

# MINUTES OF MEETING – TOMAH PUBLIC HOUSING AUTHORITY

A Tomah Public Housing Authority meeting was held on the 14<sup>th</sup> of August 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, and Sandra Vierck

Non-member(s) present: Carrie Nilssen

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Meeting called to order at 4:18 p.m. by Chairman Rick Murray at the Kupper-Ratsch Senior Center. Roll call taken.

Brian Forsythe moved seconded by Richard Yarrington that the minutes of the June 12, 2024, meeting be approved. All Ayes motion to approve carried.

## **Discussion/Updates Provided:**

- A new office sign has been installed and the entrance area including the door has been painted.
- The oak tree was removed at the Manor.
- Assessment letters were received – we pay based on PILOT.
- The League of Municipalities did a review of all properties, did measurements at each site and took pictures of the blueprints.
- The Waterman parking lot has received an asphalt upgrade. We will need to install parking stops. It was recommended to look at recycled plastic vs. concrete.
- Discussion was held on the eviction of apartment 306 and the cockroach problem. Court date is August 16, 2024.
- Two - \$20,000 Certificate of Deposits were created at BankFirst and \$100,000 was moved within CCF Bank - \$50,000 from the Operating Fund and \$50,000 from the Capital Fund into the Mutual Fund earning 5.40% interest. A spreadsheet was shared with the group.
- Manor apartments 104 and 213 are currently receiving LVP flooring.
- An email received from HUD-VASH, awarding additional funds to the PHA was discussed. Sandra volunteered to look for some common policies and procedures to assist with our language of administration.

## **Discussion/Action – Manor Rental Rates for 2025**

Brian Forsythe made a motion, seconded by Sandra Vierck to increase the Manor Rental Rates beginning June 1, 2025. Small efficiency \$555 per month, Large efficiency \$585 per month and one bedroom \$615 per month. All Ayes, motion to approve carried. Waterman and Maple Grove will be reviewed at the September meeting.

## **Discussion/Action – Employee rate increases**

Brian Forsythe made a motion, seconded by Sandra Vierck to use the following employee rates in creating the draft version of the 2025 Budget. Once the Board has an opportunity to see the 2025 Budget, a motion to approve employee rates will be set. Maintenance \$26.00 per hour, Assistant Director \$22.00 per hour, Director \$34.00 per hour. All Ayes, motion to approve carried.

## **Discussion/Action – Apt. 10 Reconstruction Bid**

Richard Yarrington moved, seconded by Brian Forsythe to look at other contractors within the area for comparison bids to remove the patio door, install a single door and A/C sleeve. A list of area contractors was discussed. All Ayes, motion to approve carried.

## **Discussion/Action – Manor Lighting Upgrades**

Tabled until the September Meeting.

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

Richard Yarrington made a motion to approve the May, June and July 2024 Fee Accountant Monthly reports as presented. Seconded by Brian Forsythe. All Ayes, motion to approve carried.

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

Sandra Vierck made a motion to approve the June and July 2024 Accounts Payable Reconciliation Reports as presented, seconded by Richard Yarrington. All Ayes, motion to approve carried.

**Discussion/Action – Bank Statements**

The June and July 2024 bank statements were reviewed. Brian Forsythe made a motion to approve seconded by Sandra Vierck. 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 5:51 pm.

Submitted by: Carrie Nilssen