

Minutes of the Housing Authority of the County of Dodge

The Dodge County Housing Authority met Wednesday, May 22, 2019 in the board room of the Housing Authority office located at 491 E Center Street, Juneau, Wisconsin.

The meeting was called to order at 8:30 am by Glenn Stousland, Chairman.

Roll Call: Glenn Stousland, Eugene Wurtz, Mary Reak, Shirley Kitchen

Excused: Becky Glewen

Also Present: Donna Braun, Executive Director and Jamie Rhodes, Housing Supervisor

Pledge of Allegiance

Verification of proper meeting posting

Motion was made by Shirley Kitchen to approve the agenda. The motion was seconded by Eugene Wurtz. Motion carried.

Motion was made by Eugene Wurtz and seconded by Shirley Kitchen to retain the same officers for the current election. Motion carried.

Oath of office of commissioners-tabled

Motion was made by Shirley Kitchen to retain the same meeting date and time. The motion was seconded by Eugene Wurtz. Housing Authority Board meeting will remain the fourth Wednesday of the month at 8:30 am at the Housing Authority Office. Motion carried.

Motion was made by Shirley Kitchen to retain the same method of distribution of board packets. The motion was seconded by Eugene Wurtz. Housing Authority Director will mail board packets to board members. Motion carried.

Motion was made by Shirley Kitchen to approve the April 23, 2019 board minutes. The motion was seconded by Eugene Wurtz. Motion carried.

Public Forum- none

Communications-none

The Financial reports were reviewed. A motion was made by Eugene Wurtz and seconded by Shirley Kitchen to approve the financial reports as presented. Motion carried.

Bills for Dodge 1, 6, OGLLC, HA and HUD were presented. Board reviewed HUD reimbursement check to the Housing Authority. Motion was made Shirley Kitchen and seconded by Eugene Wurtz to approve the bills and pay as due. Motion carried.

Unfinished Business:

Dodge 1, 6 and OGLLC Occupancy Report for period May 2019.

Theresa	12-10	Burnett	12-11	Iron Ridge	8-8	Waupun	48-48
Ashippun	12-11	Lowell	12-11	Juneau	15-15	Oak Gove	24-24
Reeseville	14-14	Hustisford	14-14	Beaver Dam	17-17		

Progress report on Housing Choice Voucher Section 8 Program: Vouchers – 128+ 0 port out

Occupancy report- Reviewed details of occupancy report.

Maintenance report- ADA laundry room sink was installed in Harris Court Building 110. Maintenance van was rear-ended. No damage, claim or police report. Police recorded incident. Movers moved everything out of Theresa apartment and large items from Burnett unit. Theresa will need full remodel. Bob removed carpet and pad from the Theresa and met with Cabinet company to measure. Took smaller items to the Dump. BD exterior doors and auto door closers were installed and are scheduled for painting. Burnett building apartments were rekeyed.

Tenant/Program participation report- Reviewed details of Tenant/Program Participation Report. Blue Zones walking group is beginning again in Horicon.

Management Report - DVR Ergonomic assessment/officer chairs. Jamie gave a report on the WICARH training she attended and the Senior Expo event. Donna reported on the SEMAP inspections and file reviews to submit report. Also working on Year End Calculations and report submissions.

Oak Grove Development Phase2- Working on Home Funds and AHP grant applications including Tenant Selection plan and AFHMP. Donna attended AHP grant workshop. Secured Financial Literacy MOU with UW Extension. Working on Adult Education and job-related MOU with MPTC. Confirming with HUD about Project Based Vouchers process. Held RAB Meeting and working on updates to PHA plan and Admin Plan. Discussing with RD transferring of Phase 2 land from Phase 1. Meeting with Horicon Bank and F & M (and Dimension) to discuss AHP sponsor and construction loan.

Old Business: None

New Business:

- A. A motion was made by Mary Reak to approve the D6 7/1/2019 updated budget as presented. The motion was seconded Eugene Wurtz. Motion carried.
- B. Reviewed SEMAP submission
- C. Reviewed draft HUD PHA 5 years plan
- D. A motion was made by Shirley Kitchen to approve the HUD 3/31/2019 year end as presented. The motion was seconded Eugene Wurtz. Motion carried.
- E. A motion was made by Mary Reak to approve the D6 3/31/2019 as presented. The motion was seconded by Shirley Kitchen. Motion carried.
- F. Tree Trimming Bids- tabled

Announcements: None

The next meeting of the Dodge County Housing Authority is scheduled June 26, 2019 at 8:30am.

A motion was made by Eugene Wurtz to adjourn. The motion was seconded by Mary Reak. Motion carried.

Meeting adjourned at 9:50 a.m.

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Glenn Stousland, Chairperson

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Donna Braun, Executive Director

# DODGE COUNTY HOUSING AUTHORITY

491 East Center Street

Juneau, WI 53039

Office 920-386-2866

Fax Number 920-386-2725

## OCCUPANCY REPORT---Rural Development

May 1, 2019

Move-Outs/Move Ins

June 1, 2019

### Dodge 1

Theresa 12-10  
Ashippun 12-11  
Reeseville 14-14  
Burnett 12-11  
Hustisford 14-14  
Lowell 12-11  
Iron Ridge 8-8  
Juneau 15-15  
Beaver Dam 17-17  
Total Vacancies 116 -111  
Percent Vacancy 4.3%

1 M/O  
1 M/I

Theresa 12-9  
Ashippun 12-12  
Reeseville 14-14  
Burnett 12-11  
Hustisford 14-14  
Lowell 12-11  
Iron Ridge 8-8  
Juneau 15-15  
Beaver Dam 17-17  
Total Vacancies 116 - 111  
Percent Vacancy 4.3% YTD 3.52%

### Dodge 6

Waupun 48-48  
Total Vacancies 48-0  
Percent Vacancy 0%

Waupun 48-48  
Total Vacancies 48 - 0  
Percent Vacancy 0% YTD 1.37%

### Dodge 8/OGLLC

Oak Grove 24 -24  
Percent Vacancy 0%

Oak Grove 24-24  
Percent Vacancy 0% YTD 5.2%

**All Units 188 /184 3.2%**

**All Units 188/183 2.7%**

## HUD HOUSING CHOICE VOUCHER PROGRAM

**May 1, 2019**

Total program participants paid by Dodge County 128 + 0 port out = 128 total

**June 1, 2019**

Less 0 household removed  
Less 1 households voluntarily off  
Less 1 port out absorbed  
Less 2 voucher searching  
Added 0 Port In absorbed  
Added 0 New  
Added 0 voucher searching back on program  
Program Participants in Dodge County 124  
Paying for port out 0  
Total program participants we are paying for 124  
Current program participants searching 0  
Current Vouchers Issued 0  
Waiting List / with local preference, and not very low 2796/3231

Prepared – June 12, 2019