

**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 30, 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 1:35 p.m.

1. ROLL CALL:

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

Also Present: Lana Fanning

2. MINUTES REVIEWED:

- A. Commissioners reviewed minutes from the May 26, 2021 meeting. Commissioner Reith-Kincaid moved to approve the minutes of the May 26, 2021 meeting, seconded by Commissioner Smith. All aye votes.

3. COMMUNICATIONS:

- A. Update on COVID-19 vaccination on-site clinics at Huntington House and Parkview Apartments: Mary reported a very low level of tenant participation in the onsite COVID-19 vaccine clinics held at Huntington House and Parkview apartments. Five tenants signed up for the vaccine at Parkview apartments, but only three tenants received the vaccination. Two tenants and two employees received vaccinations at the Huntington House location.
- B. Completed washer and dryer installation at Parkview, Huntington House & Tenth Avenue apartments: Mary reported that all three apartment buildings have new washers and dryers installed. All the machines have a quantum drop coin box, which should alleviate some of the issues that were experienced with the sliding coin boxes. Several tenants from the Huntington House apartments commented that they were very pleased with the new machines and felt that the basins were also slightly bigger than the old machines.

4. CONSIDERATION OF BILLS

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

- B. Approve May 2021 financial statements from fee accountant:
Commissioners reviewed the May 2021 financial statements from the fee accountant. Commissioner Smith moved to approve the May 2021 financial statements from the fee accountant, seconded by Commissioner Helmer. All aye votes.
- C. Approve May 2021 bills (Quickbooks register and purchasing card transaction detail): Commissioner Reith-Kincaid moved to approve the May 2021 bills Quickbooks register and purchasing card transaction detail, seconded by Commissioner Smith. All aye votes.

5. EXECUTIVE DIRECTOR'S REPORT

- A. Public Housing Occupancy: Mary reported that there are four vacancies at Parkview—one moving to another subsidized housing rental, one move due to program violations, one moving to another rental property in the area, and one moving to take care of a family member. Vacancies will be filled off the waiting list with tentative move-in dates for July 15, August 13 & September 10, 2021. There are two vacancies at Tenth Avenue, both are in-house transfers. Vacancies will be filled off the waiting list with tentative move-in dates for July 14 & 15, 2021. There are three scattered site vacancies: one transferring from a four-bedroom unit to a three-bedroom unit due to a decrease in household composition, one transfer to Parkview apartments as the new caretaker, and one purchasing a home. Two units have been filled from the waiting list with move in dates scheduled for July 15 & 23, 2021. The remaining vacancy will be filled off the waiting list with a tentative date of September 10, 2021. There are three vacancies at the Huntington House RAD PBV- one deceased, one moving to a larger rental property in area, and one moving for health reasons. One of the vacancies has been filled off the waiting list and scheduled for move-in on June 30, 2021. The remaining two vacancies will be filled off the waiting list with tentative move-in dates for July 30, 2021.
- B. Section 8 program status: Mary reported that as of June 26, 2021, there are 166 families under contract with the current waiting list running approximately 16 months. There are currently 63 families on the waiting list. The Section 8 voucher activity for the month of June consisted of the following: four new admissions, seven VASH voucher holders, six new issued vouchers for a cumulative of twelve vouchers, zero portability move-outs & move-ins, four vouchers that expired, and two end of participations.
- 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 activities: 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 activities. 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 reported that she was advised by the HUD Office of Recapitalization to drawdown the balance of RAD funds and deposit into replacement reserves account established specifically for the Huntington House RAD PBV rehab project. The 2021 grant has a balance of \$196,029 in operations for insurances and miscellaneous expenses, and a balance in general capital activity of \$42,500 for appliances, concrete repairs, Parkview security camera system, in0unit floor repairs, automatic door opener repairs, and washers & dryers for Parkview and Tenth Avenue apartments. She also reported that a \$25,000 disbursement was made from the 2021 grant from budget line item 1480, general capital activity, for a deposit payment to Tech Pros for the Parkview security system. Mary reported that the maintenance van will need to be replaced soon, as it no longer has air conditioning, one of the windows no longer rolls down, the rust is beyond repair, and mechanical components of the van are beginning to fail; but there has been a delay in ordering a new maintenance van due to back production of new vehicles due to the impacts that COVID19 has on the manufacturing and supplies. Josh did contact Ford and Wheelers of Wisconsin Rapids last spring of May and at that time there were no new vehicles being produced. In a more recent contact with the dealerships to follow up on the status of production, Josh was unsuccessful hearing back from Ford. Wheelers did reach back out to Josh and stated that production would begin in the fall, when Josh inquired about pricing, the dealership could not provide any insight into pricing at this time. Due to the very limited access to newer cargo/maintenance vehicles and the need to replace the current van, Josh did complete research on used maintenance vans under 20,000 miles. A dealership in Rockford, IL has a fleet of used vans under 20,000 miles for reasonable prices considering the market conditions and impacts of COVID19. In the past housing has always purchased new but considering the current times with the pandemic and the urgency to replace the current maintenance van, this would be the best alternative at this time. The old maintenance van could be either scraped or sold, as he does not think that trading the van in in its current condition will be of much value. Commissioner Grode stated that if the maintenance van is going to require additional repairs to keep it running until the production of new vans are available, then it would be best to purchase a used van rather than investing in repairs to the current van. Commissioner Henke agreed on the purchase of a used van with a clean history with no damages or crash history. Commissioner Smith stated that the pandemic has really impacted the production of the electronic components required in newer vehicles and the shortage in supply impacting the production for all car manufacturers, which will impact pricing for new vehicles in a demanding market and agreed to the purchase of a used maintenance van under 20,000 miles with a clean record that meets the needs of maintenance and what is budgeted. Commissioners unanimously agreed

on the purchase of a used maintenance van due to the unique circumstances that have been impacted by COVID19.

- D. State Debt Collection (SDC) program status: Mary reported that three SDC payments were received in April 2021 from four former public housing tenants and one former housing voucher participant totaling \$692.86. Three payments totaling \$771.39 were received from three former public housing tenants in May 2021, and three payments totaling \$670.33 were received in June 2021 from three former public housing tenants.
- E. CARES ACT funds status: Mary reported that the public housing and round one of HCV CARES Act funding are fully expended. A balance of \$11,107.86 is remaining on the second round of HCV CARES Act funding. These funds continue to support administrative expenses.
- F. Us Bank purchasing card program rebate: Mary advised commissioners that the housing authority received a rebate through the US Bank purchasing card program in the amount of \$486.69.
- G. Updated health and dental renewal rates for July 1, 2021 – June 30, 2022: Mary reported that the City of Wisconsin Rapids health insurance renewal rates decreased by 6.39% and will take effective July 1, 2021.

- 6. **PUBLIC INPUT:** Lana inquired about coffee & rolls starting back up again at Huntington House apartments. Mary stated that she would like to see the community rooms open back up at all three apartment buildings for such activities with social distancing measures in place in accordance with local and federal guidance. Commissioners discussed and agreed unanimously on the reopening of the community rooms for tenant gatherings.
- 7. **NEXT MEETING:** The next monthly meeting is scheduled for 1:30 p.m. on Wednesday, July 28, 2021 in the community room of the Huntington House Apartments.
- 8. **ADJOURNMENT:** Commissioner Helmer moved to adjourn the meeting at 2:35 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: _____