

**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 26, 2020 in the community room of the Huntington House Apartments, 2521 10<sup>th</sup> 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, and Mary Vang

Also Present: Lana Fanning, Josh Freeman and Jolina Janus

**2. MINUTES REVIEWED:**

- A. Commissioners reviewed minutes from the May 27, 2020 meeting. Commissioner Reith-Kincaid moved to approve the minutes of the May 27, 2020 meeting, seconded by Commissioner Smith. There were no comments. All aye votes.

**3. COMMUNICATIONS:**

- A. Letter to Parkview, Huntington, and Tenth Avenue tenants regarding update to the Housing Authority's continued response to COVID19: Mary discussed the letter sent to tenants in the apartment buildings on May 26, 2020. She highlighted steps the Housing Authority has taken to mitigate possible negative effects of COVID 19 in the buildings.
- B. Notice Implementation at Parkview, Huntington and Tenth Avenue apartments regarding face coverings per Governor Evers' Emergency Order #1 effective August 1, 2020: Mary advised that the Housing Authority began to require the wearing of face coverings in common areas of the apartment buildings on August 1, 2020 in compliance with this executive order.
- C. HUD notice regarding round two of additional administrative fee funding for the Housing Choice Voucher program under the CARES Act: Mary discussed the HUD notice which announced the August 2020 distribution of Housing Choice Voucher program CARES ACT administrative funding in the amount of \$21,885. These funds can be utilized for administrative and related COVID 19 expenses for housing choice and project-based voucher programs through June 30, 2021. Some of these funds have been allocated toward IT expenses, telework, overtime expenses, personal protective equipment and technology needs of participants.

- D. HAI Group member dividend: Mary advised that the Housing Authority received \$76.05 in dividends from HAI Group in July 2020 due to a successful year for the Group.

#### 4. **CONSIDERATION OF BILLS**

- A. Approve May 2020 financial statements from fee accountant: Commissioners reviewed the May 2020 financial statements. Commissioner Smith moved to approve the May 2020 financial statements, seconded by Commissioner Henke. Commissioner Grode inquired about the less than normal amount of rental revenue. Mary responded that this is due to the loss of Huntington House rental revenue from the public housing financials. This loss is offset elsewhere in the financials by the influx of HAP payments. There were no further comments. All aye votes.
- B. Approve May 2020 bills (QuickBooks register and purchasing card transaction detail): Commissioners reviewed the May 2020 bills. Commissioner Reith-Kincaid moved to approve the May 2020 bills, seconded by Commissioner Smith. Commissioner Grode inquired about the monthly Intuit expenditures now appearing in the transaction detail. Mary responded that Intuit has changed their business model to reflect these ongoing charges. There were no further comments. All aye votes.
- C. Approve June 2020 financial statements from fee accountant: Commissioners reviewed the June 2020 financial statements. Commissioner Smith moved to approve the June 2020 financial statements, seconded by Commissioner Reith-Kincaid. There were no comments. All aye votes
- D. Approve June 2020 bills (QuickBooks register and purchasing card transaction detail): Commissioners reviewed the June 2020 bills. Commissioner Reith-Kincaid moved to approve the June 2020 bills, seconded by Commissioner Henke. There were no comments. All aye votes.

#### 5. **EXECUTIVE DIRECTOR'S REPORT**

- A. Public Housing Occupancy: Mary reported that there are four vacancies at Parkview—one terminated for a lease violation, one deceased, one voluntarily leaving and one moving to be closer to family. None of the vacancies have been filled yet from applicants from the waiting list. There will four more vacancies by the end of September 2020 with one accepting a housing choice voucher, one moving voluntarily, one moving to be closer to family and the last for unspecified reasons. These vacancies will be filled off the waiting list by the end of 2020. There are two vacancies at

Huntington House—one death and one who moved into assisted living. Both vacancies have been filled with move in dates for August 28, 2020 and September 4, 2020. There is one potential vacancy at Tenth Avenue at the end of September 2020 as the tenant will be moving closer to family. This vacancy will be filled off the waiting list. There is one vacancy in the scattered site houses for unspecified reasons. This vacancy will be filled by one who is a transfer from a two-bedroom house to a three-bedroom house on September 18, 2020. There will be three additional vacancies by the end of September 2020 with two moving out of the area for employment and the other voluntarily moving out. These vacancies will be filled from the waiting list with move in dates by the end of November 2020.

- B. Section 8 program status: Mary reported that as of August 21, 2020, there are 162 families under contract with private landlords with the current waiting list running approximately 21 months. There are currently 335 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.
- C. State Debt Collection (SDC) program status: Mary reported that two SDC payments were received on June 7, 2020 for a total amount of \$366.00 and two payments on August 7, 2020 for a total amount of \$105.00. The 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 \$38,250.77 in general capital activity for parking lot sealing/restriping, tree removal, appliances and Parkview HVAC. The 2019 grant contains \$198,990.68 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 \$279,091 in operations for insurance, a new maintenance van, and city sidewalk projects; \$6,000 in general capital activity for appliances and \$40,397 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 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 toward a water heater at 920 17<sup>th</sup> 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 17<sup>th</sup> 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. CARES ACT funds status: Mary reviewed a spreadsheet documenting CARES ACT Funding 2020 spending distribution for public housing and HCV rounds 1 and 2. August 2020 reflects a public housing balance of \$7,144.06, HCV round 1 balance of \$17,325.75 and HCV round 2 balance of \$21,885.
- F. US Bank purchase card rebate: Mary reported the receipt of \$505.61 from the US Bank purchasing card rebate program.
- G. Collins & Associates auditor agreement for year end 12/31/2019: Commissioners reviewed the agreement for year end 12/31/2019 from Collins & Associates. Commissioner Reith-Kincaid moved to approve the auditor agreement, seconded by Commissioner Smith. There were no comments. All aye votes.
- H. Review and discuss revised 2020 budgets for Public Housing and Housing Choice Voucher: Mary stated that the revised draft budgets she prepared for public housing and housing choice voucher programs will need to be modified as the fee accountant advised her they need to be prorated to begin on May 1, 2020. The fee accountant will be assisting Mary with this process early next week, so the resolutions regarding these budgets will need to be postponed.
- I. Review and discuss drafted 2020 budget for Huntington House Redevelopment LLC: Mary stated that the draft budget she prepared for Huntington House LLC will need to be modified as the fee accountant advised her it needs to be prorated to begin on May 1, 2020. The fee accountant will be assisting Mary with this process early next week, so the resolution regarding this budget will need to be postponed.
- J. Property management agreement between Huntington House LLC and Housing Authority of Wisconsin Rapids: Commissioners reviewed the Property Management Agreement. Commissioner Reith-Kincaid moved to approve the Property Management Agreement, seconded by Commissioner Smith. There were no comments. All aye votes.
- K. Huntington House Redevelopment construction update: Mary and Josh reviewed construction progress for commissioners. Painting

and carpeting have been completed in public areas. Asbestos abatement has been completed. Modifications to the accessible units are underway. The old boilers have been removed. The new HVAC systems should be completed at some point in October 2020. Plumbing work in the apartments still needs to be completed. Mary explained that the contractor payment system with the third-party payer has been working well. She also reviewed change orders for the project, which remains on budget.

**6. RESOLUTIONS:**

- A. Resolution #2020-12 2020 Revised Public Housing Budget: Commissioners reviewed Resolution #2020-12. Commissioner Reith-Kincaid moved to table the resolution, pending Mary's review, until the next meeting, seconded by Commissioner Smith. There were no comments. All aye votes.
  
- B. Resolution #2020-13 2020 Revised Housing Choice Voucher Budget: Commissioners reviewed Resolution #2020-13. Commissioner Reith-Kincaid moved to table the resolution, pending Mary's review, until the next meeting, seconded by Commissioner Smith. There were no comments. All aye votes.
  
- C. Resolution #2020-14 2020 Huntington House Redevelopment LLC Budget: Commissioners reviewed Resolution #2020-14. Commissioner Reith-Kincaid moved to table the resolution, pending Mary's review, until the next meeting, seconded by Commissioner Smith. There were no comments. All aye votes.

**7. PUBLIC INPUT:** Lana mentioned that the maintenance staff has been working on the problem with the bats coming into tenants' rooms. She also stated that many of the tenants have been complementing the progress that has gone on so far with the RAD conversion.

**8. NEXT MEETING:** The next monthly meeting is scheduled for 1:30 p.m. on Wednesday September 2, 2020 in the community room of the Huntington House Apartments.

**9. ADJOURNMENT:** Commissioner Smith moved to adjourn the meeting at 2:52 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:\_\_\_\_\_