

MINUTES OF MEETING – TOMAH PUBLIC HOUSING AUTHORITY

A Tomah Public Housing Authority meeting was held on the 11th of September 2024 at 4:15 P.M. at the Kupper-Ratsch Senior Center, 1002 Superior Ave., Tomah, WI 54660.

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

Non-member(s) present: Carrie Nilssen

Meeting called to order at 4:16 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 August 14, 2024, meeting be approved. All Ayes motion to approve carried.

Discussion/Updates Provided:

- The circuit court upheld the eviction of Denise Perry, Apt. 306.
- Wil-Kil completed two cockroach treatments, 11 apartments total.
- A Capital Improvement List on flooring upgrades was provided to the Board.
- Discussion was held on the possibility of upgrading the TPHA's maintenance truck. It was recommended to contact the City of Tomah's Public Works Director and the Park and Rec Director on any upcoming replacement vehicles.
- Discussion was held on the possibility of either purchasing additional rental property within the City of Tomah or building a new cement slab facility.

Discussion/Action – Apt. 206 - 4th occurrence of Bed Bugs

Max Brohaugh made a motion, seconded by Brian Forsythe to purchase mattress and box spring encasements for the tenant in Apt. 206, schedule another treatment of Bed Bugs extermination with Wil-Kil, include eviction language within the letter and have the tenant pay for all cost including the professional recheck after treatment. All Ayes, motion to approve carried.

Discussion/Action – Waterman and Maple Grove Rental Rates

Sandra Vierck made a motion, seconded by Max Brohaugh to increase the one-bedroom rental rates as follows; Waterman Rental Rate to \$825 and Maple Grove Rental Rate to \$690 beginning June 1, 2025. All Ayes, motion to approve carried.

Discussion/Action – Washer and Dryer Rates

Brian Forsythe moved, seconded by Max Brohaugh to increase the Washer Rates to \$2.00 per wash at Lakeside, Manor and Waterman. The Dryer Rates will remain at \$1.00 as currently set. All Ayes, motion to approve carried.

Discussion/Action – Manor 2025 Budget

Brian Forsythe made a motion, seconded by Richard Yarrington to approve the Manor 2025 Budget as presented with the recommendation adjustment of line 38, Electric, from \$37,000 to \$45,000. All Ayes, motion to approve carried.

Discussion/Action – 2023 Audit Report and Finding from Collins & Associates

Brian Forsythe made a motion, seconded by Sandra Vierck to approve the Housing Authority's Financial Statements, including Independent Auditor's Report for the year ending December 31, 2023 prepared by Collins & Associates, S.C. All Ayes, motion to approve carried.

Discussion/Action – Lakeside Apt. 10 Quotes for Reconstruction

Richard Yarrington made a motion, seconded by Sandra Vierck to approve the Davis & Son's Construction quote #134 in the amount of \$2,637.76 to renovate apartment 10 with a single patio door and A/C sleeve. All Ayes, motion to approve carried.

Discussion/Action – Manor 1st Floor Lighting Upgrades

Richard Yarrington made a motion, seconded by Brian Forsythe to approve the Max Electric quote #523 in the amount of \$2,823.11 to install flat panel LED lights in the 1st floor basement area and stairway areas. All Ayes, motion to approve carried.

Discussion/Action – Civil Rights Certificate 2025 and Board Resolution #446

Richard Yarrington made a motion, seconded by Brian Forsythe to approve the Annual 2025 Certification and Board Resolution #446 pledging Tomah Public Housing Authority will provide decent, safe and sanitary housing for low and moderate income households and conform with Title VI of the Civil Rights Act of 1964. HUD Certificate form HUD-50077-CR and Board Resolution signed. All Ayes, motion to approve carried.

Discussion/Action - Accounts Payable Reconciliation Detail and Summary

Brian Forsythe made a motion to approve the August 2024 Accounts Payable Reconciliation Reports as presented, seconded by Sandra Vierck. All Ayes, motion to approve carried.

Discussion/Action – Bank Statements

The August 2024 bank statements were reviewed. Brian Forsythe made a motion to approve seconded by Sandra Vierck. All Ayes, motion to approve carried.

Discussion/Action – Create another Certificate of Deposit

Max Brohaugh made a motion, seconded by Brian Forsythe to move \$50,000 from the BankFirst Money Market Elite account ending in xxx0593 to a higher interest rate certificate of deposit. All Ayes, motion to approve carried.

There being no additional business for the Tomah Public Housing Authority Richard Yarrington moved seconded by Brian Forsythe to adjourn the meeting at 6:00 pm.

Submitted by: Carrie Nilssen