

## MINUTES OF MEETING – TOMAH PUBLIC HOUSING AUTHORITY

A Tomah Public Housing Authority meeting was held on the 12<sup>th</sup> of July 2023 at 4:15 P.M. at the Kupper-Ratsch Senior Center, 1002 Superior Ave., Tomah, WI 54660.

Members present: Rick Murray, Richard Yarrington, Max Brohaugh

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

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Meeting called to order at 4:15 p.m. by Chairman Rick Murray at the Kupper-Ratsch Senior Center. Roll call taken.

Richard Yarrington moved seconded by Max Brohaugh that the minutes of the June 14, 2023, meeting be approved. All Ayes motion to approve carried.

### **Discussion/Updates Provided:**

- A fulltime Maintenance Technician was hired and started on Monday, July 10, 2023
- Completed projects were discussed
  - Lakeside Laundry Room roof and ceiling repairs
  - Guthrie Fire System upgrade
  - TDS right of entry contract and installation of fiber into the Manor. Further discussion was held on an idea brought forward during the June Meeting that maybe instead of increasing the rental rate in 2024, the Housing Authority would not provide the basic cable package as an amenity.
  - A second commercial property insurance quote is being worked on,
  - BankFirst has completed the paperwork to move \$20,000 from the Money Market Account into a Certificate of Deposit.
  - Occupancy Rates
  - Tenant vacates

### **Discussion/Action – Capital Funds for Lakeside**

Lamont Kiefer asked if the Housing Authority had received their 2023 Capital Funds from HUD as of date. Carrie was not sure and said she would look into it and report back at the August Meeting.

### **Discussion/Action – Accounts Payable Reconciliation Detail and Summary**

Discussion was held on the May 2023 Accounts Payable Reconciliation Detail and Summary Reports. Carrie Nilssen highlighted the payments made to the City of Tomah – PILOT, Guthrie Fire and Safety, TK Elevator, etc. Richard Yarrington made a motion to approve, seconded by Max Brohaugh. All Ayes, motion to approve carried.

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

The June 2023 bank statements were reviewed. Richard Yarrington moved to approve seconded by Max Brohaugh. All Ayes, motion to approve carried.

### **Discussion/Action – Interest Rate on Maple Grove and Waterman Properties**

Richard Yarrington asked what the interest rate was on the Maple Grove and Waterman Properties, Carrie Nilssen said she would look into it and report back at the August Meeting.

### **Discussion/Action – Long Term Planning**

A discussion was held on the possibility of the Housing Authority providing health insurance benefits to full-time employees in the future. The board members were not opposed to the idea, but wanted to be certain it was an expense the Housing Authority could maintain long term as health insurance coverage is very costly. Carrie Nilssen said she would work with the Fee Accountant to bring a Financial Report to the Board, so they could make a better decision.

There being no additional business for the Tomah Public Housing Authority Richard Yarrington moved seconded by Max Brohaugh to adjourn meeting at 5:12pm.

Submitted by: Carrie Nilssen