

**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, June 24, 2026 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 1:34 p.m.

1. ROLL CALL

Present: Jo Ann Grode, Kim Dankemeyer, Walter McKinney, Jean Helmer, and Mary Vang

Also present: Jolina Janus

Excused: David Henke

2. MINUTES REVIEWED

- A. Commissioners reviewed minutes from the May 27, 2026 meeting. Commissioner Helmer moved to approve the May 27, 2026 minutes of the meeting, seconded by Commissioner McKinney. All aye votes.

3. COMMUNICATIONS

- A. Stock box update: Mary reported that a total of 35 food boxes were distributed among tenants at Parkview, Tenth Avenue, and Huntington House apartments. The next distribution date is scheduled for July 21, 2026.

4. CONSIDERATION OF BILLS

- A. Approve May 2026 bills: Commissioners reviewed the May 2026 bills. Commissioner Helmer inquired about the Public Housing check payments to Tweet Garot Mechanical for \$2,410.41 and Eron/Gee Plumbing for \$1,621.03. Mary stated the services were for repairs to the domestic hot water tank at Parkview apartments. Commissioner McKinney moved to approve the May 2026 bills, seconded by Commissioner Helmer. All aye votes.

5. EXECUTIVE DIRECTOR'S REPORT

- A. Public Housing program occupancy & building update: Mary reported that the public housing program is at 100% occupancy for the month. There are an adequate number of applicants on the waiting lists. There will be one scattered site and one Parkview upcoming vacancy. The first set of proactive bed bug treatments began at Parkview apartments on June 18, 2026. One unit was also heat treated on the same day for bed bugs. The concrete steps are planned for this summer, awaiting a start date from the contractor based on their schedule availability. Quotes are being gathered

for the Tenth Avenue apartments common area flooring and painting of the common area walls.

- B. Huntington House Redevelopment LLC occupancy and building update: Mary reported that Huntington House is at 98 percent occupancy for the month. The waiting list has 43 applicants. There is one vacancy that has been filled off the waiting list with a lease date of July 1, 2026. There will be one upcoming vacancy at the end of June. Mary also reported that Josh spoke with the City regarding the dredging of the pond which would be a coordinated effort as the City and DNR would need to be involved in the process. She also reported that trees have been identified for removal. Mary requested from the board approval of \$18,000 budget for removal of the trees, to include stump removal, grinding, and filling the holes up with dirt. Commissioner Helmer moved to approve a \$18,000 budget as per the Executive Director's request for tree removal services at Huntington House apartments, seconded by Commissioner Dankemeyer. All aye votes.
- C. Section 8 program update: Mary reported that 157 families are currently being assisted through the Section 8 tenant-based voucher program, with 477 applicants on the waiting list and an estimated wait time of approximately 30 months. There are no new or active vouchers, and no end of participations. The waiting list remains closed.
- D. Capital Funds Program grant status: Mary reported that the 2023 grant has a remaining balance of \$14,879.43 in general capital activities, with all operating funds fully expended. The 2024 grant is fully expended. The 2025 grant has a balance of \$268,604 in operations and \$75,000 in capital activities. The 2026 capital grant package was submitted to HUD and approved on June 17, 2026. The funds have been released in HUD's eLOCC system but have not yet been spread across the appropriate BLIs. It is anticipated that the exterior concrete stair replacement at Parkview will be funded using the remaining 2023 Capital Fund grant, with the balance to be covered by the 2025 grant. It is anticipated that the 2025 grant will fund the Tenth Avenue common area flooring project and physical needs assessment. The 2026 grant is anticipated to fund the Tenth Avenue common area painting project. Mary also reported that HUD has been closely monitoring the Housing Authority's capital funds obligation and disbursement end dates.
- E. State Debt Collection (SDC) program status: Mary reported that \$499.83 was received through the SDC program. These recovery payments were associated with the Public Housing program.
- F. Purchasing Card rebate: Mary reported that a rebate of \$646.49 was received from the purchasing card program.
- G. 2026 CFP grant funding: Mary reported that HUD form 53012 for 2026 CFP grant has been completed and documents uploaded to HUD's EPIC system. The award amount for the 2026 grant is \$376,028.

- H. Personnel Policy Revisions: Mary reported additional revisions to the personnel policy to include a clothing allowance increase for administrative employees of \$100 for housing authority emblem identifying clothing and revisions to the sick leave for accrual and use after notice of separation.

6. RESOLUTIONS:

- A. 2026_1 Acceptance of 2026 Capital Funds: Commissioner McKinney moved to approve resolution 2026_1 Acceptance of 2026 Capital Funds, seconded by Commissioner Helmer. All aye votes.
- B. 2026_2 Approving Amendment of the Personnel Policy: Commissioner Helmer moved to approve resolution 2026_2 Approving Amendment of the Personnel Policy, seconded by Commissioner Walter. All aye votes.

7. PUBLIC INPUT: There was no public input.

8. NEXT MEETING: The next meeting is scheduled for 1:30 p.m. on Wednesday, July 29, 2026 in the community room of Huntington House Apartments.

9. ADJOURNMENT: Commissioner Dankemeyer moved to adjourn the meeting at 2:40 p.m., seconded by Commissioner McKinney. All aye votes.

Submitted for approval by:

Mary Vang
Executive Director

Date:_____

Approved by:

Jo Ann Grode
Chair

Date:_____