

**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, July 27, 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: Cheryl Reith-Kincaid, Jean Helmer, Jo Ann Grode, and Mary Vang

Excused: Evan Smith and David Henke

Also Present: Carol Voss and Kaylee Mengel

2. MINUTES REVIEWED:

- A. Commissioners reviewed minutes from the June 29, 2022 meeting. Commissioner Reith-Kincaid moved to approve the minutes of the June 29, 2022 meeting, seconded by Commissioner Helmer. All aye votes.

3. COMMUNICATIONS

- A. Social Committee update on activities: Commissioner Helmer reported that the ice cream socials were well attended at all three apartment buildings. Mary reported that there are currently 13 tenants signed up for the next upcoming event to the Waupaca Chain of Lakes boat tour on August 17, 2022.
- B. City of Wisconsin Rapids 2nd Avenue South flood barrier project update: Mary reported that the City has interest in keeping the 2nd Avenue South highway opened longer during flooding events. In partnership with the Department of Administration (DOA), who has interested in protecting their property along that highway, the City and DOA is to put in place measures that would mitigate flooding issues. The project will not prevent Parkview flooding due to the limited laws for fill material that would impact the 100-year floodplain. Mary also stated that in speaking with Community Development Director, Kyle Kearns, the possibility that including the City's project in the Housing Authority's 8-Step Decision Making Process application to HUD regarding the 100-year floodplain could prove beneficial.
- C. Stock box update: Mary reported that there were a total of 31 food boxes distributed among tenants at Parkview, Tenth Avenue and Huntington House apartments.

- D. MSTC Diana Schenk memorial scholarship: Mary reported that the Housing Authority donated \$150 to the annual MSTC Diana Schenk memorial scholarship.

4. CONSIDERATION OF BILLS

- A. Approve 2nd quarter 2022 entity wide financial statement from fee accountant: Commissioners reviewed the quarter two entity wide financial statement from the fee accountant. Mary provided a financial overview for each individual program. Commissioner Helmer moved to approve the quarter two entity wide financial statements from the fee accountant, seconded by Commissioner Reith-Kincaid. All aye votes.
- B. Approve June 2022 bills (QuickBooks register and purchasing card transaction detail): Commissioners reviewed the June 2022 bills. Commissioner Helmer inquired about the Huntington House QuickBooks transaction to Kone for \$17,219. Mary reported the transaction was for partial down payment of the Huntington House elevator power unit upgrade. Commissioner Reith-Kincaid moved to approve the June 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 five vacancies at Parkview. One reasonable accommodation transfer to first floor, three moving to be closer to family, and moving out to another rental property. One vacancy will be filled with the reasonable accommodation transfer on June 22, 2022. The remaining three vacancies will be filled off the waiting list with tentative move-in dates of August 5 and 31, 2022. There are currently no vacancies at Tenth Avenue. There is one upcoming vacancy at the scattered sites. The family is purchasing a home. This vacancy has a tentative move-in date of September 30, 2022. There is also a potential upcoming vacancy for the end of August, but official notice has not been given.
- B. Huntington House Redevelopment, LLC Occupancy: There are four vacancies at the Huntington House RAD PBV project: one deceased and three moving to a skilled living facility. One vacancy will be filled on August 1, 2022 with the remaining vacancies tentatively scheduled to be filled August 8 and October 1, 2022.
- C. Section 8 program status: Mary reported that as of July 20, 2022 there are 176 families under contract with the current waiting list running approximately around 7 months. There are currently 165 families on the waiting list. The Section 8 voucher activity for the month of July consisted of the following: six new admissions, five VASH voucher holders, zero new vouchers and portability move-outs, two vouchers expiring for a

cumulative of four vouchers on the street, one portability move-out to the La Crosse Housing Authority, and three 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. The 2019 grant has a zero balance in operations and RAD activities, \$16,863.91 in general capital activity for appliances. The 2020 grant has a \$104,001.87 balance in operations for insurances and miscellaneous expenses, \$24,546 in general capital activities for appliances, and zero in RAD activities. The 2021 grant has a \$160,943.98 balance in operations for insurances, PILOT, and miscellaneous expenses, and \$23,085 in general capital activities for appliances, concrete repairs, in unit floor repairs/replacement, and automatic door opener repairs/replacement. The 2022 grant has a \$272,480 balance in operations for insurances, PILOT, maintenance snowblower & lawnmower, and miscellaneous expenses, \$48,000 in general capital activities for appliances, tree services, unit turnover/modernization, Parkview windows, and HVAC repairs at all projects. A disbursement of \$61,381 was made from the 2019 operations and \$17,665.97 from 2020 operations to pay for the annual renewal of auto, commercial and liability insurances.
- E. State Debt Collection (SDC) : Mary reported that two payments totaling \$340.05 were received in July 2022 from one former public housing tenant and one former Section 8 participant.
- F. 2021 post-audit summary: Mary reported that the exit interview with the 2021 auditor went well and there were no findings or issues with the audit. She also stated that an RFP will be issued for the upcoming years audits.

6. OLD BUSINESS:

- A. Shredding services and Huntington House landscaping in northeast corner of courtyard: Mary reported that due to the limited shredding, the Housing Authority will utilize Express Recycling for future shredding services. She reported that the landscaping in the northeast corner courtyard of Huntington House will be a part of a larger landscaping project for the next following year. Several other concerns with overgrown trees and shrubs will also need to be addressed to mitigate future foundation and sidewalk deterioration in the courtyard.
- B. Parkview and scattered site RAD conversion status: Mary reported that during a conversation with Kaitlin from Baker Tilly. The plans to move forward with the RAD conversion of Parkview and the scattered sites will be contingent on WHEDA's Qualified Allocation Plan. Kaitlin anticipates that in the next month, WHEDA will have this completed and she will be able to run an analysis to see how competitive we would be in the upcoming round of LIHTC's. If the Housing Authority would score

competitively, then plans would be to prepare in September for December application submission. In addition to this, Developer RFP's would also be issued to better assist the Housing Authority with this much larger scale project. Mary also reported that she met with Kyle Kearns, Director of the City's Community Development, regarding the future of the triangle redevelopment project and the potential for the space to provide affordable housing. The space is being considered for the future farmers market to create a connecting point for the East and West sides of the City. She stated that there is interest from the Community Development department to stay up to date with the Housing Authority's plans moving forward. She will keep in touch with Kyle as further information develops.

7. **PUBLIC INPUT:** Commissioner Reith-Kincaid inquired about improvements to the handheld showers, toothbrush holders and the medicine cabinets in the Huntington House apartments. Mary stated that she will discuss this further with maintenance. Carol Voss from Tenth Avenue inquired about tenant's installing curved shower rods in their units to replace the current straight rods. Mary stated that she would look further into this but did not feel it would be an issue.
8. **NEXT MEETING:** The next monthly meeting is scheduled for 1:30 p.m. on Wednesday, August 24, 2022, in the community room of the Huntington House Apartments.
9. **ADJOURNMENT:** Commissioner Helmer moved to adjourn the meeting at 2:16 p.m., seconded by Commissioner Reith-Kinkaid. All aye votes.

Submitted for approval by:

Approved by:

Mary Vang
Executive Director

Jo Ann Grode
Chair

Date: _____

Date: _____