

**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, December 2, 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 1:36 p.m.

1. ROLL CALL:

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

Excused: Evan Smith

Also Present: Carol Voss and Jolina Janus

2. AGENDA ITEM CHANGE:

- A. Commissioner Grode made note of the change that should be made in agenda items 7 – 9. Agenda item 7 should be moved to agenda item 9, agenda item 8 moved to agenda item 7 and agenda item 9 moved to agenda item 8.

3. MINUTES REVIEWED:

- A. Commissioners reviewed minutes from the October 29, 2020 meeting. Commissioner Helmer moved to approve the minutes of the October 29, 2020 meeting with the approved corrections, seconded by Commissioner Reith-Kincaid. All aye votes.

4. COMMUNICATIONS:

- A. Wood County Victim/Witness Services letter regarding restitution review hearing: Mary reported that restitution in the amount of \$625.40 was settled upon from criminal damages that occurred in the February 3, 2018 incident at Parkview apartments.
- B. Letter to all Public Housing tenants and section 8 participants regarding office closure: Mary reported that due to the increasing COVID19 cases in the area and to maintain regular business operations, the office would be closed until further notice. Staff and maintenance would continue to work as usual during regular office hours. Letters were sent to inform all public housing, section 8 (S8) participants and S8 landlords of the office closure and alternative methods in communicating with the office staff.

5. CONSIDERATION OF BILLS

- A. Approve September 2020 financial statements from fee accountant: Commissioners reviewed the September 2020 financial statements. Commissioner Reith-Kincaid moved to approve the September 2020 financial statements, seconded by Commissioner Helmer. All aye votes.
- B. Approve October 2020 financial statements from fee accountant: Commissioners reviewed the October 2020 financial statements. Commissioner Helmer moved to approve the October 2020 financial statements, seconded by Commissioner Reith-Kincaid. All aye votes.
- C. Approve October 2020 bills (Quickbooks register and purchasing card transaction detail): Commissioners reviewed the October 2020 bills. Commissioner Reith-Kincaid moved to approve the October 2020 bills, seconded by Commissioner Henke. All aye votes.

6. EXECUTIVE DIRECTOR'S REPORT

- A. Public Housing Occupancy: Mary reported that there are eight 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, and two deceased. Two of the vacancies have been offered to applicants from the waiting list with move-in dates for November 30, 2020 and December 4, 2020. The remaining vacancies will be filled off the waiting list with tentative move in dates of December 4, 11, 18, 2020 and mid-January to mid-February 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 for late-January to late-February 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. All vacancies have been filled with one move-in on November 30, and three scheduled for December 4 & 11, 2020 and January 8, 2021.
- B. Section 8 program status: Mary reported that as of November 23, 2020, there are 163 families under contract with private landlords with the current waiting list running approximately 24 months. There are currently 315 families on the waiting list. The Section 8 activity for the month consisted of zero new admissions, zero new vouchers issued, zero portability move-outs, zero portability move-in, nine cumulative vouchers on the street, zero expired vouchers and three participants ending program participation—one for program violation, one for 80 day zero HAP payment and one no longer needing assistance.
- C. Capital Funds Program (CFP) 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/restripping, tree removal, appliances and Parkview HVAC. The 2019 grant has a balance of

\$182,496.82 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 \$10,044 in RAD Housing Assistance Payments (HAP) funding for the Huntington House Redevelopment LLC project. The 2019 CFP operations disbursement included the following; \$1,600 to Shed's to paint 1930 Oak Street and 441 21st Ave South, and \$900 to Shed's to paint Washington Street. One disbursement was made from the 2020 CFP RAD CFP grant of \$10,044 to fund the Huntington House LLC RAD Project Based Voucher November HAP.

- D. State Debt Collection (SDC) program status: Mary reported that three SDC payments were received on November 2, 2020 for a total amount of \$223.75. The payments were received from former public housing tenants.
- E. Huntington House Redevelopment construction update: Mary reported that the majority of rehab items have been completed. An initial walk-through punch list was completed on November 5, 2020 by Martin Riley, Josh Freeman did accompany Martin Riley during the walk-through. Ninety five percent of units required some degree of drywall repatching and painting of the old and new electrical panels. Several electrical panels required labeling and screws tightened on panels. A dozen units identified on both first and second floor required adjustments to the shut off & radiator valves; in addition to replacing a kitchen faucet that was dented, replacement of shut off valve handles and kitchen sink stop valves. Additional work was also identified with the mechanical room and air handler unit connections. As of the week of November 9th, 2020 the electricians, painters, WI mechanical and Macco flooring have been onsite working on the identified punch list items. Refrigerators are on back order and will not arrive until mid-January. The air handler units (AHU) will also need to be tested in early spring. The contract is anticipated to close as of February 1, 2021. If an extension is required due to the delay in refrigerators arriving as planned, an extension request will need to be requested by HUD Office of Recapitalization for the period of construction. Altmann's and WI Mechanical have agreed to draw up a letter at closing of the contract-guaranteeing that the AHU's will be tested in early spring with all warranties to start at that time.
- F. Huntington House Redevelopment LLC construction insurance coverage ending 2/2021: Mary reported that the construction insurance coverage will be ending 2/2021, if there is a needed extension of the coverage should construction run past 2/1/2021; additional months of coverage can be purchased.
- G. IRS application for recognition of federal tax exemption: Mary reported that a federal tax exemption form 1024-A was filed with the IRS. She stated that the application and user fee application should have been submitted as one package. Because the application and user fee were sent separately, the 1024-A application was returned requesting user fee

payment submission to accompany the application for processing. She will verify the status of the check payment and contact IRS.

- H. Review draft budgets for public housing, housing choice voucher, business activity and Huntington House redevelopment LLC: Commissioners reviewed the budgets for the two HUD funded programs; along with the housing authority business activity and Huntington House Redevelopment LLC operating budgets.

- 7. **CLOSED SESSION:** A motion was made by Commissioner Reith-Kincaid, seconded by Commissioner Henke, to adjourn into closed session pursuant to Section 19.85 (1) (c), Wisconsin Statutes, for the purpose of considering “employment, promotion, compensation or evaluation of any public employee over which the governmental body has jurisdiction or exercises responsibility.” A roll call vote was taken. All aye votes.

Commissioner Grode called the meeting to order at 3:15 p.m. In closed session, commissioners discussed proposed 2021 employee wages and benefits.

- 8. **RETURN TO OPEN SESSION:** A motion was made by Commissioner Helmer, seconded by Commissioner Reith Kincaid, to adjourn the closed session and move into open session. All aye votes. Commissioner Grode called the meeting to order at 3:35 p.m.

RE Agenda Item 7: A motion was made by Commissioner Reith-Kincaid, seconded by Commissioner Helmer, to accept the wage proposals as listed on the schedule, which includes a two percent wage increase for employees in 2021. All aye votes.

RE Agenda Item 7: A motion was made by Commissioner Reith-Kincaid, seconded by Commissioner Helmer, to accept the benefit proposal of employee share of health insurance at 15 percent and dental insurance at 50 percent for 2021. All aye votes.

9. **RESOLUTIONS:**

- A. 2020-16 2021 Public Housing Budget: Commissioners reviewed Resolution 2020-16 public housing budget. Commissioner Reith-Kincaid moved to approve Resolution 2020-16 2021 public housing budget, seconded by Commissioner Helmer. All aye votes.
- B. 2020-17 2021 Housing Choice Voucher Budget: Commissioners reviewed Resolution 2020-17 housing choice voucher budget. Commissioner Helmer moved to approve Resolution 2020-17 2021 housing choice voucher budget, seconded by Commissioner Henke. All aye votes.
- C. 2020-18 2021 Business Activity Budget: Commissioners reviewed Resolution 2020-18 business activity budget. Commissioner Reith-Kincaid moved to approve Resolution 2020-18 2021 business activity budget, seconded by Commissioner Henke. All aye votes.

- D. 2020-19 2021 Huntington House Redevelopment Budget: Commissioners reviewed Resolution 2020-19 huntington house redevelopment budget . Commissioner Helmer moved to approve Resolution 2020-19 2021 huntington house redevelopment budget, seconded by Commissioner Henke. All aye votes.
- E. 2020-20 2021 Flat Rent Minimally at 80% of Fair Market Rent: Commissioners reviewed Resolution 2020-20 flat rent minimally at 80% of fair market rent. Commissioner Henke moved to approve Resolution 2020-20 2021 flat rent minimally at 80% of fair market rent, seconded by Commissioner Helmer. All aye votes.
- F. 2020-21 2020 Utility Allowance Study: Commissioners reviewed Resolution 2020-21 utility allowance study. Commissioner Reith-Kincaid moved to approve Resolution 2020-21 utility allowance study, seconded by Commissioner Henke. All aye votes.

- 10. **PUBLIC INPUT:** There was no public input.
- 11. **NEXT MEETING:** The next monthly meeting is scheduled for 1:30 p.m. on Wednesday December 30, 2020 in the community room of the Huntington House Apartments.
- 12. **ADJOURNMENT:** Commissioner Henke moved to adjourn the meeting at 3:40 p.m., seconded by Commissioner Helmer. All aye votes.

Submitted for approval by:

Approved by:

Mary Vang
Executive Director

Jo Ann Grode
Chair

Date:_____

Date:_____