

**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, April 30, 2025, in the community room of the Huntington House Apartments, 2521 10<sup>th</sup> Street South, Wisconsin Rapids, WI 54494. Commissioner Grode called the meeting to order at 1:33 p.m.

**1. ROLL CALL:**

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

Also present: Kim Dankemeyer, Walter McKinney, Eric Hambrock and Jolina Janus

**2. MINUTES REVIEWED**

- A. Commissioners reviewed minutes from the March 26, 2025, meeting. Commissioner Henke moved to approve the minutes of the March 26, 2025 meeting, seconded by Commissioner Reith-Kincaid. All aye votes.

**3. COMMUNICATIONS**

- A. Stock box update: Mary reported that a total of 34 food boxes were distributed among tenants at Parkview, Tenth Avenue, and Huntington House apartments. The next distribution date is scheduled for May 20, 2025.
- B. Staff Training update: Mary reported that she attended the WAHA spring conference this week. She, along with two other staff, are registered for webinar based NSPIRE inspection training in July and August. She also registered for a webinar-based capital fund program training in May.
- C. City of Wisconsin Rapids Engineering Department memos regarding roadway construction: Mary reported that the roadway construction on McKinley Street that runs along the south side parking lot of 10<sup>th</sup> Avenue apartments will begin mid-June and is anticipated to run through to September. Updates will be provided by the City and relayed to 10<sup>th</sup> Avenue tenants. Tenant parking in the south parking lot shouldn't be an issue for tenants as the entrance off 10<sup>th</sup> Avenue should still be accessible. The street reconstruction project that would impact the Housing Authority property on Apricot between 15<sup>th</sup> Street North and 17th Street North is in the design phase with construction scheduled for 2026.
- D. Housing Authority Board Commissioner appointments approved by City Common Council: Mary reported that the City Common Council approved the Commissioner appointments for Walter McKinney and Kim Dankemeyer effective for April 30, 2025. Commissioner Dankemeyer will be replacing Commissioner Reith-Kincaid's last term that runs through

April 30, 2026, and Commissioner McKinney will be replacing outgoing Commissioner Smith.

**4. CONSIDERATION OF BILLS**

- A. Approve March 2025 bills (Quickbooks & Section 8 register and purchasing card transaction detail): Commissioners reviewed the March 2025 bills. Commissioner Helmer moved to approve the March 2025 bills, seconded by Commissioner Henke. All aye votes.

**5. EXECUTIVE DIRECTOR'S REPORT**

- A. Public Housing Occupancy: Mary reported that as of April 1, 2025, the Housing Authority has a Public Housing occupancy rate of 99% with an adequate number of applicant families on the waiting list across the Public Housing portfolio. There was one vacancy at Parkview apartments that was filled off the waiting list on April 25, 2025, and there are two upcoming vacancies for May that will be filled off the waiting list with anticipated lease dates of May 29 & June 27, 2025. There are no vacancies at Tenth Avenue or Scattered Sites.
- B. Huntington House Redevelopment, LLC Occupancy: Mary reported that as of April 1, 2025, the Huntington House apartments have an occupancy rate of 97% with an adequate number of applicants on the waiting list. There are two vacancies that will be leased on May 1, 2025, and three upcoming vacancies for May with anticipated lease dates of June 1, 2025.
- C. Section 8 program status: Mary reported that as of April 25, 2025, there are 170 families receiving tenant-based voucher assistance. The tenant-based voucher has 622 families on the waiting list and is running approximately 20 months. The section 8 waiting list remains closed. There are two tenant-based vouchers searching. To maintain attrition and full HAP utilization, port-in vouchers will be absorbed into the program.
- D. Capital Funds Program grant status: Mary reported that as of April 23, 2025 the 2022 grant has a zero balance in operations, \$8,733 in general capital activities. The 2023 grant has a \$5,396 balance in operations for and \$27,000 in general capital activities. The 2024 grant has \$292,323 in operations and \$37,750 in general capital activity. An drawdown was made from the 2024 capital activity to pay for replacement of the Parkview parking lot light fixtures.
- E. State Debt Collection (SDC) program status: Mary reported that \$521.69 was received through the SDC program from two former public housing tenants.
- F. Capital Fund Program (CFP) 2018, 2019, & 2020 grant close outs: Mary reported that she submitted the close out for the CFP 2018, 2019, & 2020 grants on March 21, 2025, in HUD's EPIC system. She anticipates including these grants in the 2024 audit once she receives further direction from the HUD field office.

- G. Huntington House LLC insurance renewal: Mary reported that the Huntington House property and liability insurance has been renewed for the period of May 1, 2025 through May 1, 2026. The property renewal premium rate increased by 6.45% due to an increase in building value, and the liability premium rate increased by 4.33% with no changes to the excess rate renewal. Due to rising premium rates, Mary did inquire about a policy review for financial relief. The underwriter was unable to provide any reductions due to the recent hailstorm claim in May of 2024.
- H. Workers Compensation audit renewal: Mary reported that because of the recent workers compensation audit renewal, premium adjustments were made to the prior and current policy periods, requiring an additional premium for both periods. The additional premium is the result of a rate increase in correlation to changes in salaries.
- I. Update board commissioner signers on Housing Authority of Wis Rapids and Huntington House LLC bank accounts: Mary reported that the Housing Authority and Huntington House bank accounts would need updated signers with the changes in Commissioners.

## 6. RESOLUTION

- A. Resolution 2025-1 Board Resolution to change Housing Authority of Wisconsin Rapids Bank Signatory: Commissioners reviewed Resolution 2025-1. Commissioner Henke moved to approve Resolution 2025-1 Board resolution to change Housing Authority of Wisconsin Rapids Bank Signatory, seconded by Commissioner Smith. All aye votes.
- B. Resolution 2025-2 Board Resolution to change Huntington House Redevelopment, LLC Bank Signatory: Commissioners reviewed Resolution 2025-2. Commissioner Henke moved to approve Resolution 2025-2 to change Huntington House Redevelopment, LLC bank signatory, seconded by Commissioner Smith. All aye votes.

## 7. NEW BUSINESS

- A. Discuss personnel policy revisions: Mary discussed with Commissioners the need to update the personnel policy to add additional language under ethical behavior, and removal of the wellness program as this is no longer a part the current health insurance plan.
- B. Discuss property management agreement amendment: Mary discussed with Commissioners the need to amend the property management agreement to add language under the compensation section that would include the calculation or amount of the additional management fee.
- C. Discuss procurement policy revisions: Mary discussed with Commissioners the need to revise the procurement policy to appropriately cite the updated HUD CFR that applies to procurement, in addition to increasing the petty cash amount from \$50 to \$100.

8. **PUBLIC INPUT:** Commissioner Reith-Kincaid inquired about the project start time for the Huntington House roofing project. Mary stated that the work should within the next week, once the roofing project is wrapped up at Parkview apartments.
9. **NEXT MEETING:** The next meeting is scheduled for 1:30 p.m. on Tuesday, May 27, 2025 in the community room of Huntington House Apartments.
10. **ADJOURNMENT:** Commissioner Henke moved to adjourn the meeting at 2:39 p.m., seconded by Commissioner Reith-Kincaid. All aye votes.

Submitted for approval by:

Mary Vang  
Executive Director

Date: \_\_\_\_\_

Approved by:

Jo Ann Grode  
Chair

Date: \_\_\_\_\_