All aye votes. Commissioner Grode called the closed session to order at this time. Roll call was taken with the following listed as present: JoAnn Grode, Jean Helmer, Cheryl Reith-Kincaid, Evan Smith, Dave Henke, Mary Vang and Jolina Janus.

Commissioners reviewed revised job descriptions for maintenance tech and facilities coordinator positions and a description for the newly created position of maintenance entry-level. Commissioners also reviewed a proposed employment posting for a maintenance entry-level position.

Commissioner Helmer moved to adjourn closed session and move into open session at 3:18 p.m., seconded by Commissioner Reith-Kincaid. All aye votes. Roll call was taken with the following listed as present: JoAnn Grode, Jean Helmer, Cheryl Reith-Kincaid, Evan Smith, Dave Henke, Mary Vang, Jolina Janus, Linda Lucht and Carol Voss.

Commissioner Henke moved to approve the revised and additional job maintenance descriptions and posting of the full-time entry-level maintenance employment opportunity, seconded by Commissioner Reith-Kincaid. There were no comments. All aye votes.

9. **NEXT MEETING:** The next monthly meeting is scheduled for 1:30 p.m. on Wednesday April 29, 2020 in the community room of the Parkview Apartments.
10. **ADJOURNMENT:** Commissioner Reith-Kincaid moved to adjourn the meeting at 3:25 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: \_\_\_\_\_