

**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 Thursday, October 29, 2020 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 1:32 p.m.

1. ROLL CALL:

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

Also Present: Carol Voss, Linda Lucht and Jolina Janus

2. MINUTES REVIEWED:

- A. Commissioners reviewed minutes from the October 1, 2020 meeting. Commissioner Smith moved to approve the minutes of the October 1, 2020 meeting, seconded by Commissioner Helmer. There were no comments. All aye votes.

3. COMMUNICATIONS:

- A. Huntington House COVID19 Notifications: Mary reported that notices were delivered to all huntington house tenants to notify of positive COVID19 cases in the building. She also reported that the Wood County Health Department donated 500 cloth reusable masks made from local seamstresses and organizations. A letter was mailed out to all public housing tenants and section 8 participants offering one mask per household member.

4. CONSIDERATION OF BILLS

- A. Approve August 2020 financial statements from fee accountant: Commissioners reviewed the August 2020 financial statements. Commissioner Helmer moved to approve the August 2020 financial statements, seconded by Commissioner Reith-Kincaid. All aye votes.
- B. Approve September 2020 bills (QuickBooks register and purchasing card transaction detail): Commissioners reviewed the September 2020 bills. Commissioner Grode inquired about the Vivial, Goldstar Products and Housing Telecommunications payments in the housing authority Quickbooks check register. Mary stated that Vivial will begin direct billing as they are no longer

billing through Solarus, large tubs of disinfectant wipes were purchased through Goldstar Product, and an annual online web-based training subscription with various free training courses for all staff and commissioners was purchased through Housing Telecommunications, offered through HAI Group at a low cost rate for members. Commissioner Reith-Kincaid moved to approve the September 2020 bills, seconded by Commissioner Smith. All aye votes.

5. EXECUTIVE DIRECTOR'S REPORT

- A. Public Housing Occupancy: Mary reported that there are nine vacancies at Parkview—one for a lease violation, one voluntarily leaving, one received a Section 8 tenant based voucher, two moving out for health related reasons, one moved in with another tenant within the same building, one transferred to another building and two deceased. Two of the vacancies have been offered to applicants from the waiting list with move-in dates for October 28, 2020 and November 2, 2020. The remaining vacancies will be filled off the waiting list with tentative move in dates for October 30, November 20 & 30, December 4, 2020 and mid to late January of 2021. There are four vacancies at Huntington House. Two moved into assisted living and two are deceased. These vacancies will be filled off the waiting list with tentative move-in dates in January of 2021. There are no vacancies at Tenth Avenue. There are four vacancies in the scattered site houses—two due to tenants moving out of town, one who is a transfer from a two-bedroom house to a three-bedroom house and one voluntarily moving out. One vacancy has been filled with a move-in date of December 18, 2020. The remaining three vacancies will be filled off the waiting list with tentative move-in dates for November 2020. Mary stated that Allen has completed his interviews for these vacancies and is awaiting additional landlord background reference checks, before selecting a family for the units.
- B. Section 8 program status: Mary reported that as of October 23, 2020, there are 166 families under contract with private landlords with the current waiting list running approximately 24 months. There are currently 318 families on the waiting list. The Section 8 activity for the month consisted of three new admissions, eight new vouchers issued, zero portability move-outs, one portability move-in, eight cumulative vouchers on the street, zero expired vouchers and two participants ending participation—one for program violations and one purchased a home.
- C. Capital Funds Program Grants Status: Mary reported that the 2016 and 2017 grants have been fully expended. 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 has a balance of \$184,996.82 in operations for special assessment city projects and insurances, \$29,512.50 in general capital activity for appliances and zero in RAD funds. The 2020 grant has a balance of \$279,091 in operations for insurances, a new maintenance van, and special assessment city projects; \$6,000 in general capital activity for appliances and \$20,088 in RAD HAP funding for the Huntington House project. She also reported that 2019 Capital Funds Program (CFP) were expended for the following: \$2,150 for public officials liability insurance, \$1,523.49 to Kone for service work on the Parkview elevator, \$2,020.50 to HDS for annual housing data software licensing and support, \$759.87 to Kone for service work on the Parkview elevator, and \$800 to Sheds Painting to paint 540 20th Avenue South. A total of \$20,309 was expended from CFP 1503 RAD to fund the Huntington House LLC RAD PBV Housing Assistance Payment (HAP) for September and October.

- D. State Debt Collection (SDC) program status: Mary reported that two SDC payments were received on September 8, 2020 for a total amount of \$169.72 and three payments on October 17, 2020 for a total amount of \$337.79. The payments were received from former public housing tenants.
- E. 2019 post-audit summary: Mary reported that the 2019 audit was completed on October 23, 2020. During the exit interview, the auditor did not discover any materialistic differences of concern and no recommendations were made. The audit went well.
- F. Coronavirus Response Plan Revision: Commissioners reviewed the Coronavirus Response Plan. Commissioner Smith moved to approve the revision of the Coronavirus Response Plan, seconded by Commissioner Henke. There were no comments. All aye votes.
- G. Huntington House Redevelopment construction update: Mary reported on the current schedule of completion for the construction project. Refrigerators are anticipated to be delivered mid-November and the remaining ranges delivered and installed within the week. The boilers for the heating system and domestic hot water system are completed. The plumbing work in unit is completed and plumbers entered each unit to ensure that all valves and piping were installed and working properly. Due to the current weather conditions, the testing of the air handler units cannot be completed until early spring when the temperatures are above 70 degrees. To ensure that no additional costs will be incurred and to assure that WI Mechanical will return in the spring to complete the testing, Altmann's and WI Mechanical will be providing letters and

warranties at closeout of the contract guaranteeing that work to be completed.

6. NEW BUSINESS:

A. Christmas Decorations: Mary reported that Marlene and her daughter would not be able to decorate for Christmas due to COVID19. Mary invited social committee members and caretakers to offer their time to decorate. Social committee members at Huntington House and Tenth Ave will be decorating at least one tree. Edna will decorate one tree at Parkview.

7. PUBLIC INPUT: Carol Voss inquired about future social events, such as the Christmas party for the tenants. Mary stated that due to COVID19 social events would not be held until further notice.

8. NEXT MEETING: The next monthly meeting is scheduled for 1:30 p.m. on Wednesday November 25, 2020 in the community room of the Huntington House Apartments.

9. ADJOURNMENT: Commissioner Smith moved to adjourn the meeting at 2:33 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: _____