

**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, June 29, 2022 in the community room of the Huntington House Apartments, 2521 10<sup>th</sup> Street South, Wisconsin Rapids, WI 54494. Commissioner Helmer called the meeting to order at 1:30 p.m.

**1. ROLL CALL:**

Present: Cheryl Reith-Kincaid, Jean Helmer, David Henke, and Mary Vang

Excused: Evan Smith & Jo Ann Grode

Also Present: Carol Voss and Linda Lucht

**2. MINUTES REVIEWED:**

- A. Commissioners reviewed minutes from the May 25, 2022 meeting. Commissioner Reith-Kincaid moved to approve the minutes of the May 25, 2022 meeting, seconded by Commissioner Henke. All aye votes.

**3. COMMUNICATIONS**

- A. Social Committee update on activities and meeting minutes of May 24, 2022 meeting: Commissioner Henke reported that the Huntington House brat fry went very well. Commissioner Helmer reported that the Parkview brat fry was limited on side items, but overall went well. Mary suggested individual sign-up sheets at Parkview for all events/activities. Commissioners reviewed the social committee minutes from the May 24, 2022 meeting. Commissioner Reith-Kincaid moved to approve the May 24, 2022 social committee meeting minutes, seconded by Commissioner Henke. All aye votes.
- B. Stock box update: Mary reported that there were a total of 21 food boxes distributed among tenants at Parkview, Tenth Avenue and Huntington House apartments. The program participants have been consistent every month since the program began and continues to provide non-perishable food items to elderly income eligible tenants.

**4. CONSIDERATION OF BILLS**

- A. Approve May 2022 bills (QuickBooks register and purchasing card transaction detail): Commissioners reviewed the May 2022 bills. Commissioner Helmer inquired about Huntington House transaction to

Carriage Trade Services for \$279.74 and 342.54. Mary reported that the charges were for the shopping carts purchased for Huntington House apartments. The two charges reflected were for the cost of the carts and freight shipping. Commissioner Reith-Kincaid moved to approve the May 2022 bills, QuickBooks register and purchasing card transaction detail, seconded by Commissioner Henke. All aye votes.

## 5. EXECUTIVE DIRECTOR'S REPORT

- A. Public Housing Occupancy: Mary reported that there are eight vacancies at Parkview. Two vacancies were due to lease violations, one reasonable accommodation transfer to first floor, four moving to be closer to family, and one deceased. There is potential upcoming vacancy at the end of July, but not official. Four vacancies have been filled off the waiting list except for the unit transfer for June 30, July 22, and July 29, 2022. The remaining four vacancies will be filled off the waiting list with tentative move-in dates of July 15<sup>th</sup>, July 22, and August 31, 2022. There are two vacancies at Tenth Avenue with both moving out to skilled living facilities. Both vacancies have been filled off the waiting list with move-in a move in date of August 1, 2022. There are no vacancies at the scattered sites.
- B. Huntington House Redevelopment, LLC Occupancy: There are two vacancies at the Huntington House RAD PBV project: one deceased and one moving to a skilled living facility. The two vacancies have been filled off the waiting list with a move in date of June 30, 2022.
- C. Section 8 program status: Mary reported that as of June 23, 2022 there are 171 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 June consisted of the following: one new admission, five VASH voucher holders, zero new and expiring vouchers for a cumulative of seven vouchers on the street, one portability move-out to the Marshfield Community Development Authority, one portability move-in, and zero end of participations.
- D. Capital Funds Program grant status: Mary reported that the 2018 grant has a zero balance in operations & RAD activities and \$26,523.29 in general capital activities for parking lot sealing/restriping, tree services, appliances and Parkview and Tenth Avenue HVAC. She reported that one disbursement was made from the 2018 grant of \$2,770.20 to HD Supply for the purchase of four refrigerators. 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. 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 also reported that HUD announced 2022 grant awards. The Housing Authority award amount is \$320,480. Once the HUD Field Office approves the revised Five Year Action Plan, she will be able to create the annual budget statement in

HUD's EPIC system so that funds can be allocated to the appropriate budget lines in eLOCCS.

- E. State Debt Collection (SDC) : Mary reported that two payments totaling \$312.26 were received in June 2022 from one former public housing tenant and one former Section 8 participant.
- F. US Bank purchase card rebate: Mary reported a rebate of \$444.48 from the US Bank purchase card program.
- G. Updated employee health and dental renewal rates for July 1, 2022 – June 30, 2023: Mary reported that the City announced employee health and dental renewal rates for the period of July 1, 2022 through June 30, 2023. The rates have decreased by 3.4% from last year.

**6. RESOLUTION**

- A. 2022\_3 Acceptance of 2022 Capital Funds: Commissioner Reith-Kincaid moved to approve resolution 2022\_3 Acceptance of 2022 Capital Funds.

**7. PUBLIC INPUT:** Commissioner Reith-Kincaid inquired about loose dead tree limbs on trees in the courtyard of Huntington House and the dead lawn patch around the tree in the far Northeast courtyard. Mary stated that she did complete a work order for the lawn, but she will follow up with maintenance regarding the two items.

**8. CLOSED SESSION:** A motion was made by Commissioner Reith-Kincaid, seconded by Commissioner Henke, to adjourn into closed session pursuant to Section 19.85 (1) (c), Wisconsin Statutes, for the purpose of considering "employment, promotion, compensation or evaluation of any public employee over which the governmental body has jurisdiction or exercises responsibility." A roll call vote was taken. All aye votes.

Commissioner Helmer called the meeting to order at 2:30 p.m. In closed session, Commissioners discussed the proposed wage increase for a returning part-time maintenance summer helper and change of employment status of a part-time employee to a full-time position, and the job creation of a part-time Tenth Avenue caretaker position.

**9. RETURN TO OPEN SESSION:** A motion was made by Commissioner Reith-Kincaid, seconded by Commissioner Henke, to adjourn closed session and move into open session. All aye votes. Commissioner Helmer called the meeting to order at 2:39 p.m.

RE Agenda Item 8: A motion was made by Commissioner Reith-Kincaid, seconded by Commissioner Henke, to approve the proposed wage increase for the returning maintenance summer helper effective for July 1, 2022. All aye votes.

RE Agenda Item 8: A motion was made by Commissioner Reith-Kincaid, seconded by Commissioner Henke, to approve the change of employment status

for a part-time employee to a full-time position with benefits effective for August 1, 2022. All aye votes.

RE Agenda 8: A motion was made by Commissioner Reith-Kincaid, seconded by Commissioner Henke, to approve the creation of the part-time Tenth Avenue caretaker position effective for July 1, 2022. All aye votes

- 10. **NEXT MEETING:** The next monthly meeting is scheduled for 1:30 p.m. on Wednesday, July 27, 2022, in the community room of the Huntington House Apartments.
  
- 11. **ADJOURNMENT:** Commissioner Henke moved to adjourn the meeting at 2:58 p.m., seconded by Commissioner Reith-Kincaid. All aye votes.

Submitted for approval by:

Approved by:

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

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

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

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