

MINUTES OF MEETING – TOMAH PUBLIC HOUSING AUTHORITY

A Tomah Public Housing Authority meeting was held on the 8th of May 2024 at 4:15 P.M. at the Kupper-Ratsch Senior Center, 1002 Superior Ave., Tomah, WI 54660.

Members present: Richard Yarrington, Brian Forsythe, Max Brohaugh, and Sandra Vierck

Non-member(s) present: Carrie Nilssen

Meeting called to order at 4:17 p.m. by Co Chairman Richard Yarrington at the Kupper-Ratsch Senior Center. Roll call taken.

Brian Forsythe moved seconded by Sandra Vierck that the minutes of the April 10, 2024, meeting be approved. All Ayes motion to approve carried.

Discussion/Updates Provided:

- A recap of the Auditor's visit on 04/26/2024 was provided. They reviewed 10 tenant files and a large number of accounts payable records.
- There are two veterans on the HUD-VASH program leased outside of the city limits.
- The Vacancy Report was reviewed for all properties. Brian Forsythe asked about monthly rent comparison per square footage of TPHA vs. Monroe County Housing. This will be placed on the agenda for the June 12, 2024, meeting.
- Discussion was held on the Capital Fund Grants and close out of the 2021 and 2022 grants. The funds were deposited into the bank on May 8, 2024.
- Rent increases will be discussed further when preparing the 2025 Budget. In the meantime, a historical chart showing TPHA past rent increases will be developed and added to the June meeting.
- Zingler Sign & Design is working on a draft version of an office sign.
- An update was provided to the Board on a Lakeside tenant who transferred from apartment 26 to apartment 6 after the renovations were completed. Last week, the tub was discovered to be cracked, so it will be replaced on 05/15/24. A port a potty will be placed outside the apartment to accommodate the tenant while the repairs are taking place.
- The Housing Authority currently has five (5) Certificates of Deposits at BankFirst. \$20,000 each for a total of \$100,000. Each one is 12 months. It was recommended by the Board to shop around for a better interest rate when looking to start the June 2024 certificate as BankFirst has dropped their rates substantially.
- Discussion was held on the possibility of the Housing Authority to either purchase an existing apartment complex or build a new rental unit with the help of the High School Trades Class and/or the WI Technical College students. Some pros and cons of both were discussed.

Discussion/Action – Chamber of Commerce Membership Dues

Sandra Vierck made a motion, seconded by Brian Forsythe to participate in the Foundation Membership Investment Tier at an annual fee of \$300. All Ayes, motion to approve carried.

Discussion/Action – Resolution 305 Authorized Official Representative

Brian Forsythe made a motion, seconded by Max Brohaugh to approve Resolution 305, which allows the Executive Director the authority to execute forms and documents relating to the HUD Housing Programs. All Ayes, motion to approve carried.

Discussion/Action – Resolution 349 Entrance into Corrective Action Plan

After reviewing the Corrective Action Plan from the Milwaukee Field Office and discussing the five action line items within the plan. Brian Forsythe made a motion, seconded by Sandra Vierck to approve Resolution 349, which states the Housing Authority's commitment to obtain a higher score within the Public Housing Assessment System. All Ayes, motion to approve carried.

Discussion/Action – Election of Housing Board Officers

Brian Forsythe made a motion to keep the current Officers the same as last year. Rick Murray, Chairperson and Richard Yarrington, Co Chairperson. Max Brohaugh seconded the motion. All Ayes, motion to approve carried.

Discussion/Action - Accounts Payable Reconciliation Detail and Summary

Brian Forsythe made a motion to approve the April 2024 Accounts Payable Reconciliation Reports as presented, seconded by Max Brohaugh. All Ayes, motion to approve carried.

Discussion/Action – Fee Accountant Monthly Reports

Brian Forsythe made a motion to approve the March 2024 Fee Accountant Monthly reports as presented. Seconded by Max Brohaugh. All Ayes, motion to approve carried.

Discussion/Action – Bank Statements

The April 2024 bank statements were reviewed. Brian Forsythe made a moved to approve seconded by Max Brohaugh. All Ayes, motion to approve carried.

There being no additional business for the Tomah Public Housing Authority Brian Forsythe moved seconded by Sandra Vierck to adjourn the meeting at 5:29 pm.