

**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 26, 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 1:36 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 April 28, 2021 meeting. Commissioner Reith-Kincaid moved to approve the minutes of the April 28, 2021 meeting, seconded by Commissioner Henke. All aye votes.

- 3. Special Presentation by John Gethers From Tech Pros Regarding Parkview Security Camera System:** Commissioners reviewed the security camera proposal provided by Tech Pros. Tech Pros owner, John Gethers, provided commissioners an overview of the security camera system and knowledgeably answered commissioner questions. Mary stated that Parkview has been in need of a security camera system with its prior and recent history of vandalism, theft, tenant conflicts, and non-compliance of housing authority policies and rules. Mary, John and Josh discussed during an on-site evaluation of the building multiple coverage options for security cameras from partial to building wide, but after much deliberation felt that having building wide coverage of all common area spaces, corridors, exit doors and parking lots would be more beneficial than partial building coverage. Jo Ann stated that she also agreed that Parkview was in dire need of cameras, and installation of cameras was budgeted in a prior year's capital grant, but at that time there were more pressing building issues that needed to be addressed, delaying the installation of the cameras. Commissioners were in agreement that Parkview would benefit from the security camera system. Mary stated that the current IT services provided through Tech Pros in addition to the security camera system alleviates the nuisances of working with a separate third party in completion of a well communicated and streamlined working system. John stated that the old server located at the housing authority office that is not in use, would be utilized for the security camera system, which will save the housing authority money. Commissioner Helmer moved to approve moving forward with Tech Pros proposal for the Parkview security camera system, seconded by Commissioner Smith. All aye votes.

4. COMMUNICATIONS:

- A. COVID-19 vaccination survey: Mary stated that in preparation of reopening the community room and game rooms to larger group gatherings and restarting social committee events, a tenant COVID-19 vaccine survey was distributed to all current tenants residing at Parkview, Tenth Avenue and Huntington House apartments. As of May 21, 2021 the percentage of vaccinated tenants are as follows at each building; 49% at Huntington House, 24% at Parkview, and 73% at Tenth Avenue apartments. Jo Ann inquired about the number of tenants who expressed interest in receiving the vaccine. Mary stated that she did not have those percentages included in the survey results, but she could look back at the surveys to see what percentage of tenants were interested, as she recalls seeing responses of tenants who were planning to receive the vaccination.

- B. On-site vaccine clinics at Parkview, Huntington House and Tenth Avenue apartments: Mary stated that in communication with the Wood County Health Department, on-site COVID -19 clinics would be available to tenants at all three buildings for those who expressed interest at the time of the tenant surveys that were distributed. A letter was distributed to all current tenants at each apartment building to sign up for the onsite clinic, which were scheduled as follows: Parkview on June 7, 2021 at 9:00 am, Tenth Avenue on June 8, 2021 at 9:00 am, and Huntington House on June 9, 2021 at 9:00 am. The clinics were also being offered to housing authority staff and their family members. The goal of the Wood County Health Department (WCHD) is to vaccinate as many people as possible. Jo Ann suggested offering the clinic to neighboring apartment buildings. Mary stated that she would investigate the possibility of opening this up to other nearby apartment buildings.

- C. Social Committee minutes of the May 18, 2021 meeting and update on activities: Commissioners reviewed the minutes of the May 18, 2021 social committee meeting. Commissioner Reith-Kincaid moved to approve the May 18, 2021 minutes, seconded by Commissioner Helmer. All aye votes.

5. CONSIDERATION OF BILLS

- A. Approve March 2021 financial statements from fee accountant: Commissioners reviewed the March 2021 financial statements from the fee accountant. Commissioner Smith moved to approve the March 2021 financial statements, seconded by Commissioner Helmer. All aye votes.

- B. Approve April 2021 bills (Quickbooks register and purchasing card transaction detail): Commissioner Grode stated that a correction be made to the title of this agenda item, to read April 2021 rather than March 2021. Commissioner Helmer moved to approve the April 2021 bills Quickbooks register and purchasing card transaction detail, seconded by Commissioner Reith-Kincaid. All aye votes.

6. EXECUTIVE DIRECTOR'S REPORT

- A. Public Housing Occupancy: Mary reported that there are four vacancies at Parkview—one moving closer to family, one transferring out of caretaker unit, one moving to another rental property in the area and one moving out of area. Vacancies have tentative move-in dates for May 13 & 28, 2021, and June 4 & 25, 2021. Three of the vacancies have been filled off the waiting list with move-in dates for May 13 & 28th and June 4, 2021. A tentative move-in date is scheduled for June 25, 2021 for the one upcoming vacancy. There are three vacancies at Tenth Avenue—one moving to be closer to family, one moving to Huntington House Redevelopment to participate on the RAD Project Based Voucher (PBV) program, and one transferring to another unit. Vacancies have tentative move in dates for June 1 and July 9 and 16, 2021. There are three scattered site vacancies. One moving out of area, one transferring from to a three-bedroom unit due to a decrease in household composition, and one transfer to Parkview apartments as the new caretaker. Two of the vacancies have been filled from the waiting list with move in dates for June 11 and July 23, 2021. A tentative move-in date is scheduled for the one upcoming two-bedroom vacancy for July 14, 2021. There are three vacancies at the Huntington House RAD PBV- two are deceased and one moved into a larger rental property in the area. Two of the vacancies have been filled off the waiting list with move-in dates scheduled for May 28 and June 30, 2021. A tentative move-in date of July 30, 2021 has been scheduled for the one upcoming vacancy.
- B. Section 8 program status: Mary reported that as of May 25, 2021, there are 161 families under contract with private landlords with the current waiting list running approximately 14 months. There are currently 107 families on the waiting list. The Section 8 activity for the month of May consisted of the following: four new admissions, eight VASH vouchers, six new issued vouchers for a cumulative of eleven vouchers, zero portability move-outs, one portability move-in, zero end of participations, and six vouchers that expired. The Section 8 waiting list is reopening on June 1, 2021.
- 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 \$107,960.12 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. These funds are currently in a reserve account until allocated. Mary stated that the following disbursement payments were made from the 2019 capital funds grant for operations: \$3,181.08 to Otis for the annual Tenth Avenue elevator service contract, \$4,750 to Wil-Kil for the bed bug canine inspection and heat treatment of four units at Parkview, and \$511 to Stay Green Sprinkler System for weed and feed treatment of Parkview and Tenth Avenue lawns.

- D. 2020 and 2021 audit proposals: Mary stated that of the six firms that she sent request for audit proposals to, Collins and Associates was the only firm that responded with a proposal. Three firms did not provide a response, one firm no longer provided GASB auditing and one firm was not familiar with governmental audits. Commissioners reviewed the audit proposal provided by Collins & Associates. Commissioner Grode commented that the peer review completed on behalf of Collins & Associates in March 2020 reported significant deficiencies identified in the firm's system of quality control, but in January of 2021 Collins & Associates corrected these deficiencies and, as noted by Abdo, Eick & Meyers LLP, a significant improvement was made to correct the deficiencies noted in the prior peer review. Mary stated that many other district housing authorities highly recommended and utilize their firm for completion of their audits. Commissioner Reith-Kincaid moved to approve accepting the proposal from Collins and Associates for 2020 and 2021 audits, seconded by Commissioner Smith. All aye votes.

- D. Parkview caretaker position: Mary reported that Edna Pautz put in her employment notice to retire from her position as the Parkview caretaker. Mary announced that Kelly Johnson would be replacing her position. The hiring of Kelly would also be a milestone for the Housing Authority in meeting HUD's Section 3 requirements.

- E. Washer and Dryer quote for Parkview, Tenth Avenue and Huntington House apartments: Mary provided commissioners with washer and dryer quotes from K&P Appliance, Inc. Quotes were provided for both the front and top loader washers with consideration of the type of coin loading mechanism. Mary stated that in the past the front-loading washers had several issues due to tenant over usage of the high efficiency detergent. In speaking with Peggy from K&P Appliance, this would continue to be an issue even with newer models and the only way to alleviate the issue would be to change the detergent usage habits of the tenants. Mary also explained that the sliding coin mechanisms on the current machines have been an on-going issue throughout the lifecycle of the machines, so a quote was also provided for drop coin mechanisms on the top loading machines. Commissioner Helmer moved to approve the top-loading quantum coin drop washer and dryer quote from K&P Appliance, Inc., seconded by Commissioner Smith. All aye votes.

7. NEW BUSINESS:

- A. Huntington House basement rental fee increase proposal:
Commissioners reviewed the Huntington House basement rental fee increase proposal. Mary reported that the Huntington House basement user fee schedule has not seen an increase since April 1, 1998. She proposed that with the recent facility updates, a rental fee increase would align with these updates, as it has been well over two decades since any increase has been proposed. Commissioner Reith-Kincaid moved to approve the basement rental fee increase, seconded by Commissioner Helmer. All aye votes.

- B. Parkview 8-step process for mitigation of floodplain: Mary reported that in her discussions with Kaitlin at Baker Tilly, there were several items that would need further investigation before proceeding forward with HUD's 8-step process. An Environmental Review (ER) of Parkview would need to be completed with the housing authority's responsible entity approving the ER; in addition, Kaitlin advised investigating how such a rehab to Parkview in a floodplain would impact flood, property & liability insurance rates. Mary stated that funding options would be dependent on what floodplain mitigation options would be required and how those mitigations would impact other financial operations of the project. Grode requested a motion be made to provide Executive Director, Mary Vang, authorization to complete preliminary ground work for a potential tax credit project at Parkview. Commissioner Helmer moved to authorize Executive Director, Mary Vang, to complete groundwork needed for potential tax credit project at Parkview, seconded my Commissioner Smith. All aye votes.

8. PUBLIC INPUT: Carol Voss asked if the air conditioner units on second floor were working, as it has been quite warm on second floor. Mary stated that sometimes hot air will radiate from first to second floor, but suggested that a work order be completed for maintenance to further look into it.

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

10. ADJOURNMENT: Commissioner Reith-Kincaid moved to adjourn the meeting at 3:10 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:_____