

## MINUTES OF MEETING – TOMAH PUBLIC HOUSING AUTHORITY

A Tomah Public Housing Authority meeting for the City of Tomah was held on the 15<sup>th</sup> of February 2023 at 4:15 P.M. in the Kupper-Ratsch Senior Center, 1002 Superior Av, Tomah, WI 54660.

Members present: Rick Murray, Richard Yarrington, Lamont Kiefer, Max Brohaugh, Brian Forsythe

Non-member(s) present: Carrie Nilssen

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Meeting called to order at 4:28 p.m. by Chairman Rick Murray. Roll call taken.

Richard Yarrington moved seconded by Brian Forsythe that the minutes of the January 11, 2023 meeting be approved. All Ayes motion carried.

### **Discussion/Action – Board member resignation:**

1. Jessica Grauel has officially resigned as a member of the board.

### **Financial Year End Review:**

1. Carrie Nilssen updated the board on the year end reporting that took place in January 2023. Reports included were the Voucher Management System, 3<sup>rd</sup> and 4<sup>th</sup> quarter Federal Form 941, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> quarter Unemployment Compensation Tax, W2 and W3 Federal and State filings, Tenant Rent Certificates, Wisconsin Tax filing, and both the NEC 1099 and the MISC 1099.
2. Bank statements were provided and approved.

### **Discussion/Action:**

1. Manor – third floor carpet replacement
  - a. Pictures and a material cost estimate were provided of the destroyed carpet with oil stains. Brian Forsythe made a motion to approve the carpet replacement seconded by Max Brohaugh.
  - b. Spending authority/approval level for minor repairs set at \$2,000. Brian Forsythe made a motion to approve seconded by Max Brohaugh.
2. Lock Out Policy
  - a. Discussion was held on the current lock out policy with emphasis on the dollar amounts charged for each occurrence and the after-hours procedures. Carrie will compare the Tomah Public Housing Authority Office rates with other Housing Authority Offices to see how we compare. This item will be tabled until more information can be obtained.
3. Open Carry Law/Manor Facility
  - a. Discussion was held on the Housing Authority's role when tenants and/or guest enter the Manor with an Open Carry Firearm. This item will be tabled until more information can be obtained from the Tomah Police Department, HUD Office and City Attorney.
4. Executive Director
  - a. The board approved Carrie Nilssen as the new Executive Director effective Monday, January 23, 2023 at \$30 per hour with three weeks of Personal Time Off. Richard Yarrington moved and Brian Forsythe seconded.
5. Tenant Occupancy/Clutter at Lakeside
  - a. Pictures were provided to the Board of two units at Lakeside Apartments that have a large number of items stored outside on the patio. Discussion was held on the appropriate number of items to be following the lease. Carrie will contact the tenants via phone and a second letter. She will also contact Shane Rohloff at the City of Tomah about the nuisance policy.

There being no additional business for the Tomah Public Housing Authority Brian Forsythe moved seconded by Richard Yarrington to adjourn meeting at 5:45pm.

Submitted by: Carrie Nilssen