

MINUTES OF MEETING – TOMAH PUBLIC HOUSING AUTHORITY

A Tomah Public Housing Authority meeting was held on the 13th of March 2024 at 4:15 P.M. at the Kupper-Ratsch Senior Center, 1002 Superior Ave., Tomah, WI 54660.

Members present: Rick Murray, Richard Yarrington, Sandra Vierck

Non-member(s) present: Lamont Kiefer, Carrie Nilssen

Meeting called to order at 4:19 p.m. by Chairman Rick Murray at the Kupper-Ratsch Senior Center. Roll call taken.

Sandra Vierck moved seconded by Richard Yarrington that the minutes of the February 14, 2024, meeting be approved. All Ayes motion to approve carried.

Discussion/Updates Provided:

- Office lease agreement was signed by all parties and received. Rent for 2024 has been paid.
- Bed Bugs have been found at the Manor in Apt. 206. Heat Treatment scheduled for March 20, 2024.

Discussion/Action – Auditors

The Auditing firm – Collins & Associates, S.C. sent a seven-page document dated February 23, 2024, outlining the 2023 Audit Scope of Services. Inside the document on page 6, they outlined the timeline as “*We expect to begin our audit approximately in April or May 2024, and to issue our reports no later than September 30, 2024.*” Their cost for this service was outlined as “*...that we agree that our gross fee, including expenses, will be at most \$6,500.*” Richard Yarrington made a motion to have the Director sign the document. Seconded by Sandra Vierck. All Ayes, motion to approve carried. Contract was signed on 03/14/2024 and sent to the Auditors.

Discussion/Action – Aged Receivables Report

Discussion was held on the report of past tenants who have vacated their apartments and still owe the Housing Authority money. The total was \$20,610.11. Richard Yarrington made a motion to write off these accounts, and upload them to the Wisconsin Department of Revenue Tax Intercept Program (TRIP.) Seconded by Sandra Vierck. All Ayes, motion to approve carried.

Discussion/Action – Waterman Parking Lot Improvements

The City of Tomah purchased a paver about three years ago. Using their intergovernmental agreement they are willing to provide their Public Works staff labor and various equipment to pave the parking lot at the Waterman Apartments. The Housing Authority would purchase the materials. Sandra Vierck made a motion to partner with the Tomah Public Works Department to pave the parking lot at the Waterman Apartments. Seconded by Richard Yarrington. All Ayes, motion to approve carried.

Discussion/Action – WI Association of Housing Authority Spring Conference

The Wisconsin Association of Housing Authority will be holding their Spring Conference on Wednesday, April 17 and Thursday, April 18 in Rothchild, Wisconsin. Richard Yarrington made a motion to approve the expenses related to the Director attending this spring conference. Seconded by Rick Murray. All Ayes, motion to approve carried.

Discussion/Action - Accounts Payable Reconciliation Detail and Summary

Sandra Vierck made a motion to approve the February 2024 Accounts Payable Reconciliation Reports as presented, seconded by Richard Yarrington. All Ayes, motion to approve carried.

Discussion/Action – Fee Accountant Monthly Reports

Sandra Vierck made a motion to approve the February 2024 Fee Accountant Monthly reports as presented. Seconded by Richard Yarrington. All Ayes, motion to approve carried.

Discussion/Action – Bank Statements

The February 2024 bank statements were reviewed. Sandra Vierck made a moved to approve seconded by Richard Yarrington. All Ayes, motion to approve carried.

There being no additional business for the Tomah Public Housing Authority Sandra Vierck moved seconded by Rick Murray to adjourn the meeting at 5:27 pm.

Submitted by: Carrie Nilssen