

**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, August 24, 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 1:32 p.m.

**1. ROLL CALL:**

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

Excused: Jo Ann Grode

**2. MINUTES REVIEWED:**

- A. Commissioners reviewed minutes from the July 27, 2022 meeting. Commissioner Reith-Kincaid moved to approve the minutes of the July 27, 2022 meeting, seconded by Commissioner Smith. All aye votes.

**3. COMMUNICATIONS**

- A. Social Committee update on activities: Commissioner Helmer reported that the Waupaca Chain of Lakes boat tour had a good turnout with nice weather. The next planned event will be on October 12<sup>th</sup> to the Fox Valley Mall.
- B. Stock box update: Mary reported that there were a total of 25 food boxes distributed among tenants at Parkview, Tenth Avenue and Huntington House apartments.
- C. Letter from City of Wisconsin Rapids Community Development Department regarding public hearing requesting greenhouse business in R-2 Mixed Residential zoning district: Mary reported that Commissioners interested in attending the public hearing may do so by attending the hearing in person or virtually at 6:00 pm on August 29, 2022. The greenhouse would impact the scattered site unit located on Piltz.
- D. Huntington House and Parkview tenant memo regarding elevator down time for power unit upgrades: Mary reported that on August 1, 2022 letters were provided to each tenant at Parkview and Huntington House apartments regarding the upcoming elevator downtime for the power units to be upgraded. Parkview's elevator is scheduled for the week of September 12 through September 16, 2022 with Huntington House following the week after, September 19 through September 23, 2022. Based on the tenant feedback from a survey provided to tenants in preparing for the elevator being down, letters were provided to tenants

over a month in advance to provide sufficient notice for tenants to prepare and plan accordingly.

#### 4. CONSIDERATION OF BILLS

- A. Approve July 2022 bills (QuickBooks register and purchasing card transaction detail): Commissioners reviewed the July 2022 bills. Commissioner Henke inquired about the repetitious amounts listed on the purchase card transaction detail. Mary stated that several expenses are shared among different programs with the same allocation amounts. Commissioner Reith-Kincaid moved to approve the July 2022 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 three vacancies at Parkview. One for reasonable accommodation transfer to first floor, another moving to be closer to family, and one moving out to another rental property. Two vacancies have been filled with move-in dates scheduled for August 26 and 31, 2022. The remaining vacancy will be filled off the waiting list with tentative move-in date of August 31, 2022. There is one vacancy at Tenth Avenue, with the tenant moving into a skilled living facility. This vacancy is scheduled for move-in on September 8, 2022. There are two vacancies at the scattered sites. One family is purchasing a home and one is moving out of area. The two vacancies will be filled off the waiting list with tentative dates scheduled for September 30 and October 5, 2022. There will be an upcoming vacancy due to lease violations.
- B. Huntington House Redevelopment, LLC Occupancy: There are three vacancies at the Huntington House RAD PBV project: one deceased and two moving to a skilled living facility. One tenant moved in on August 12, 2022. One vacancy is scheduled for October 1, 2022. The remaining vacancy will be filled off the waiting list with a tentative schedule date of October 1, 2022.
- C. Section 8 program status: Mary reported that as of August 20, 2022 there are 173 families under contract with the current waiting list running approximately around 7 months. There are currently 195 families on the waiting list. The Section 8 voucher activity for the month consisted of the following: two new admissions, five VASH voucher holders, zero new vouchers and portability move-outs/move-ins, one voucher expiring for a cumulative of one voucher on the street, and one end of participation due to a program violation.
- 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 and \$16,863.91 in general capital activity for appliances. The 2020 grant has a \$102,906.97 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 \$266,234.03 balance in operations for insurances, PILOT, maintenance snowblower and 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. The following disbursements were made from the 2020 operations: \$300 for painting a Parkview unit for turnover, \$100 for 10<sup>th</sup> Avenue service door repairs, \$214.90 for annual labor law materials, \$220 for replacement of circulating pump at Parkview apartments, and \$260 for advertisement and marketing publication. The following disbursements were made from the 2022 operations: \$3,914.40 for partial payment toward workers compensation annual insurance renewal, \$302 for fee accountant services, \$164.87 for a copier/printer lease, \$475.05 for monthly website, marketing and advertisement, \$290.71 for maintenance fuel, \$260.96 for monthly Parkview elevator maintenance contract, and \$535.98 for monthly 10<sup>th</sup> Avenue elevator maintenance contract.

- E. State Debt Collection (SDC) : Mary reported that two payments totaling \$472.24 were received in August 2022 from one former public housing tenant and one former Section 8 participant.
- F. Housing Authority HAI Group membership performance: Mary reported that HAI Group had an outstanding performance for 2021 and as a result policyholder dividends in the amount of \$355.78 have been recapitalized into the Housing Authority's (HA) surplus account. In the past these dividends were paid out to the HA, but with a recent change by HAI board of directors these funds are being recapitalized into the HA account in order to help the HA reach A-member status more quickly.
- G. Capital Indemnity Corp crime bond insurance cancellation: Mary reported that Capital Indemnity Corp will not be renewing the HA's crime bond insurance effective for September 21, 2022. The classification that the HA falls under will no longer be written by the company. Tricor has reached out and will be underwriting a new crime bond insurance for the HA.
- H. Request for audit proposals for FYE 12/2022 & 12/2023: Mary reported that she sent audit RFP's to six auditing firms with a response date of September 29, 2022. The RFP is for FYE 12/2022 and 12/2023.
- I. RAD status update: Mary reported that WHEDA has yet to release their Qualified Allocation Plan for their Low-Income Housing Tax Credits.

6. **PUBLIC INPUT:** There was no public input.
7. **NEXT MEETING:** The next monthly meeting is scheduled for 1:30 p.m. on Wednesday, September 28, 2022, in the community room of the Huntington House Apartments.
8. **ADJOURNMENT:** Commissioner Henke moved to adjourn the meeting at 2:05 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: \_\_\_\_\_