

**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, May 25, 2022 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, Evan Smith, Jean Helmer, David Henke, and Mary Vang

Also Present: Carol Voss and Linda Lucht

2. MINUTES REVIEWED:

- A. Commissioners reviewed minutes from the April 27, 2022 meeting. Commissioner Reith-Kincaid moved to approve the minutes of the April 27, 2022 meeting, seconded by Commissioner Helmer. All aye votes.

3. COMMUNICATIONS

- A. Letter from City Community Development Department regarding public hearing request for greenhouse in residential zoning district: Commissioners reviewed the public hearing notice from the City of Wisconsin Rapids. Mary reported that the scattered site home on Piltz would be impacted by this.
- B. Update on May 16, 2022 food stock box drive: Mary reported that there was a total of 26 boxes distributed among Huntington House, Tenth Avenue and Parkview tenants.
- C. Social Committee update: Commissioners reviewed the social committee minutes from the April 26, 2022 meeting. Mary reported on the results of the tenant survey and schedule of events that will be put out in a tenant newsletter. Commissioner Helmer moved to approve the April 26, 2022 social committee meeting minutes, seconded by Commissioner Smith. All aye votes.

4. CONSIDERATION OF BILLS

- A. Approve February and March 2022 financials included in quarterly entity wide report: Commissioners reviewed the first quarter entity wide 2022 financials from the fee accountant. Mary reported that all projects were within 2 to 8 percent of budgeted total revenues and 3 to 9 percent of budgeted total operating expenses. Commissioner Helmer moved to

approve the first quarter entity wide 2022 financials, seconded by Commissioner Reith-Kincaid. All aye votes.

- B. Approve April 2022 bills (QuickBooks register and purchasing card transaction detail): Commissioners reviewed the April 2022 bills. Commissioner Grode inquired about the \$425.68 purchase from State Chemicals. Mary stated that cleaning products are typically purchased in cases or large quantities, with the number of vacancies there has been a need to have these commercial grade cleaning products in stock. Commissioner Reith-Kincaid moved to approve the April 2022 bills, Quickbooks register and purchasing card transaction detail, seconded by Commissioner Helmer. All aye votes.

5. EXECUTIVE DIRECTOR'S REPORT

- A. Public Housing Occupancy: Mary reported that there are four vacancies at Parkview. Two vacancies were due to lease violations, one moving out to combine households, and one moving into another rental unit out of area. One vacancy has been filled off the waiting list with a move in date of May 31, 2022. The remaining three vacancies will be filled off the waiting list with tentative move-in dates of July 1 and 15th, 2022. There are two vacancies at Tenth Avenue with both moving out to skilled living facilities. One vacancy has been filled off the waiting list with a move-in date of June 30, 2022 and the second vacancy to be filled off the waiting list with a tentative move in date for June 2022. There are no vacancies at the scattered sites.
- B. Huntington House Redevelopment, LLC Occupancy: There is one vacancy at the Huntington House RAD PBV project and moving into assisted living. The vacancy has been filled off the waiting list with an undetermined move-in date.
- C. Section 8 program status: Mary reported that as of May 23, 2022 there are 170 families under contract with the current waiting list running approximately around 7 months. There are currently 151 families on the waiting list. The Section 8 voucher activity for the month of May consisted of the following: one new admission, five VASH voucher holders, six new issued vouchers for a cumulative of nine vouchers on the street, zero portability move-outs, one portability move-in, zero vouchers expiring and one end of participation requiring additional living care services.
- 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 \$63,568.33 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 an allocation and drawdown of \$996.48 was made to Per Mar Security for the Parkview and 10th Avenue fire panel inspections and \$1,150 to Wil-Kil for Parkview bed bug canine inspection. 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. Commissioner Grode stated that the 2018 grant will need to be fully obligated as the deadline is May 28, 2022.

- E. State Debt Collection (SDC) : Mary reported that four payments totaling \$307.17 were received in May 2022 from one former public housing tenants and one former Section 8 participant.
- F. Update on discussion with Kaitlyn from Baker Tilly regarding RAD conversion of Parkview and scattered sites: Mary reported that she discussed the importance of securing a Developer to assist with this conversion as it would be much more extensive and additional funding options would need to be considered due to the scale of building upgrades. Request for Proposals (RFP) would need to be requested for this, in addition to continuing research on the flood barrier project being initiated by the City to see if this would reach Parkview.
- G. Update on tenant required participation in ACH electronic rent collection: Mary reported that after reaching out to district housing authorities regarding their current approach to tenant rent methods and implementation of tenant ACH payments, she is no longer pursuing requiring tenant ACH rent payments. Housing Authorities (HA) do not currently require one method of rent payment and of the HA's within the district, only two currently offer ACH. One HA offered multiple methods of accepting rent, one of which is through with a card through a vendor that offers low fees. Mary will also investigate the possibility of Quickbooks offering card payment options at a reduced cost as an existing customer.
- H. Update on Parkview and Huntington House elevator power unit upgrade: Mary reported that she distributed a survey to tenants regarding their concerns with the elevator being down while the elevator is being upgraded. Of the 133 surveys distributed, 74 respondents were received. Sixty-six percent of tenants can use the stairs with little to great difficulty and 38% are unable to use stairs. When asked about how much notice should be given to prepare tenants; 54% responded 1 week, 40% responded two weeks, 2% responded 3 weeks, and 16% responded one month. Common concerns were as follows: access to food, purchasing/carrying groceries, access to laundry facility, disposal of garbage, getting assistive walking devices up or down stairs, getting to medical or other appointments, visitors getting around, carrying heavy items up and down stairs, and not having anyone to help. Mary reported that the work is anticipated to occur at the end of August or early September with plenty of notice provided to tenants. Mary requested board approval of the proposal provided by Kone for the power unit upgrade. Commissioner Reith-Kincaid moved to approve the power unit upgrade proposal for Huntington House and Parkview apartments as provided by Kone Elevators, seconded by Commissioner Henke. All aye votes.

- I. CARES Act funding report submission: Mary reported that HUD form 2860 for reporting HUD CARES Act operating subsidy was prepared and submitted by the fee accountant.
- J. Renewal of certificate of deposit investment: Mary reported on the renewal of two certificates of deposit.
- K. Update on Huntington House shopping carts: Mary reported that the two new shopping carts arrived. Commissioner Reith-Kincaid questioned where the remaining carts were, as the hopes were to have additional carts added onto what was already existing. Mary reported that due to the large capacity of the carts the ability to add the carts in the recycling room would be difficult without removing other items or having carts extending into the walking path. One of the carts was brought over to Parkview and one cart placed downstairs.

- 6. **PUBLIC INPUT**: Commissioner Reith-Kincaid inquired about the two office shredders overheating when in continuous use and suggested purchasing a commercial grade shredder. Mary stated shredding is only required when purging files and the purchase of a commercial grade shredder would be expensive. Commissioner Grode suggested contacting United Way about their free community shred day. Commissioner Smith also suggested a travelling shredding service. Mary stated that in the past the bags were brought to the papermill and placed in the incinerator, but shredding is now done in house as time permits. She will further investigate the suggestions provided by Commissioners to see which would be the most cost effective. Carol Voss requested a smaller or lower profile shopping cart for Tenth Avenue. Mary will further look into this.
- 7. **NEXT MEETING**: The next monthly meeting is scheduled for 1:30 p.m. on Wednesday, June 29, 2022, in the community room of the Huntington House Apartments.
- 8. **ADJOURNMENT**: Commissioner Smith moved to adjourn the meeting at 2:37 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: _____