

**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 27, 2020 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 1:34 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 April 29, 2020 meeting. Commissioner Helmer moved to approve the minutes of the April 29, 2020 meeting, seconded by Commissioner Reith-Kincaid. There were no comments. All aye votes.

3. COMMUNICATIONS:

- A. Notice to Huntington House tenants regarding start of construction: Mary reported that Huntington House tenants were notified on May 8, 2020 about the start of construction. She also reported that the asbestos abatement of the cable room on second floor was completed on May 5, 2020. Additional asbestos abatement was also identified with units 104, 105, 109 & 110 during an assessment by the subcontractors. These units were initially identified to have the modified entry door clearance, but during an assessment by the subcontractor, the hallway closet that is to be shortened in would require removal of the ceiling soffit which would also create more work and a change order with additional costs associated. It was further discussed with Altmann, Martin Riley and Housing Authority staff that the best solution would be to locate four units on second floor that would not have the ceiling soffit. The new units identified on second floor are 204, 205, 209 and 211. In order to not disturb any asbestos in the ceiling when the closet track is repositioned further in, a double-sided adhesive strip would be placed down where the closet track would be reinstalled, encapsulating any asbestos.
- B. Thank you letter to Woodtrust Bank and Legacy Foundation: Mary reported that Commissioner Grode assisted her in composing a thank you letter to Woodtrust Bank for being a member bank for the Affordable Housing Program that funded the project with

\$900,00; and the Legacy Foundation for their \$20,000 grant that assisted the Housing Authority in closing its funding gap.

C. HUD notices regarding funding for Public Housing and Housing Choice Voucher programs under the CARES Act:

Mary reported that the Housing Authority received additional funding of \$30,389 in supplemental operating funds for Public Housing and \$ 19,702 in administrative fee funds as part of the Coronavirus Aid, Relief and Economic Security (CARES) Act. The funds must be used for preparation, preventing and responding to coronavirus related activities.

4. CONSIDERATION OF BILLS

- A. Approve April 2020 financial statements from fee accountant: Commissioners reviewed the April 2020 financial statements. Commissioner Reith-Kincaid moved to approve the April 2020 financial statements, seconded by Commissioner Smith. There were no comments. All aye votes.
- B. Approve April 2020 bills (QuickBooks register and purchasing card transaction detail): Commissioners reviewed the April 2020 bills. Commissioner Helmer moved to approve the April 2020 bills, seconded by Commissioner Reith-Kincaid. There were no comments. All aye votes.

5. EXECUTIVE DIRECTOR'S REPORT

- A. Public Housing Occupancy: Mary reported that there are six vacancies at Parkview—one for a lease violation, one moving into assisted living, two voluntarily leaving, one moving for financial reasons and one moving to be closer to family. Three of the vacancies have been offered to applicants from the waiting list with move-in dates for May 22, 2020 and June 12, 2020. The remaining vacancies will be filled off the waiting list with tentative move in dates of June 19 and July 10, 2020. There are three vacancies at Huntington House—two deceased and one who moved into assisted living. One vacancy has been filled off the waiting list with a move in date for May 28, 2020. The other vacancy is anticipated to remain vacant for the purposes of the Huntington House RAD conversion and the third vacancy will be filled off the of the waiting list with a tentative move in date of August 10, 2020. There is one vacancy at Tenth Avenue—the tenant will be moving into assisted living. This vacancy will be filled off the waiting list, with a tentative move in date of June 26, 2020. There are three vacancies in the scattered site houses—two due to tenants moving out of town, and the other voluntarily moving out. These vacancies will be filled from

the waiting list with tentative move in dates for June 19, July 24, and August 14, 2020.

- B. Section 8 program status: Mary reported that as of May 18, 2020, there are 164 families under contract with private landlords with the current waiting list running approximately 18 months. There are currently 350 families on the waiting list. The Section 8 activity for the month consisted of zero new admissions and vouchers into the program, zero portability move-outs, zero VASH portability move-ins, zero standard portability move-ins, and three cumulative vouchers on the street. Three participants were terminated from the program- one who purchased a home, and two participants requesting to move whose vouchers expired and failed to lease up.

- C. State Debt Collection (SDC) program status: Mary reported that two SDC payments were received on May 7, 2020 for a total amount of \$157.80-both payments were received from former public housing tenants.

- D. Capital Funds Program Grant Status: Mary reported that the 2016 and 2017 grants have been expended. HUD's new streamlined accounting has changed account names and descriptions for the remaining active grants. The 2018 grant has a balance of zero in operations and RAD funds pre-closing and \$43,349.97 in general capital activity for parking lot sealing/restriping, tree removal, appliances, and Parkview HVAC. The 2019 grant contains \$250,545.58 in operations for the city sidewalk projects and insurance, \$55,000 in general capital activity and zero in RAD funds pre-closing for RAD pre-development. The 2020 grant has a balance of \$260,545 in operations for insurance, a new maintenance van, and city sidewalk projects \$24,546 in general capital activity for appliances and \$71,108 in RAD Capital Funds. The RAD Capital Fund allocation will be used to support the Huntington House project-based voucher (PBV) HAP payments for the remaining months left in 2020 after closing. Housing Assistance Payments do not begin until the next following year beginning on January 1, 2021. She also reported that 2017 Capital Funds Program (CFP) were expended for the following \$8,643.51 for partial RAD legal fees and \$620.72 partial payment towards a water heater at 920 17th Street South. In 2018 CFP the following funds were expended \$14,622.60 for miscellaneous operating expenses, \$12,125.25 partial RAD legal fees, and \$421.28 partial payment for a water heater at 920 17th Street South. In 2019 CFP the following funds were expended \$13,000 for partial RAD legal fees, \$10,346 to fund Huntington House LLC RAD PBV May 2020 Housing Assistance Payments (HAP).

E. Huntington House Redevelopment Construction Update:
Mary provided commissioners with an update on the construction at Huntington House apartments. The first change order was executed on May 21, 2020 to remove from the contract the replacement of flooring in apartments 104, 105, 109 and 111 and construction of new soffits above the bathroom doors in 104, 105, 109 and 111, as the ceiling finish contains asbestos. Work associated with creating accessible entry door clearance for apartments 104, 105, 109 and 111 shall instead be performed in units 204, 205, 209 and 211 as these units do not have a bulkhead/soffit in the closets, which will avoid issues with the remounting of the closet doors. The original contract sum was \$930,001.00, the costs in the project change brings the new contract sum to \$928,075.30.

6. RESOLUTIONS:

A. Resolution #2020-11 Closure of the Section 8 Housing Choice Voucher Waiting List
Mary reported that, Section 8 Program Manager, Ka Bao, requested that the Section 8 waiting list close effective of June 30, 2020. The waiting list is anticipated to continue growing longer than 18 months, if it continues to remain open. Therefore, closure of the waiting list will assist the program to efficiently work through the current applicants.

7. PUBLIC INPUT: There was no public input.

8. NEXT MEETING: The next monthly meeting is scheduled for 1:30 p.m. on Wednesday June 24, 2020 in the community room of the Huntington House Apartments.

9. ADJOURNMENT: Commissioner Smith moved to adjourn the meeting at 2:25 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: _____