

**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 29, 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 1:33 p.m.

1. ROLL CALL:

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

Also Present: Sandra Crook, Carol Voss and Jolina Janus

Excused: Jean Helmer

2. MINUTES REVIEWED:

- A. Commissioners reviewed minutes from the August 25, 2021 meeting. Commissioner Reith-Kincaid moved to approve the minutes of the August 25, 2021 meeting, seconded by Commissioner Smith. All aye votes.

3. COMMUNICATIONS

- A. Approve Resident Advisory Board minutes of September 8, 2021 meeting: Commissioners reviewed the September 8, 2021 Resident Advisory Board meeting minutes. Commissioner Reith-Kincaid moved to approve the minutes of the September 8, 2021 Resident Advisory Board meeting, seconded by Commissioner Henke. All aye votes.
- B. Social Committee minutes of September 1, 2021 meeting and update on activities: Commissioners reviewed the minutes of the September 1, 2021 Social Committee meeting. Mary reported that the fall bus trip to Appleton was cancelled due to the recent COVID cases at the apartment buildings. Commissioner Reith-Kincaid inquired about requiring face coverings and proof of COVID vaccination to attend. Mary stated that the county has placed one apartment building under outbreak monitoring, as two more or more positive cases have been reported. The trip would remain cancelled for health and safety reason. Mary also reported that as of today there has been an increase in the number of tenants who are fully vaccinated at each apartment building per data from the Wood County Health department. Commissioner Smith moved to approve

the minutes of September 1, 2021 Social Committee meeting, seconded by Commissioner Reith-Kincaid. All aye votes.

- C. Staff Training Summary: Mary reported that Jolina, Ann Marie and Kathy completed self-paced online trainings via HAI's online group training. Mary attended WHEDA's 2021 Virtual Annual Conference. She attended the following sessions: ADA fair housing, landlord & tenant legal issues, management and occupancy, and tax credit equity panel discussion. She found the tax credit equity panel to be interesting; the panelist included investors and syndicators that discussed market conditions and forecast of federal and state housing tax credits. The session provided some clarity and uncertainties for her regarding future RAD conversions during COVID and the utilization of low-income tax credits as a funding source. Mary also reported on the most recent training that Ka Bao and she attended at the Annual WAHA fall conference that was held in Appleton. The conference was well attended and provided several sessions that were provided through Nan McKay and NAHRO. Mary was elected as vice president of WAHA District 7.

- D. Diana Schenk Memorial Scholarship recipient: Mary reported that the annual scholarship reception was not held in person due to COVID but was available through Live Stream. The recipient provided a thank you letter to housing.

4. CONSIDERATION OF BILLS

- A. Approve August 2021 bills (QuickBooks register and purchasing card transaction detail): Commissioner Grode inquired about the August fee accountant financials, as she did not see it included in the agenda or board packet. Mary stated that the documentation was delayed in getting to the fee accountant and did not allow for sufficient time for the fee accountant to prepare statements for this month's board meeting. Mary anticipates that the August financials will be available at the next board meeting. Commissioners reviewed the August 2021 bills. Commissioner Smith inquired about the purchase card item from HD Supply for GFI outlets drip pans and the garbage bags purchase of \$275.95. Mary clarified that the GFI outlets and drip pans were separate items purchased, and the garbage bags purchased are commercial contractor trash bags bought in bulk. Commissioner Grode inquired about the \$151.28 Complete Office purchase for address labels. Mary stated that due to COVID some office supplies are not readily available for purchase and so bulk purchasing is the best option. Commissioner Reith-Kincaid moved to approve the August 2021 bills, seconded by Commissioner Henke. All aye votes.

5. EXECUTIVE DIRECTOR'S REPORT

- A. Public Housing Occupancy: Mary reported that there are two vacancies at Parkview, both for lease violations. One of the vacancies has been filled from the waiting list with a move in date scheduled for September 29, 2021. The other vacancy will be filled off the waiting list with a tentative move-in date of October 26, 2021. There are no vacancies at Tenth Avenue and the scattered sites. Mary stated that there will be two upcoming vacancies at Parkview due to deaths.
- B. Huntington House Redevelopment, LLC Occupancy: There are three vacancies at the Huntington House RAD PBV project- one deceased, one moving back to live with family and one moving for health-related reasons. The three vacancies will be filled off the waiting list with tentative move-in dates for October 1, 2021 and November 1, 2021.
- C. Section 8 program status: Mary reported that as of September 23, 2021, there are 164 families under contract with the current waiting list running approximately around 3 months. There are currently 98 families on the waiting list. The Section 8 voucher activity for the month of September consisted of the following: three new admissions, six VASH voucher holders, one new issued voucher for a cumulative of eleven vouchers, zero portability move-outs & move-ins, one end of participation and zero vouchers that expired.
- D. Capital Funds Program grant status: Mary reported that she received HUD's preliminary letter for the closing of the 2017 grant. The 2018 grant has a zero balance in operations and RAD activities and \$35,380.59 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 \$93,343.66 in operations for insurances and miscellaneous operating expenses, \$26,077.19 in general capital activity for appliances and zero in RAD activities. The 2020 grant has a balance of \$121,928.16 in operations for insurances, \$24,546 in general capital activity for appliances and \$9,565 in RAD HAP funding for the Huntington House project. The 2021 grant has a balance of \$196,029 in operations for insurances and miscellaneous operating expenses and a balance in general capital activity of \$26,585 for appliances, concrete repairs, Parkview security camera system, in unit floor repairs, automatic door opener repairs, and washers & dryers for Parkview and Tenth Avenue apartments. A disbursement was made from the 2018 grant from operations of \$1,190 to Eron Gee & Herman Plumbing to replace a water heater. The following disbursements were made from operations in the 2019 grant:

\$760.04 to Tom's Paint for paint, \$2,750 to Beaver Tree Removal for removal of stumps and trees at Parkview and scattered sites, \$1,300 to Shed's Paint for painting of 630 17th Avenue South, \$981.05 to Solarus for Parkview internet installation, \$200 to Freedom Pest Control for in unit pest application at Tenth Avenue, \$380.99 to Tricor for crime bond insurance, \$2,460.61 for miscellaneous maintenance materials (Tenth Avenue AC unit in game room, parts for Parkview water heater, interior doors and miscellaneous materials), and \$900 to Wil-Kil for heat treatment of one unit at Parkview apartments. The following were disbursements from operations in the 2020 grant: \$55,537 to HAI Group for property and liability insurance, \$6,686 to State Farm for workers compensation insurance, and \$31,389.49 to Kudick Chevrolet-Buick for the purchase of the new maintenance van. Mary stated that the new 2018 GMC Savana van is certified pre-owned and included a one-year new car warranty and two and a half-year powertrain warranty.

- E. 2020 Operating subsidy revised funding: Mary reported that the Housing Authority received an additional \$221 in 2020 operating subsidy from HUD's Operating Program.
- F. CARES ACT funds status: Mary reported that all Public Housing and Section 8 CARES Act funds have been fully expended.
- G. State Debt Collection (SDC) program status: Mary reported that four SDC payments were received on September 9, 2021 from four former public housing tenants totaling \$1,546.17 with one of the debts being satisfied.
- H. US Bank purchasing care rebate: Mary stated that the Housing Authority received \$373.59 as part of the purchasing card rebate program.
- I. Kone elevator contract cost adjustment effective October 1, 2021: Mary reported that Kone will be raising its elevator contract rates by 3% effective for October 1, 2021. Mary stated that she would be interested into looking into other elevator vendors. Commissioner Grode commented that due to the age of the elevators at Parkview and Huntington House, parts are becoming more difficult to obtain and elevator vendors have technicians with limited knowledge and experience working with these types of aging elevators.
- J. HAI Group member dividends: Mary reported that the Housing Authority received two dividend checks for \$1,352.47 and \$23.10 from HAI as part of being a member of the Housing Authority Risk Retention Group, and another successful performance year for HAI Group.

- K. Restitution received from February 2018 Parkview criminal charges: Mary reported that two restitution payments totaling \$179.00 were received from criminal damages to the Parkview game room from an incident that occurred in February of 2018.
- L. Parkview Security Camera installation status: Mary reported that due to the recent reported COVID cases at Parkview, the security camera install has been put on hold and will not be completed at the end of September as was anticipated.

6. OLD BUSINESS:

- A. Parkview and Scattered Site RAD conversion update: Mary stated that the RAD conversion of Parkview and scattered sites will be put on hold through the upcoming year so that focus can be placed on assisting administrative staff and training. The redelegating of job duties to managers due to Jolina's significantly reduced work hours, in addition to the forecasted outlook of housing tax credits have impacted her decision to put a temporary hold on moving forward with the RAD conversion of Parkview and scattered sites.

7. NEW BUSINESS:

- A. Revisions to tenant security deposit, pet deposit, flat rent, maintenance charge structure, Chapters 1 through 8 of the Housing Choice Voucher Administrative Plan, and chapter 8 of the Public Housing Admissions and Continued Occupancy Policies discussion with public input: Mary stated that as part of remaining compliant with HUD's regulations regarding significant changes to how programs are administered, she is providing an overview for discussion of the proposed revisions and changes that will impact how the Public Housing and Section 8 programs are administered. Mary reviewed with Commissioners the revisions to chapters 1 through 8 of the HCV Administrative Plan. She stated several of the chapters required citing of updated HUD Code of Federal Regulations (CFR). Significant revisions were as follows: extension of the look back period for denial of assistance from three to five years for families evicted from federally assisted housing for drug-related, violent, and criminal activity, accommodation for remote briefings per HUD Notice PIH 2020-32, addition of preference for victims of domestic violence, and flexibility of the Section 8 program to allow for biennially and annual Housing Quality Standards inspections. Revisions to Chapter 8 of the Public Housing Admissions & Continued Occupancy Policy were made to reflect the proposed security deposit of the greater of \$350 or a full month's rent & late fee rent charges of \$25. The minimum heating

standards were revised to comp to comply with federal regulations. The flat rent proposals provided by Public Housing Program Manager meet 80% of HUD's 2022 Fair Market Rents that were recently published; as a result there will be a slight increase to current flat rents. The last increase to security deposits occurred in 2015, from \$100 to \$200. Historically in the past six years, the Housing Authority (HA) has seen an increase in the number of security deposits that were not being fully refunded and exceeding the current \$200 security deposit, creating a financial hardship for the HA. Mary is proposing that the tenant security deposits increase from \$200 to the greater of \$350 or the tenant's first month's rent. The pet security deposit has not seen an increase in the past ten years, therefore Mary proposed that pet security deposits increase from \$50 to \$100 per pet. The HA has also experienced pet related damages due to tenant negligence and that the current \$50 pet deposit does not cover the costs to repair these damages. Mary reported that the costs for several maintenance charges in addition to negligence and damages to units have increased, and maintenance capacity to address these issues are limited. The Housing Authority charges tenants for these repairs that are beyond normal wear and tear and/or due to negligence or intentional damage. The Housing Authority also includes specific utilities in the scattered site houses and all utilities in its Public Housing and Project Based Voucher apartment projects, which the Housing Authority has experienced an increase in utility usage due to either negligence and/or additional appliances that are not supplied by the Housing Authority. These factors can increase the cost of utilities for the Housing Authority and therefore make it necessary for the Housing Authority to convey these excess utility costs to the tenant. Mary reported that the Maintenance Charge Structure will be renamed "Schedule of Tenant Fees and Maintenance Charges." In efforts to streamline maintenance and fees charges to one document, the new document will include maintenance and administrative charges. New charges are as follows: proposed lock out fee of \$35.00 - \$70.00, interior and exterior door replacement charge of current manufacturer price plus labor, door/garage repair/replacement costs of \$35 per hour for labor plus costs of materials, window replacement costs of current glass shop price plus labor and/or current contractor charges, floor, siding, cabinet & closet door repairs/replacement costs of labor plus materials and/or current contractor charges, switch/outlet plates costs \$2.00, ground fault outlets \$34.00, furnace cleaning or repair due to negligence labor plus parts and/or contractor charges, plugged drain or toilet and/or water damage due to neglect costs would include labor plus materials and/or current contractor charges, bathtub stoppers, toilet tank cover, complete toilet, tub faucet knob & shower heads would be charged at current costs of materials plus labor, refrigerator crisper bin, shelves, ice cube trays

and door gasket charges of current cost of materials plus labor, mail boxes charges \$28, 60 watt LED light bulbs charged at \$2.00, and appliance disposal costs charged at the current disposal rate. Maintenance charges that will increase include the following: heat lamps, T8 light bulb, carbon monoxide detectors, lawn mowing, snow removal, and spring/all yard clean-up. Administrative charges are as follows: Excess utility charges for freezers charged at \$5 per month, space heaters charged at \$4.00 per month, and charges for excess water/sewer for houses would be charged at a 6-month average to determine costs related to excess utility usage. An administrative late fee charge is added for rents paid after the 10th of the each month and returned check or ACH rent payments. Commissioner Grode inquired about board approval of these revisions. Mary stated that she will have resolutions to approve these revisions at the next board meeting.

8. **PUBLIC INPUT:** Cheryl inquired about range knobs for those who are visually impaired. Mary stated that she would look into this with the maintenance staff to see if costs would be conducive to the housing authority's budget.

9. **NEXT MEETING:** The next monthly meeting is scheduled for 1:30 p.m. on Wednesday, October 27, 2021, in the community room of the Huntington House Apartments.

10. **ADJOURNMENT:** Commissioner Reith-Kincaid moved to adjourn the meeting at 3:30 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: _____