

# MINUTES OF MEETING – TOMAH PUBLIC HOUSING AUTHORITY

A Tomah Public Housing Authority meeting was held on the 12<sup>th</sup> of June 2024 at 4:15 P.M. at the Tomah Manor, 901 McLean Ave., Tomah, WI 54660.

Members present: Richard Yarrington, Max Brohaugh, and Rick Murray

Non-member(s) present: Carrie Nilssen

---

Meeting called to order at 4:32 p.m. by Chairman Rick Murray at the Tomah Manor, 901 McLean Ave. Roll call taken.

Richard Yarrington moved seconded by Max Brohaugh that the minutes of the May 8, 2024, meeting be approved. All Ayes motion to approve carried.

## **Discussion/Updates Provided:**

- Milton Pykett injured his left eye on 05/31/2024 while looking through a stack of doors for a replacement. While fanning the doors, a side edge began to fall, scraping his left eye. He was off work for 6 days and made 3 trips to LaCrosse to see an eye specialist. TPHA paid for his lost work time, prescription eye drops, mileage to LaCrosse and doctor visit charges.
- United Tree Service was hired to remove an oak tree at the Tomah Manor. The tree removal, stump grinding, haul away of chips, add black dirt and grass seed will happen on 06/13/2024 and cost \$900.
- BJ Rice is interested in the apartment upgrades on Lakeside Apt. 10. He will submit a bid.
- Discussion was held on future rent increases at the Manor. This topic will be tabled until the July meeting and the Director will bring back additional information on current utility expenses.
- The Tomah Manor sign was reviewed, and it was suggested to get a quote on upgrading that sign too.
- The Director applied and was approved to receive additional HUD-VASH Administrative Funds. These funds can be used for security deposits, moving expenses, application fees, etc. A Housing Authority Policy and Procedure will be drafted and brought forward for the board to review.
- An update was provided on the tenant at Lakeside Apt. #6 and the Equal Rights Division case that she filed.
- Waterman parking lot improvements are scheduled to be completed sometime in the next month per Joe at the Tomah Street Division.
- Certificate of Deposit rates at CCF Bank were discussed and it was encouraged to begin creating CD's there.
- Carrie will be on vacation June 14- June 21, 2024.

## **Discussion/Action – Office Sign**

Richard Yarrington made a motion, seconded by Max Brohaugh to hire Zingler Sign & Design to fabricate and install the Housing Authority Office Sign as presented. All Ayes, motion to approve carried.

## **Discussion/Action - Accounts Payable Reconciliation Detail and Summary**

Richard Yarrington made a motion to approve the May 2024 Accounts Payable Reconciliation Reports as presented, seconded by Max Brohaugh. All Ayes, motion to approve carried.

## **Discussion/Action – Fee Accountant Monthly Reports**

Richard Yarrington made a motion to approve the April 2024 Fee Accountant Monthly reports as presented. Seconded by Max Brohaugh. All Ayes, motion to approve carried.

## **Discussion/Action – Bank Statements**

The May 2024 bank statements were reviewed. Richard Yarrington made a motion to approve seconded by Max Brohaugh. All Ayes, motion to approve carried.

**Tour of Tomah Manor was provided:**

- Zero entry shower
- Hallway lighting upgrades
- Bathtub removal
- Door widening
- Flooring upgrades
- Kitchen cabinet upgrades
- Parking lot – space stripping for handicap
- Extension of the outdoor patio
- Landscape upgrades
- Sign
- Tree trimming

There being no additional business for the Tomah Public Housing Authority Richard Yarrington moved seconded by Max Brohaugh to adjourn the meeting at 6:18 pm.