

**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 22, 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 1:31 p.m.

1. ROLL CALL:

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

Also Present: Carol Voss and Sandra Crook

Excused: Mary Vang

2. MINUTES REVIEWED:

- A. Commissioners reviewed minutes from the November 24, 2021 meeting. Commissioner Reith-Kincaid moved to approve the minutes of the November 24, 2021 meeting, seconded by Commissioner Henke. All aye votes.

3. COMMUNICATIONS

- A. Social Committee update of activities: Commissioners Helmer and Reith-Kincaid reported that the Parkview and Tenth Avenue Christmas dinners were catered through West Grand IGA, and Huntington House held a potluck Christmas dinner. They stated that the events went well at all three apartment buildings, including the Christmas gift exchanges. 10th Avenue tenant Carol Voss stated that the ham from the catered meal was tough and cold, but everything else went well. Huntington House tenant Sandra Crook stated that the meal and festivities at Huntington House were excellent.

4. CONSIDERATION OF BILLS

- A. Approve September 2021 financial statements from accountant: Commissioners reviewed the September 2021 financial statements from the fee accountant. Commissioner Helmer moved to approve the September 2021 financial statements, seconded by Commissioner Smith. There was no discussion. All aye votes.
- B. Approve October 2021 financial statements from accountant: Commissioners reviewed the October 2021 financial statements from the fee accountant. Commissioner Smith moved to approve the October 2021 financial statements, seconded by Commissioner Helmer. There was no discussion. All aye votes.

- C. Approve November 2021 bills (QuickBooks register and purchasing card transaction detail): Commissioners reviewed the November 2021 bills. Commissioner Reith-Kincaid moved to approve the November 2021 bills, Quickbooks register and purchasing card transaction detail, seconded by Commissioner Smith. There was no discussion. All aye votes.

5. EXECUTIVE DIRECTOR'S REPORT

- A. Public Housing Occupancy: Jo Ann reported that there is one vacancy at Parkview due to lease violations. This vacancy will be filled off the waiting list. There are three upcoming vacancies at Parkview: one due to a death, another due to multiple lease violations and the third due to smoking policy violations. Family is cleaning out the unit of the deceased former tenant, and this vacancy will be filled off the waiting list. Allen is working with the tenant with multiple lease violations in an effort to find the tenant other housing. The tenant with the smoking violation appealed the eviction notice and is also working with Allen to find other housing. These units, once vacant, will be filled from the waiting list. There is one upcoming vacancy in the Tenth Avenue apartments due to moving in to care for family. This vacancy has been filled with a move-in scheduled for January 31, 2022. There are three vacancies at the scattered sites: one was a termination with the other two moving in with others. There is extensive damage to all three units, and supply chain disruptions are negatively impacting the ability to rapidly turn these units around. As a result, these units will be taken offline through PIC in the near future. Jo Ann reported storm damage to scattered site houses on Oak Street and 1st Street South. The units appear to have modest damage from trees falling onto them. On Oak Street, the tree damage was caused by a Housing Authority tree, so a tree service will be contacted to clear the scene so that maintenance staff can assess and repair any damage. On 1st Street, the neighbors' trees fell onto Housing Authority property. Maintenance staff is working with the home owners to remove the trees so that damage can be assessed and repaired.
- B. Huntington House Redevelopment, LLC Occupancy: There are three vacancies at the Huntington House RAD PBV project: two are deceased, and one is moving to an assistive care facility. All of the vacancies have been filled off the waiting list with move-in dates of January 1, 2022. There will be two upcoming vacancies with one moving to an assistive care facility and the other moving out of the area to be near family. Allen will fill these vacancies in 2022 off the waiting list.
- C. Section 8 program status: Jo Ann reported that as of December 20, 2021, there are 167 families under contract with the current waiting list running approximately around 4 months. There are currently 129 families on the waiting list. The Section 8 voucher activity for the month of December consisted of the following: four new admissions, five VASH voucher holders, four new issued vouchers for a cumulative of 16 vouchers, zero portability move-outs and move-ins, zero vouchers expiring and one end of participation for failure to lease up.

- D. Capital Funds Program grant status: Jo Ann reported that 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 \$87,704.86 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 \$121,657.84 in operations for insurances, \$24,546 in general capital activity for appliances and zero in RAD activities. Jo Ann stated that according to the most recent financials report, there is \$2,041 that has been drawn down from this grant between the current time and the end of October 2021. Mary will be updating the spreadsheet regarding this. The 2021 grant has a balance of \$193,945 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. One disbursement for operations was made from the 2021 grant for the following: \$1,320 to Shed's Painting for painting 1121 Washington Street and \$764 to Otis Elevator Company for repairs to the elevator at 10th Avenue Apartments.
- E. State Debt Collection (SDC) : Jo Ann reported that two payments totaling \$451.15 were received in December 2021 from two former public housing tenants. Commissioner Helmer inquired about the debt received from a new debtor in the program when that debt is listed in the end-of-year 2021 debt write-offs. Jo Ann responded that the debts for all programs are written off annually at year-end at the direction of the fee accountant. Those write-offs have no bearing on the ability of the Housing Authority to collect debt certified through the SDC program.
- F. US Bank purchasing card program rebate: Jo Ann reviewed a rebate payment received from US Bank for the purchasing card program in the amount of \$407.00.

6. RESOLUTIONS:

- A. Resolution 2021-11 Public Housing Budget: Commissioner Helmer moved to approve Resolution 2021-11 Public Housing Budget, seconded by Commissioner Smith. There was no discussion. All aye votes.
- B. Resolution 2021-12 Housing Choice Voucher Budget: Commissioner Smith moved to approve Resolution 2021-12 Housing Choice Voucher Budget, seconded by Commissioner Helmer. There was no discussion. All aye votes.
- C. Resolution 2021-13 Huntington House Redevelopment, LLC Budget: Commissioner Reith-Kincaid moved to approve Resolution 2021-13 Huntington House Redevelopment, LLC Budget, seconded by Commissioner Helmer. There was no discussion. All aye votes.
- D. Resolution 2021-14 Business Activities Budget: Commissioner Helmer moved to approve Resolution 2021-14 Business Activities Budget,

seconded by Commissioner Henke. There was no discussion. All aye votes.

E. Resolution 2021-15 Public Housing Write Off Accounts: Commissioner Smith moved to approve Resolution 2021-15 Public Housing Write Off Accounts, seconded by Commissioner Reith-Kincaid. There was no discussion. All aye votes.

7. **PUBLIC INPUT:** Huntington House tenant Sandra Crook inquired about a maintenance staff schedule. Jo Ann responded the schedule will resume on January 3, 2022.
8. **NEXT MEETING:** The next monthly meeting is scheduled for 1:30 p.m. on Wednesday, January 26, 2022, in the community room of the Huntington House Apartments.
9. **ADJOURNMENT:** Commissioner Henke moved to adjourn the meeting at 2:28 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: _____