

**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 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 1:32 p.m.

1. ROLL CALL:

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

Excused: Jean Helmer

Also present: Carol Voss and Linda Lucht

2. MINUTES REVIEWED:

- A. Commissioners reviewed minutes from the November 30, 2022 meeting. Commissioner Reith-Kincaid moved to approve the minutes of the November 30, 2022 meeting, seconded by Commissioner Smith. All aye votes.

3. COMMUNICATIONS

- A. Social Committee update on activities: Commissioners Grode reported that all three Christmas dinners went well, and the food was good. Mary reported that due to icy roads, the bus tour of lights was cancelled.
- B. Stock box update: Mary reported that a total of 25 food boxes were distributed among tenants at Parkview, Tenth Avenue and Huntington House apartments.

4. CONSIDERATION OF BILLS

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

5. EXECUTIVE DIRECTOR'S REPORT

- A. Public Housing Occupancy: Mary reported that there are four vacancies at Parkview; one who is deceased, one due to program violations, another moving of area, and one voluntary move. There is one upcoming vacancy due to program violations with an indefinite date as the family is working with housing to secure alternative housing and resources. One vacancy has been filled off the waiting list with an undetermined move in date. The remaining vacancies will be filled off the waiting list with tentative move-in dates for December 2022 and January 2023. There was one vacancy at Tenth Avenue due to the individual requiring skilled living care. The unit was filled off the waiting list on December 27, 2022. There is one upcoming vacancy in the scattered sites due to program violations. Allen is conducting interviews for the vacancy and anticipates a move-in date for January 2023.
- B. Huntington House Redevelopment, LLC Occupancy: There is one vacancy at Huntington House due to health problems with anticipation to have the unit filled off the waiting list with a move-in date for January 2023.
- C. Section 8 program status: Mary reported that as of December 16, 2022, there are 165 families under contract with the current waiting list running approximately around 10 months. There are currently 272 families on the waiting list. The Section 8 voucher activity for the month consisted of the following: four VASH voucher holders, one new admission, one voucher expired, zero portability move-outs/move-ins, zero new voucher issued for a cumulative of two vouchers, and zero end of participations.
- D. Capital Funds Program grant status: Mary reported that the 2018 grant has a zero balance in operations & RAD activities and \$14,941.26 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 \$15,478.37 in general capital activity for appliances. The 2020 grant has a \$87,056.72 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 \$160,409.98 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 \$245,014.06 balance in operations for insurances, PILOT, maintenance snowblower and miscellaneous expenses: \$45,062.90 in general capital activities for appliances, tree services, unit turnover/modernization, Parkview windows, HVAC repairs at all projects, and zero in RAD activities. A disbursement of \$153.19 was made from the 2019 CFP grant to pay for electrical work at Parkview apartments. The following operational disbursements were made from the 2020 CFP grant: \$537.69 for office copier service contract, \$2,109 for building wide bed bug inspection and heat treatment of one unit at Parkview apartments, \$151 to have a scattered site home rekeyed, \$1,460.95 to rebuild the Mepco pump at Parkview, and \$1,250 to paint the scattered

site vacancy on Pepper. A disbursement of \$2,237.10 was made to purchase seven new doors for Pepper.

- E. Huntington House Replacement Reserves and capital projects status: Mary reported that in 2021, \$8,500 was expended to paint the Huntington House lower level. The following capital improvement projects were completed in 2022: \$13,600 to replace the building wide pneumatic compressor and air dryer, \$3,773 for the parking lot asphalt sealing and striping, \$34,438 to upgrade the power unit on the elevator, and \$8,700 for tree removal services.
- F. State Debt Collection (SDC) : Mary reported that two payments totaling \$156.82 received for November 2022 from one former public housing and section 8 participant. The Housing Authority recovered an annual total of \$6,921.06 for 2022 in debt payments. Jolina has entered several other debtors into the State of WI SDC program and will be updating the spreadsheet.
- G. US Bank purchasing card program rebate: Mary reported that the Housing Authority received \$436.73 as part of the purchasing card rebate program.
- H. New office lobby hours effective for January 1, 2023: Mary reported that as of January 1, 2023, lobby hours will resume as normal during regular business hours from Monday through Thursday with Fridays remaining closed to the public and by appointment only.
- I. Proposed revision to the employee clothing/shoe allowance benefit: Mary provided Commissioners with a proposal to increase the maintenance staff clothing/shoe benefit allowance from \$50 to \$150 effective for January 2023. She stated that maintenance staff have increased expenses for purchasing appropriate heavy duty outdoor work boots and apparel and an appropriate allowance to help cover some of those costs should be covered by the Housing Authority to ensure that the maintenance staff have the proper work attire to complete their jobs safely. Commissioner Reith-Kincaid moved to approve the policy revision to increase the maintenance staff clothing/shoe benefit allowance to \$150 effective for January 1, 2023. Seconded by Commissioner Smith. All aye votes.
- J. Proposed revision to the employee vision expense benefit policy: Mary provided Commissioners with a proposal to increase the vision benefit amounts as the amounts have not been updated in over ten years, and after careful review, should be updated accordingly. The proposed benefit increase would take effect for January 2023. Commissioner Henke moved to approve the revision to the employee vision expense benefit policy with the increased schedule amounts effective for January 1, 2023. Seconded by Commissioner Smith. All aye votes.

6. RESOLUTIONS

A. 2022-7 2023 Public Housing Budget: Commissioners reviewed the 2022-7 2023 Public Housing Budget. Mary provided updates to the budget since the drafted version from the previous board meeting. Commissioner Reith-Kincaid moved to approve the 2022-7 2023 Public Housing Budget. Seconded by Commissioner Smith. All aye votes.

B. 2022-8 2023 Housing Choice Voucher Budget: Commissioners reviewed the 2022-8 2023 Housing Choice Voucher Budget. Commissioner Smith moved to approve the 2022-8 2023 Housing Choice Voucher Budget. Seconded by Commissioner Reith-Kincaid. All aye votes.

C. 2022-9 2023 Huntington House Redevelopment LLC Budget: Commissioners reviewed the 2022-9 2023 Huntington House Redevelopment LLC Budget. Commissioner Reith-Kincaid moved to approve the 2022-9 2023 Huntington House Redevelopment LLC Budget. Seconded by Commissioner Henke. All aye votes.

D. 2022-10 2023 Business Activities Budget: Commissioners reviewed the 2022-10 2023 Business Activities Budget. Commissioner Smith moved to approve the 2022-10 2023 Business Activities Budget. Seconded by Commissioner Henke. All aye votes.

E. 2022- 11 Public Housing Write Off Accounts: Commissioners reviewed the 2022-11 2023 Public Housing Write Off Accounts. Commissioner Reith-Kincaid moved to approve the 2022-11 2023 Public Housing Write Off Accounts. Seconded by Commissioner Henke. All aye votes.

F. 2022-12 Huntington House Redevelopment LLC Write Off Accounts: Commissioners reviewed the 2022-12 2023 Huntington House Redevelopment LLC Write Off Accounts. Commissioner Evan moved to approve the 2022-12 2023 Huntington House Redevelopment LLC Write Off Accounts. Seconded by Commissioner Henke. All aye votes.

7. **PUBLIC INPUT**: Commissioner Reith-Kincaid stated that there continues to be issues with garbage being mixed in with the recyclables. Mary stated that she would look into getting security camera quotes from Tech Pros. Carol Voss reported that there is a tenant smoking in the maintenance room at Tenth Avenue. Mary stated that Tenth Avenue does not currently have internet, which would make it difficult to install a camera system, but she will investigate a trail cam option.
8. **NEXT MEETING**: The next monthly meeting is scheduled for 1:30 p.m. on Wednesday, January 25, 2023, in the community room of the Huntington House Apartments.
9. **ADJOURNMENT**: Commissioner Henke moved to adjourn the meeting at 2:55 p.m., seconded by Commissioner Smith. All aye votes.

Submitted for approval by:

Mary Vang
Executive Director

Date:_____

Approved by:

Jo Ann Grode
Chair

Date:_____