

## MINUTES OF MEETING – TOMAH PUBLIC HOUSING AUTHORITY

A Tomah Public Housing Authority meeting was held on the 14<sup>th</sup> of June 2023 at 4:15 P.M. at the Lakeside Apartment Complex, 720 Williams Street, Tomah, WI 54660.

Members present: Rick Murray, Richard Yarrington, Brian Forsythe

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

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Meeting called to order at 4:19 p.m. by Chairman Rick Murray inside the Lakeside Community Room. Roll call taken.

Brian Forsythe moved seconded by Richard Yarrington that the minutes of the May 10, 2023, meeting be approved. All Ayes motion carried.

### **Discussion/Action – Guthrie Fire Alarm System - Manor**

The date has been set for the Fire Alarm System upgrade at the Manor as June 20 and June 21, 2023. After closer review Guthrie Fire Alarm System determined and provided an additional quote to upgrade the alarm control panel and loop expander at a cost of \$4,996.00. Richard Yarrington made a motion to approve the upgraded panel at a cost not to exceed \$5,000.00 seconded by Brian Forsythe. All Ayes, motion carried. The total cost of the project was \$40,136.00.

### **Discussion/Action – Manor TDS Fiber Installation**

Continued discussion was held on the scope of work to install fiber within the Manor. The discussion covered pricing, package deals for tenants, installation within the building and each apartment, time needed to install, where would be the hub and future Manor rent increases with consideration of the fiber cost. Brian Forsythe made a motion to allow TDS to have access into the Manor building to install their distribution system at no cost to the Tomah Public Housing Authority. Richard Yarrington seconded. All Ayes, motion carried.

### **Discussion/Action – Money Market Funds**

Discussion was held on the security of funds within the Money Market account. An idea was brought forth to create a rolling Certificate of Deposit for a portion of the money market funds creating a monthly maturity. Rates across several banks were discussed. Since the current funds are located within BankFirst, Carrie Nilssen volunteered to meet with the bank to see if they could match the competitor's rates. A seven-, nine- and twelve-month rotation was discussed with each certificate valued at \$20,000. Brian Forsythe made a motion to move \$60,000 of funds from the money market account into three certificate of deposit each valued at \$20,000. Richard Yarrington seconded the motion. All Ayes, motion carried.

### **Discussion/Action – Tour of the Lakeside Apartment Complex**

Carrie Nilssen provided the Board Members a tour of the Lakeside Apartment Complex including some apartments.

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

The May 2023 bank statements were reviewed. Richard Yarrington moved to approve seconded by Brian Forsythe.

### **Discussion/Action – Accounts Payable Reconciliation**

The Lakeside Reconciliation Detail was provided and discussed. Richard Yarrington made a motion to have all programs included each month for the Board to Review, seconded by Brian Forsythe. All Ayes, motion carried.

There being no additional business for the Tomah Public Housing Authority Richard Yarrington moved seconded by Brian Forsythe to adjourn meeting at 6:12pm.

Submitted by: Carrie Nilssen