

**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, September 28, 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 1:37 p.m.

1. ROLL CALL:

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

Excused: Evan Smith

Also present: Jolina Janus, Carol Voss and Linda Lucht

2. MINUTES REVIEWED:

- A. Commissioners reviewed minutes from the August 24, 2022 meeting. Commissioner Reith-Kincaid moved to approve the minutes of the August 24, 2022 meeting, seconded by Commissioner Helmer. All aye votes.

3. COMMUNICATIONS

- A. Social Committee update on activities: The next planned event will be on October 12th to the Fox River Mall.
- B. Stock box update: Mary reported that there was a total of 25 food boxes distributed among tenants at Parkview, Tenth Avenue and Huntington House apartments.
- C. Huntington House and Parkview elevator power unit update: Mary reported that the elevator upgrades at Huntington House and Parkview apartments are completed. Elevators are up and running with no issues.

4. CONSIDERATION OF BILLS

- A. Approve July 2022 fee financial statements from accountants: Commissioners reviewed the July 2022 financial statements. Commissioner Helmer moved to approve the July 2022 financial statements, seconded by Commissioner Reith-Kincaid. Commissioner Grode asked if the Capital Funds for 2022 would be showing in future statements. Mary said they would be in the next months financial statements. All aye votes.

- B. Approve August 2022 bills (QuickBooks register and purchasing card transaction detail): Commissioners reviewed the August 2022 bills. Commissioner Reith-Kincaid moved to approve the August 2022 bills, seconded by Commissioner Henke. All aye votes.

5. EXECUTIVE DIRECTOR'S REPORT

- A. Public Housing Occupancy: Mary reported that there are four vacancies at Parkview. Two for reasonable accommodation transfers to first floor, one moving to be closer to family, and one who is deceased. Two vacancies have been filled with move-in dates scheduled for September 27 & 28, 2022 and one transfer scheduled for October 1, 2022. The remaining vacancy will be filled off the waiting list with tentative move-in date of October 31, 2022. There are no vacancies at Tenth Avenue. There are three vacancies at the scattered sites. One family is purchasing a home, one is moving out of area and the other due to program violations. The vacancies will be filled off the waiting list with tentative dates scheduled for September 28 & 30, 2022. There will be an upcoming scattered site vacancy due to multiple 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. Two vacancies are scheduled for October 1, 2022. The remaining vacancy will be filled off the waiting list with a tentative date of November 1, 2022.
- C. Section 8 program status: Mary reported that as of September 26, 2022 there are 171 families under contract with the current waiting list running approximately around 9 months. There are currently 247 families on the waiting list. The Section 8 voucher activity for the month consisted of the following: four VASH voucher holders, zero new admissions, vouchers, and portability move-outs/move-ins, and two end of participations due to moving out of area and one reached 180 days of zero HAP.
- 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 \$15,825.64 in general capital activity for appliances. The 2020 grant has a \$98,694.28 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 \$252,024.06 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, and zero in RAD activities. A disbursement from the 2020 grant operations of \$2,250 was made for unit turnover painting of two scattered site houses. The following disbursements were made from the 2022 operations: \$13,4999 for new maintenance ride on lawnmower and \$752 for annual crime bond insurance.

- E. State Debt Collection (SDC) : Mary reported that two payments totaling \$337.82 were received in September 2022 from one former public housing tenant and one former Section 8 participant.
- F. Huntington House Red LLC tree removal quotes: Mary reported that two tree removal services were on site at Huntington House to survey trees on the property to be removed. It is anticipated that up to eight trees are to be removed within the courtyard and southeast corner of the building. Beaver Tree Removal Services will be providing a quote. The quote is anticipated to be around \$8,000 and would include tree removal, stump grinding, filling, and leveling. A Cut Above does not anticipate submitting a quote.
- G. Digital signage for Parkview and Huntington House Red LLC: Mary reported that to move forward with digitizing documents and reducing office expenses, she requested a quote from Tech Pros for the purchase and installation of two digital screens for Parkview and Huntington House apartments. The digital screens would allow the Housing Authority to push out notifications and announcements to tenants and reduce paper signage throughout the building and efficiency in getting information out to tenants.
- H. RAD status update: Mary reported that Kaitlin anticipates that WHEDA will be releasing their Qualified Allocation Plan for their Low-Income Housing Tax Credits after their annual conference. Mary stated that she will be virtually participating as a panelist at this year's conference during the Repositioning session on September 29, 2022.

6. Resolution:

- A. 2022-4 2023 Public Housing Utility Allowance: Commissioners reviewed Resolution 2022-4. Mary reported that the allowances have increased due to inflation. Commissioner Helmer moved to approve Resolution 2022-4_2023 Public Housing Utility Allowance, seconded by Commissioner Reith-Kincaid. All aye votes.
- B. 2022-5 2023 Public Housing Flat Rent Minimally at 80% of Fair Market Rent (FMR): Commissioners reviewed Resolution 2022-5. Mary reported that HUD's FMR's have increased due to inflation, and so the adjustments to the flat rents are slightly more than 80% to hopefully provide a cushion for anticipated future FMR increases. Commissioner Reith-Kincaid moved to approve Resolution 2022-5_2023 Public Housing Flat Rent Minimally at 80% of Fair Market, seconded by Commissioner Helmer. All aye votes.

C. 2022-6_2023 Section 8 Utility Allowance: Commissioners reviewed Resolution 2022-6. Mary reported that due to the difficulty and increased administrative burden in obtaining information from utility companies, the Housing Authority will be utilizing WHEDA's utility allowance schedule moving forward. Commissioner Helmer moved to approve Resolution 2022-6_2023 2023 Section 8 Utility Allowance, seconded by Commissioner Henke. All aye votes.

7. **PUBLIC INPUT:** Carol Voss inquired about parking lot signage at Tenth Avenue for tenant only parking in the two lots due to limited parking at the building. Mary stated that there has been an increase in the number of tenants who own vehicles and she would look further into possibly providing a tenant memo to remind tenants to let their guests/visitors know to park on the road, if possible.
8. **NEXT MEETING:** The next monthly meeting is scheduled for 1:30 p.m. on Wednesday, October 26, 2022, in the community room of the Huntington House Apartments.
9. **ADJOURNMENT:** Commissioner Helmer moved to adjourn the meeting at 2:28 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:_____