

**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 27, 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, Evan Smith, Jean Helmer, David Henke, and Mary Vang

Excused: Cheryl Reith-Kincaid

Also Present: Carol Voss and Linda Lucht

**2. MINUTES REVIEWED:**

- A. Commissioners reviewed minutes from the March 30, 2022 meeting. Commissioner Helmer moved to approve the minutes of the March 30, 2022 meeting, seconded by Commissioner Smith. All aye votes.

**3. COMMUNICATIONS**

- A. Reappointment of Commissioner Henke: Mary reported that the City Common Council approved Commissioner Henke's term renewal on the Housing Authority board of commissioners. She thanked him for his continued interest and commitment in serving on the board.
- B. Update on April 10, 2022 stockbox program: Mary reported that 29 eligible tenants participated in the stockbox program for the April 10, 2022 distribution date.

**4. CONSIDERATION OF BILLS**

- A. Approve January 2022 financials from fee accountant: Commissioner Grode inquired about the unrecorded utility expenses for the month of January. Mary stated that the utility expenses were accrued with the year end, so the expenses were recorded in December 2021. Commissioner Helmer moved to approve the January 2022 financials from the fee accountant, seconded by Commissioner Smith. All aye votes.
- B. Approve March 2022 bills (Quickbooks register and purchasing card transaction detail): Commissioner Helmer moved to approve the March 2022 bills quickbooks register and purchasing card, seconded by Henke. All aye votes.

## 5. EXECUTIVE DIRECTOR'S REPORT

- A. Public Housing Occupancy: Mary reported that there are three vacancies at Parkview due to lease violations. Two of the vacancies have been filled off the waiting list with scheduled move-in dates of April 29, 2022. The remaining vacancy will be filled off the waiting list. There are two vacancies at Tenth Avenue, both moving into assisted living. Both vacancies are scheduled to be filled on July 1, 2022. There are no vacancies in the scattered site houses.
- B. Huntington House Redevelopment, LLC Occupancy: There are two vacancies at the Huntington House RAD PBV project. One vacancy is moving to assisted living and the other is moving out of area. The two vacancies have been filled off the waiting list with one scheduled move-in date of May 1, 2022 and the other waiting on confirmation for an official move-in date.
- C. Section 8 program status: Mary reported that as of April 22, 2022 there are 170 families under contract with the current waiting list running approximately around 7 months. There are currently 140 families on the waiting list. The Section 8 voucher activity for the month of April consisted of the following: two new admissions, five VASH voucher holders, three new issued vouchers for a cumulative of seven vouchers on the street, zero portability move-outs and one portability move-in, four vouchers expiring and two end of participations due to purchasing of a home and 180 days of zero HAP payments.
- 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. The 2019 grant has a balance of \$65,714.81 in operations for insurances and miscellaneous operating expenses, \$16,863.91 in general capital activity for appliances and zero in RAD activities. She stated that the following allocations and drawdowns were made from the 2019 operations grant: \$1,600 for painting two Parkview vacancies and \$3,285.36 for the renewal of the Tenth Avenue annual elevator service contract. In addition to a disbursement from the 2019 general capital activity of \$1,744 to Tech Pros for a new desktop computer and printer for the Parkview office. 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.
- E. State Debt Collection (SDC) : Mary reported that three payments totaling \$1,004.81 were received in April of 2022 from two former public housing tenants and one former Section 8 participant.
- F. 2020 audit submission to HUD REAC Financial Assessment Subsystem and Federal Audit Clearinghouse: Mary reported the submission of the 2020 audit on March 28, 2022 to the Federal Audit Clearinghouse and on

March 31, 2022 to the HUD REAC Financial Assessment Subsystem. Audit submissions have an annual deadline submission of September 30th, but due to COVID-19 Housing Authorities were provided an extension through March 31, 2022.

- G. 2020 audit communication with those charged with governance: Commissioners reviewed the completed 2020 audit report from Collins & Associates. Mary reported that there were no material weaknesses or significant deficiencies in the audit.
  
- H. Kone power unit upgrade proposal for Parkview and Huntington House elevators: Mary reviewed with Commissioners, Kone's proposed power unit upgrade to the elevators located at Parkview and Huntington House apartments. The power units are past their useful lifecycle and requiring replacement. The replacement of these units should reduce the number of service calls being placed. She also inquired about the estimated costs of upgrading the remaining mechanics of the elevator. A full upgrade would require the elevator be down for a month, which would not be feasible for tenants who are unable to utilize stairs and would impose a great deal of hardship on tenants, as the buildings have just one elevator. An assessment of the two buildings could be completed to see the greater impact on tenants who have mobility issues and require use of assistive equipment to get around. Commissioners discussed and agreed that before proceeding forward with any elevator upgrades, an evaluation of tenant concerns and needs would need to be addressed in order to better accommodate these individuals. Commissioner Smith moved to table the decision to approve the proposal from Kone to upgrade the mechanics of the elevator pending an assessment of tenants in the building to better gauge the needs of tenants who would be greatly impacted by the elevator being down for an extended length of time, seconded by Commissioner Henke. All aye votes.

## 6. RESOLUTIONS

- A. Resolution 2022-1 2022 Section 8 expedited regulatory waiver to allow for establishment of payment standards from 111 – 120 percent of Fair Market Rents: Commissioner Helmer moved to approve resolution 2022-1 2022 Section 8 expedited regulatory waiver to allow for establishment of payment standards from 111-120 percent of the fair market rents, seconded by Commissioner Smith. All aye votes.
  
- B. Resolution 2022-2 Revision of the Public housing 2020-2024 Five Year Capital Action Plan: Commissioner Smith moved to approve resolution 2022-2 revision of the Public Housing 2020-2024 Five Year Capital Action Plan, seconded by Commissioner Henke. All aye votes.

## 7. OLD BUSINESS

- A. Parkview and Scattered Site RAD conversion: Mary reported that Kaitlyn from Baker Tilly recently reached out to her regarding the Housing Authority's plans in moving forward with the RAD conversion of Parkview and scattered sites. Commissioner Grode stated that the City has plans in

the works to reduce flooding along the Second Avenue riverbank which would include Parkview. She advised further discussions with the City about this project, as it has potential to mediate funding barriers related to Parkview's current flood zoning. Mary stated she intends to look into also bringing on a Developer to assist in this second larger scaled RAD conversion. Commissioner Grode suggested connecting with Dimension Development, as they are familiar with our project from past tax credit applications.

**8. NEW BUSINESS**

A. Required tenant participation in ACH electronic rent collection: Mary stated that she would like to further look into requiring tenant participation in the ACH electronic rent collection. She felt that this would have several benefits which include: increased workflow efficiency, improve internal controls for auditing purposes, alleviate in person tenant rent payments, reduce late rents and would be a much more secured way for tenants to make their rent payments.

**9. PUBLIC INPUT:** Carol Voss inquired about the observation she made with the window cleaning sign up at Huntington House. Mary stated that this was something arranged by tenants and the Housing Authority did not initiate. It was suggested that tenants at Tenth Avenue could certainly look into doing something similar if tenants were interested in having their windows cleaned.

**10. NEXT MEETING:** The next monthly meeting is scheduled for 1:30 p.m. on Wednesday, May 25, 2022, in the community room of the Huntington House Apartments.

**11. ADJOURNMENT:** Commissioner Henke moved to adjourn the meeting at 2:46 p.m., seconded by Commissioner Helmer. All aye votes.

Submitted for approval by:

Approved by:

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

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

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

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