

**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 28, 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 1:33 p.m.

1. ROLL CALL:

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

Also Present: Carol Voss, Sandra Crook and Jolina Janus

2. MINUTES REVIEWED:

- A. Commissioners reviewed minutes from the March 31, 2021 meeting. Commissioner Helmer moved to approve the minutes of the March 31, 2021 meeting, seconded by Commissioner Reith-Kincaid. All aye votes.

3. COMMUNICATIONS:

- A. Letter from ADRC regarding in-person dining at the Huntington House community dining site: Mary reviewed with Commissioners the letter from the ADRC regarding the ADRC's guidance on in person meals served on site. At this time the ADRC is following guidance from federal, state, and local public health agencies and until herd immunity reaches between 68%-80%, meals will be delivered as "grab and go" until further notice.
- B. Letter from MSTC Foundation regarding Diana Schenk memorial scholarship for fall 2021: Mary reported that a donation of \$140 will be made for the fall 2021 Diana Schenk memorial scholarship. Commissioner Grode expressed her gratitude for the continued support towards the scholarship in memory of Diana and her contributions to the Housing Authority.
- C. Reappointment of Commissioner Reith-Kincaid: Mary announced the City Common Council approval to reappointment Commissioner Reith-Kincaid for another term on the Housing Authority board of commissioners. Mary thanked Commissioner Reith-Kincaid for dedicating another term on the board.
- D. Memorandum regarding the reopening of Section 8 waiting list for June 1, 2021: Mary reported that the Section 8 Housing Choice Voucher program's waiting list will reopen on June 1, 2021 at 7:30 am. An announcement will be placed in the local City Times, along with notification to local public service agencies.

4. CONSIDERATION OF BILLS

- A. Approve February 2021 financial statements from fee accountant:
Commissioners reviewed the February 2021 financial statements from the fee accountant. Commissioner Reith-Kincaid moved to approve the February 2021 financial statements, seconded by Commissioner Smith. No discussion. All aye votes.
- B. Approve March 2021 bills (Quickbooks register and purchasing card transaction detail): Commissioners reviewed the March 2021 bills. Commissioner Helmer moved to approve the March 2021 bills Quickbooks register and purchasing card transaction detail, seconded by Commissioner Reith-Kincaid. Commissioner Grode inquired about the purchasing card payment to Walmart for \$256.26. Mary stated that the Walmart purchase was made for large prints of the Huntington House project prior to the renovations as visuals for stakeholder tours. Commissioner Helmer inquired about purchasing card payment made to Wil-Kil for \$3,600. Mary stated that this was for the heat treatment of four apartment units. All aye votes.

5. EXECUTIVE DIRECTOR'S REPORT

- A. Public Housing Occupancy: Mary reported that there are two vacancies at Parkview—one moving closer to family, and one moving out of area, both vacancies have tentative move-in dates for May 21 & 28, 2021. There are two vacancies at Huntington House, one deceased and one due to the tenant moving to another rental property. These vacancies have tentative move-in dates for May 28, and June 11, 2021. There are no vacancies at Tenth Avenue. There are two scattered site vacancies. One moving out of state, one moving into another rental in area and one transferring into a three-bedroom unit due to a decrease in household composition. The two vacancies have been filled from the waiting list with move in dates of April 30, and July 23, 2021. Mary also reported that a full building bed bug inspection was completed at Parkview apartments on April 27, 2021. Four units were identified and heat treatments scheduled for the next following week. The full building inspection was essential in identifying the units on multiple floors that would have been missed in a regular partial building inspection. The Housing Authority continues to work on the eradication of bed bugs from the building, but this also requires tenant responsive in detection and immediate self-reporting to the office.
- B. Section 8 program status: Mary reported that as of April 21, 2021, there are 160 families under contract with private landlords with the current waiting list running approximately 21 months. There are currently 148 families on the waiting list. The Section 8 activity for the month of April consisted of the following: zero new admissions, seven VASH vouchers, five new issued vouchers for a cumulative of twenty-one vouchers, zero

portability move-outs, one portability move-in that is a VASH voucher holder, two end of participations, and one voucher that expired.

- C. 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 \$36,570.59 in general capital activity for parking lot sealing/restriping, tree services, appliances and Parkview and Tenth Avenue HVAC. The 2019 grant has a balance of \$116,402.00 in operations for special assessment city projects and insurances, \$26,077.19 in general capital activity for appliances and zero in RAD. The 2020 grant has a balance of \$234,791.33 in operations for insurances and a new maintenance van; \$6,000 in general capital activity for appliances and \$9,565 in RAD HAP funding for the Huntington House project. Mary stated that she is in the process of completing the 2021 annual capital grant budget statement in HUD's EPIC system so that funds may be released in eLOCCS for housing authority access.

- D. Huntington House Redevelopment LLC property & liability insurance renewal: Mary reported that the Huntington House Redevelopment LLC property and liability insurance will be renewing for the period of May 1, 2021 through May 1, 2022.

- E. 2019 Audit: Mary directed commissioners to this communication from the auditors and reviewed it with them. The audit revealed no significant findings, no difficulties in performing the audit, no uncorrected misstatements in the financial records, no disagreements with management regarding the audit, and it included management representations of the reasons for variances. She also reported that the 2019 audit was successfully submitted to the Federal Audit Clearinghouse on March 2, 2021 and certification submission to HUD's Real Estate Assessment Center (REAC) on March 17, 2021. Commissioner Smith moved to approve the 2019 audit, seconded by Commissioner Helmer. All aye votes.

- E. 2020 audit request for proposals: Mary reported that she will be sending out request for proposals for the 2020 audit with the option of a two-year agreement to include audit year 2021.

- F. Huntington House Redevelopment LLC construction update: Mary reported that the Huntington House construction is now complete. She reviewed the construction sources and uses of funds spreadsheet with commissioners for discussion. Mary requested board approval for the balance of the full commitment loan with Woodtrust/lender bank to fund the reserves that would be held in an account with the lender. Commissioner Smith moved to approve that the remaining balance of the full commitment loan through Woodtrust bank, as the lender, to fund the reserves account, seconded by Commissioner Reith-Kincaid, All aye votes.

6. **PUBLIC INPUT:** Carol inquired about getting a new master key for Tenth Avenue as she has been experiencing issues with her master key. Mary stated that sometimes the keys or locks can become worn and a replacement key can be issued if needed. Carol stated that she will see if she has any further issues with the keys and get back to the office. Jo Ann inquired about upcoming social committee meeting. Mary stated that she will discuss this with Allen and set up a time that would work well for all the committee members.

7. **NEXT MEETING:** The next monthly meeting is scheduled for 1:30 p.m. on Wednesday, May 26, 2021 in the community room of the Huntington House Apartments.

8. **ADJOURNMENT:** Commissioner Henke moved to adjourn the meeting at 2:45 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: _____