

MINUTES OF MEETING – CITY OF TOMAH

A Tomah Public Housing Authority meeting for the City of Tomah was held on the 3rd of March 2022 at 4:00 P.M. in the Kupper-Ratsch Senior Center, 1002 Superior Av, Tomah, WI 54660.

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

The following members were absent: Jessica Grauel, Max Brohaugh

Non-member(s) present: Samantha Draeger, Penny Precourt

Meeting called to order at 4:16PM by Chairman Rick Murray. Roll call taken.

Richard Yarrington moved seconded by Brian Forsythe that the minutes of the July 6, 2022 meeting be approved. All Ayes motion carried.

Penny Precourt – Discussion of amending board makeup and bylaws amendments regarding CDBG and TPHA board. Will discuss at next month's board meeting.

Financial Review:

1. Samantha Draeger has full access now to online banking. Working on reconciling accounts on Quickbooks.

Public Housing:

1. Lamont Kiefer spoke to Kirk Arity regarding non-tenants dumping issues at Lakeside Apartments. City of Tomah cannot monitor dumpster issue and reiterated posting signs and/or installing cameras. Samantha Draeger reported no further reports of large or unauthorized dumping at Lakeside apartments since last board meeting. Discussion of cost reasonableness of installing cameras in comparison to cost of maintenance disposing of items off property.
2. Annual Lakeside Apartment inspections scheduled week of August 15th. Inspections will be completed by Samantha Draeger. 20ft dumpster provided in parking lot for tenants to use while cleaning units prior to inspection.
3. One three bedroom unit open. Receiving little response from households on waiting list that were issued letters of availability. Will continue to reach out to those on waitlist. Continuing to receive applications. One four bedroom unit will be available by end of month. Will transfer #10 to open 4 bedroom and another 3 bedroom will be available.

Section 8 Housing Voucher Program:

1. Monthly VMS reporting to HUD being completed. No contact with HUD Rep from Milwaukee in one month. Will contact within next two weeks to verify all reporting is being completed.
2. Samantha Draeger has corrected majority of landlord housing assistance payment accounts for checks that were issued incorrectly for May and June 2022.
3. Scheduling Annual HQS Inspections for voucher participants the second and third week of September 2022.

Tomah Manor, 905-907 Maple Grove St & 504 Waterman Av

1. Bedbugs treated in three apartments at Tomah Manor and chemical treatment in common areas/hallways on 07/20/2022. Traps placed in common areas, in units treated, and units adjacent. No bedbugs have been seen in traps as of date of this meeting.
2. Manor Tenant issued termination of lease notice on 07/25/2022 to be out on/by 08/31/2022 due to lease violations.
3. Tenant issued with termination of lease notice at 504 Waterman on 07/01/2022 to be out on/by 07/31/2022 did not vacate. Was given until Friday 08/05/2022 8am to be out.

There being no additional business for the Tomah Public Housing Authority Brian Forsythe moved seconded by Richard Yarrington to adjourn meeting at 5:15pm.

Submitted by: Samantha Draeger