

PUBLIC MEETING NOTICE

CHIPPEWA COUNTY HOUSING AUTHORITY
MONDAY, JULY 24, 2023 AT 3:30 P.M.
THE MEETING WILL BE HELD IN ROOM 016, CHIPPEWA COUNTY COURTHOUSE
711 N. BRIDGE ST., CHIPPEWA FALLS, WI

1. Call to Order
2. Roll Call
3. Members of the Public Wishing to be Heard
4. Consent Agenda
(Unless separation of an item is requested, all will be adopted in one motion)
 1. Approve the Agenda
 2. Approval of the Minutes of the Monday, June 26, 2023 Meeting
 3. Schedule next meeting date – August 28, 2023 – annual meeting with dinner to follow
5. Reports:
 1. Informal Hearings for Rental Assistance Programs
 2. CDBG Desk Monitoring
 3. TBRA On Site Monitoring
 4. TBRA 2023-2025 Grant Award
6. Business Items:
 1. Approval of the Profit and Loss Statement for May 2023
 2. Approval of the Financial Reports for June 2023
 3. Resolution 2023-07: To Submit Application to Rutledge Charities for TBRA
 4. Resolution 2023-08: To Increase the Rent at Units Owned by Chippewa County Housing Authority
7. Agenda Items for Future Consideration
8. Adjournment

Cc: County Media, County Board Chairman, County Clerk and County Administrator

Persons needing additional accommodations should contact Jessica Oleson-Bue at 715-726-7933.



Equal Opportunity

This Institution is an Equal Opportunity Employer and Housing Provider

**PUBLIC MEETING MINUTES
CHIPPEWA COUNTY HOUSING AUTHORITY (CCHA)
MONDAY, JUNE 26, 2023 AT 3:30 P.M.
ROOM 016 OF THE CHIPPEWA COUNTY COURTHOUSE**

1. CALL TO ORDER

Jankoski called the meeting to order at 3:31 p.m.

2. ROLL CALL

Members present: Danielson, Jankoski, and McGill

Members absent: Hull and Klingenberg

Others present: Oleson-Bue, Pat Jankoski

3. MEMBERS OF THE PUBLIC WISHING TO BE HEARD

None.

4. CONSENT AGENDA

McGill and Danielson made a motion to approve the meeting agenda, minutes of the May 22, 2023 meeting as printed, and schedule the next meeting for July 24, 2023. Motion carried with all present voting aye.

5. REPORTS

1. Informal Hearings for Rental Assistance Programs: No addition to the written report.

2. CDBG Desk Monitoring: Oleson-Bue stated that she has not received the monitoring results so an update will be provided at a future meeting.

3. TBRA Monitoring: Oleson-Bue referenced the written report and stated that the TBRA program is monitored annually which consists of a review of the Authority's policies and procedures and a sample of participant files. The State grant specialist also conducts Housing Quality Standards inspections of two assisted units as part of the program monitoring. Oleson-Bue stated that the results will be provided at a future meeting after the monitoring has concluded.

6. BUSINESS ITEMS

1. Approval of the Financial Reports for May 2023: Oleson-Bue referenced the reports and noted that she failed to include the profit and loss budget statement for May, so it will be provided at the next meeting. Jankoski called for additional questions. There were none. Danielson and McGill made a motion to approve the financial reports for May 2023 as printed. Motion carried with all present voting aye.

2. Approval to Award Contract for Title Work Services: Oleson-Bue referenced the written report and the bid summary sheet, and stated that the low bidder was Associate Title Company. Jankoski inquired if the Authority has worked with them before and Oleson-Bue responded that they have in the past but the most current three-year contract has been with Knight Barry Title. Jankoski and McGill made a motion to award a three-year contract to Associate Title Company. Motion carried with all present voting aye.

3. Approval to Award Contract for Environmental Testing Services: Oleson-Bue referenced the written report, and stated that she asked the CDBG Grant Specialist with the State if their approval was needed because only one bid was received, from NorthStar Environmental Testing, and she was informed that it was not necessary with the competitive proposal procurement process that was used. Oleson-Bue described the Authority's efforts to solicit multiple bids. Oleson-Bue further stated that the Authority's current contract for environmental testing services is with NorthStar Environmental Testing and that they have been satisfied with the quality of services. Jankoski and Danielson made a motion to award a three-year contract to NorthStar Environmental Testing. Motion carried with all present voting aye.

4. Resolution 2023-04: To Sell 11408 County Hwy M, New Auburn: Oleson-Bue referenced the written report and stated that the Authority received two offers on the property in the amounts of \$32,000.00 and \$55,555.55. Discussion included the carrying costs incurred by the Authority and the realtor's assessment of the property value to be between \$50,000.00 and \$65,000.00. Danielson noted that she thinks the higher

offer is acceptable. McGill and Danielson made a motion to approve resolution 2023-04. Motion carried with all present voting aye.

5. Resolution 2023-05: To Purchase 334 2nd Ave., Stanley: Oleson-Bue referenced the written report and stated that this is a four bedroom home located in the City of Stanley that the Authority would purchase in order to complete repairs and then re-sell the property to a low- to- moderate income family. Discussion included the repairs needed, cost estimates, and the realtor's opinion on value for re-sale after repairs are completed. Danielson and McGill made a motion to approve resolution 2023-05. Motion carried with all present voting aye.

6. Resolution 2023-06: To Purchase 738 Maple St., Chippewa Falls: Oleson-Bue referenced the written report and stated that this property is a three bedroom home located on the south side of the City of Chippewa Falls that the Authority intends to repair and re-sell to a low- to- moderate income family. Discussion included the repairs needed, cost estimates, and the realtor's opinion on value for re-sale after repairs are completed. Jankoski and McGill made a motion to approve resolution 2023-06. Motion carried with all present voting aye.

7. AGENDA ITEMS FOR FUTURE CONSIDERATION

Jankoski called for agenda items for future consideration. There were none.

8. ADJOURNMENT

Danielson and McGill made a motion to adjourn at 3:55 p.m. Motion carried with all present voting aye.

Respectfully Submitted,

Certified:

7/24/2023

Jessica Oleson-Bue
Executive Director/Secretary to the Commission

Chuck Hull
Chair

Date

**Attachment to the Agenda of the July 24, 2023 Meeting
Chippewa County Housing Authority (CCHA) Commission Meeting**

Reports:

1. **Informal Hearings for Rental Assistance Programs:** There were no informal hearings conducted since the last meeting, and no new requests for a hearing.
2. **CDBG Desk Monitoring:** The CDBG desk monitoring review was scheduled to begin on 6/12/23. The Authority submitted all information on 6/5/23 in advance of the deadline. On 7/7/23, the CDBG grant specialist with DEHCR (Division of Energy, Housing, and Community Resources) requested an additional four client files which were scanned and then provided to DEHCR on 7/12/23. As of 7/18/23, I have not been notified of the results of the CDBG monitoring. I will provide an update when available.
3. **TBRA Monitoring:** I have received the results of the TBRA monitoring that took place on 6/29/23. We received one finding and one concern. The Authority received a finding for "potential non-compliance with TBRA rent payment standard" pertaining to TBRA assisted units with a gross rent that exceeds the fair market rent. In review of the cited regulation, I believe the Authority is in fact in compliance with the regulation and has acted in accordance with how our program administration was described in the TBRA grant application. I will be drafting a response to the finding and asking for further review, including a meeting with DEHCR, with the goal of having the finding removed. The Authority received a concern for "insufficient client files." The information regarding the monitoring results is included in the packet.
4. **TBRA 2023-2025 Grant Award:** The Authority has been awarded another TBRA grant for the period of 7/1/23 - 6/30/25 in the amount of \$66,595.00. The award includes \$60,541 in program funds for rental assistance and security deposits, and \$6,054 in administrative funds. The request was fully funded. We do not expect to begin using these funds until 7/1/24 since we have an overlapping 2022-2024 grant that we will need to spend down first.

Business Items:

1. **Approval of the Profit and Loss Statement for May 2023:** As noted at the June 26, 2023 meeting, I neglected to include the Authority's profit and loss statement for our management budget in the financial packet. It is included in the current packet for review and approval.
2. **Approval of the Financial Reports for June 2023:** The June financials are included in the meeting packet.
3. **Resolution 2023-07: To Submit Application to Rutledge Charities for TBRA:** Rutledge Charities has been providing annual grants to the Authority to support the TBRA program. The funding that the Authority receives from the State of Wisconsin for TBRA rental assistance and security deposit assistance requires that grantees make a best effort to provide 25% match with non-federal funds. We are able to count the value of time spent by the Family Support Center staff, Goodwill clothing vouchers, and also the funds that we receive from Rutledge Charities. I am requesting authorization to submit a funding application to Rutledge Charities for the period of 7/1/24 - 6/30/25 in the amount of \$10,000 to use toward program supplies for participants (gas cards, "welcome home" baskets, etc.) and supportive services provided by the Authority staff.
4. **Resolution 2023-08: To Increase the Rent at Units Owned by Chippewa County Housing Authority:** I am proposing to increase the rent by \$45/month on 10/1/23 for 30 of the 44

Authority-owned rental units. I would exclude Hope House and Recovery House because Chippewa County pays higher rent for those units than what we would charge our typical tenants, and because the rents received for those cooperatives are adequate to cover property expenses. I am also proposing to exclude the Northland apartments in Chippewa Falls because we made a change on 5/1/23 to begin having the tenants be financially responsible for their own electric consumption.

Our costs to manage and maintain our rental properties continues to increase each year, and the rents that we charge are well below fair market rents (FMR) for our area, even with the proposed rent increase. For example, the rent for our Auction Mart apartments in Stanley are currently set at \$410/month for a 1-bedroom unit (FMR is \$716) and \$470/month for a 2-bedroom unit (FMR is \$914). Our single family homes range from \$570/month for a 2-bedroom home to \$795/month for a 4-bedroom home (FMR is \$1,427). More than half of our tenants receive rental subsidy through the Section 8 voucher program and so the rent increase would be factored into the rent subsidy calculation for the very low income tenants who participate in Section 8, and these tenants would not likely pay any additional cost out of pocket for the rent at the increased amount.



STATE OF WISCONSIN
DEPARTMENT OF ADMINISTRATION

Tony Evers, Governor
Kathy Blumenfeld, Secretary
Susan Brown, Division Administrator

July 7, 2023

Jessica Oleson-Bue
Executive Officer
Chippewa County Housing Authority
711 N. Bridge Street, Room #14
Chippewa Falls, WI 54729-1845

RE: Monitoring Report for Chippewa County Housing Authority
HOME Tenant-Based Rental Assistance (TBRA), Contracts #21-04 and #22-04

Dear Ms. Oleson-Bue,

This letter is to follow up on the review of the TBRA program funded by the Department of Administration (DOA), Division of Energy, Housing and Community Resources (DEHCR) and administered by Chippewa County Housing Authority, TBRA Contracts #21-04 and #22-04.

As part of the monitoring process, the Division reviewed the following items:

- Completed TBRA program and general monitoring questionnaires
- Required policies, procedures, and other miscellaneous items
- Three (3) client files
- An example of a payroll record
- Itemized list and backup documentation for one month's TBRA expenditure report
- Two (2) HQS inspections conducted on TBRA client units

The monitoring review resulted in **one (1) finding** and **one (1) concern**. A finding represents an issue of non-compliance with TBRA policy or regulatory requirements. A concern represents an issue with documentation or procedure that does not necessarily represent non-compliance with TBRA policies, implementation manual or regulations, but must be addressed to ensure compliance so the item does not rise to a later finding. Enclosed, please find more detailed information, including recommended corrective actions. Please review this report carefully and respond in writing within 30 calendar days from the date of this letter. Your response must include proposed implementation of the corrective action and a proposed timeline, if not resolved prior to the deadline.

If you have any questions, please contact me via email at Dana.Wallace1@wisconsin.gov or by phone at (608) 261-7013.

Sincerely,

Dana Wallace

Dana Wallace
Grants Specialist
Division of Energy, Housing and Community Resources

FINDING #1

Chippewa County Housing Authority
Tenant-Based Rental Assistance (TBRA) Program
Onsite Monitoring – June 29, 2023
TBRA Contracts #21-04 & #22-04

CONDITION	Potential Noncompliance with TBRA Rent Payment Standard
CRITERIA	24 CFR 92.209(h); TBRA Program Manual
CAUSE	<p>While Chippewa County Housing Authority provided the randomly selected client files for review, it was noted that several of the files showed a gross rent total that exceeded the Fair Market Rent standard for the area. The Fair Market Rent standard includes the cost of rent and utilities (except telephone), as established by HUD for units of varying sizes (by number of bedrooms), that must be paid in the housing market area to rent privately owned, existing, decent, safe and sanitary rental housing of modest (non-luxury) nature with suitable amenities. HUD does allow some flexibility regarding the administration of the TBRA rent payment standard. Grantees can approve a unit-specific payment standard for up to 20 percent of its total TBRA units. The unit-specific payment standard cannot exceed 10 percent above the TBRA rent payment standard of all units.</p>
EFFECT	<p>Without documentation showing that Chippewa County Housing Authority is adhering to the TBRA rent payment standard or the flexibility allowance, it could jeopardize their compliance with federal requirements along with their TBRA clients' housing situation.</p>
CORRECTIVE ACTION	<p>To resolve this finding, Chippewa County Housing Authority must submit copies of the rent reasonableness forms and rental coupons for all their active TBRA clients to determine how much the gross rent exceeds the rent payment standard. Based on the results of the documentation review, Chippewa County Housing Authority and DEHCR may need to strategize on how the agency will adhere to the TBRA rent payment standard going forward. DEHCR is willing to schedule a meeting to discuss this finding, at the request of Chippewa County Housing Authority.</p> <p>Chippewa County Housing Authority's document submission to resolve this finding should be emailed to Dana Wallace at Dana.Wallace1@wisconsin.gov within 30 days of the date of this letter.</p>

CONCERN #1

Chippewa County Housing Authority
Tenant-Based Rental Assistance (TBRA) Program
Onsite Monitoring – June 29, 2023
TBRA Contracts #21-04 & #22-04

CONDITION Insufficient Client Files

Client File #51DB12D68

- Missing signature on verification of homelessness form
- Missing lease addendum
- Missing VAWA addendum
- Incomplete HMIS release of information form
- Missing Fair Market Rent flexibility documentation
- Missing standard lead-based paint disclosure form

Client File #0507F6366

- Incomplete verification of homelessness form
- Missing date on rental coupon
- Missing standard lead-based paint disclosure form

Client File #C92A9C720

- Missing signature on verification of homelessness form
- Missing Fair Market Rent flexibility documentation
- Missing standard lead-based paint disclosure form

CRITERIA TBRA Monitoring Client File Checklist

CAUSE Chippewa County Housing Authority's client files were insufficient/missing required documentation.

EFFECT Full compliance with TBRA program requirements could not be verified.

CORRECTIVE ACTION The reviewed client files cannot be corrected retroactively. Current and future client files must contain all required documentation and completed components.

To resolve this concern, Chippewa County Housing Authority must notify program staff of the TBRA client file requirements. Chippewa County Housing Authority must disclose to DEHCR when all program staff have been notified of the requirements. They must also disclose their plan to ensure that TBRA client file requirements will be adhered to in the future.

Chippewa County Housing Authority's document submission to resolve this concern should be emailed to Dana Wallace at Dana.Wallace1@wisconsin.gov within 30 days of the date of this letter.

11:38 AM

07/17/23

Accrual Basis

NEW Chippewa Co Housing Authority
Profit & Loss Budget Performance
May 2023

	May 23	Budget	Apr - May 23	YTD Budget	Annual Bud...
Ordinary Income/Expense					
Income					
700 · Administrative Fees-715	3,522.42	2,833.34	5,067.42	5,666.68	72,900.00
704 · Interest Income-712	127.04	1,000.00	2,295.59	2,000.00	12,000.00
705 · Donation income-715	0.00	0.00	0.00	0.00	5,000.00
715 · Other Revenue-715	0.00	0.00	0.00	0.00	400.00
731 · TBRA Admin-715	186.10	200.00	186.10	400.00	4,800.00
738 · Admin Income-715	1,963.17	0.00	7,607.15	0.00	530,400.00
Total Income	<u>5,798.73</u>	<u>4,033.34</u>	<u>15,156.26</u>	<u>8,066.68</u>	<u>625,500.00</u>
Gross Profit	5,798.73	4,033.34	15,156.26	8,066.68	625,500.00
Expense					
909 · Contract Service-973	2,615.68	375.00	2,615.68	750.00	5,150.00
910 · CCHA Per Diem-973	0.00	105.00	0.00	210.00	1,260.00
911 · Salaries-911	43,979.24	31,820.32	73,037.90	63,640.64	388,048.00
912 · Audit Fees-912	0.00	0.00	0.00	0.00	8,663.00
915 · Employee Benefits-915	19,709.26	14,779.09	31,264.46	29,558.18	177,349.00
916 · Other Operating-Admin-916	2,136.15	1,375.16	2,479.03	2,750.32	16,502.00
943 · Maintenance-Contract Costs-973	1,900.00	2,175.00	1,900.00	4,350.00	26,100.00
961 · Insurance Expenses-961	30.00	164.66	30.00	329.32	1,976.00
962 · Other General Expenses-962	3,688.14	30.82	4,559.15	61.64	370.00
Total Expense	<u>74,058.47</u>	<u>50,825.05</u>	<u>115,886.22</u>	<u>101,650.10</u>	<u>625,418.00</u>
Net Ordinary Income	-68,259.74	-46,791.71	-100,729.96	-93,583.42	82.00
Other Income/Expense					
Other Expense					
999 · Capital Replacements	0.00	0.00	0.00	0.00	0.00
Total Other Expense	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Net Other Income	0.00	0.00	0.00	0.00	0.00
Net Income	<u><u>-68,259.74</u></u>	<u><u>-46,791.71</u></u>	<u><u>-100,729.96</u></u>	<u><u>-93,583.42</u></u>	<u><u>82.00</u></u>

11:39 AM

07/18/23

Accrual Basis

NEW Chippewa Co Housing Authority
Profit & Loss Budget Performance
June 2023

	Jun 23	Budget	Apr - Jun 23	YTD Budget	Annual Bud...
Ordinary Income/Expense					
Income					
700 · Administrative Fees-715	3,746.24	2,833.34	8,813.66	8,500.02	72,900.00
704 · Interest Income-712	68.51	1,000.00	2,364.10	3,000.00	12,000.00
705 · Donation income-715	0.00	0.00	0.00	0.00	5,000.00
715 · Other Revenue-715	0.00	0.00	0.00	0.00	400.00
731 · TBRA Admin-715	207.42	200.00	393.52	600.00	4,800.00
738 · Admin Income-715	31,663.85	3,500.00	39,271.00	3,500.00	530,400.00
Total Income	35,686.02	7,533.34	50,842.28	15,600.02	625,500.00
Gross Profit	35,686.02	7,533.34	50,842.28	15,600.02	625,500.00
Expense					
900.4 · TBRA Project Expenses	1,500.00		1,500.00		
909 · Contract Service-973	2,977.68	375.00	5,593.36	1,125.00	5,150.00
910 · CCHA Per Diem-973	0.00	105.00	0.00	315.00	1,260.00
911 · Salaries-911	66,008.87	31,820.32	139,046.77	95,460.96	388,048.00
912 · Audit Fees-912	0.00	0.00	0.00	0.00	8,663.00
915 · Employee Benefits-915	20,228.30	14,779.09	51,492.76	44,337.27	177,349.00
916 · Other Operating-Admin-916	935.21	1,375.16	3,414.24	4,125.48	16,502.00
943 · Maintenance-Contract Costs-973	150.00	2,175.00	2,050.00	6,525.00	26,100.00
961 · Insurance Expenses-961	0.00	164.66	30.00	493.98	1,976.00
962 · Other General Expenses-962	6,347.29	30.82	10,906.44	92.46	370.00
9999 · Suspense AC Will Clear	15,475.00		15,475.00		
Total Expense	113,622.35	50,825.05	229,508.57	152,475.15	625,418.00
Net Ordinary Income	-77,936.33	-43,291.71	-178,666.29	-136,875.13	82.00
Other Income/Expense					
Other Expense					
999 · Capital Replacements	448.00	0.00	448.00	0.00	0.00
Total Other Expense	448.00	0.00	448.00	0.00	0.00
Net Other Income	-448.00	0.00	-448.00	0.00	0.00
Net Income	-78,384.33	-43,291.71	-179,114.29	-136,875.13	82.00

RECEIPTS AND DISBURSEMENTS

STATEMENT ENDING JUNE 2023

	TOTAL	General Management Account	VISION Account	HCRI Programs Account	Section 8 Account	Federal Programs Account
BALANCE	\$2,474,300.18	\$372,702.71	\$14,397.48	\$334,810.47	\$395,806.20	\$1,356,583.32
RECEIPTS	\$237,915.22	\$36,367.41	\$0.00	\$60.00	\$191,610.69	\$9,877.12
DISBURSEMENTS	\$566,806.41	\$109,019.69	\$0.00	\$8,798.00	\$178,722.15	\$270,266.57
BALANCE	\$2,145,408.99	\$300,050.43	\$14,397.48	\$326,072.47	\$408,694.74	\$1,096,193.87
Math check	\$2,145,408.99					
				First Time Homebuyer		Rental Rehab
				Tax/Mortgage		Lease Purchase
				HELP loans		Self-Help
						First Time Homebuyer
						New Construction
Certified:						
			7/24/2023			
			Date			
Chairman						

1:06 PM

07/18/23

Accrual Basis

NEW Chippewa Co Housing Authority GENERAL MANAGEMENT Account QuickReport

As of June 30, 2023

Type	Date	Num	Name	Memo	Amount	Balance
112 - Cash Restricted						372,702.71
112.10 - NW Bank						372,702.71
112.1 - General/Mgmt						372,702.71
General Journal	06/01/2023	payroll		Net Pay	-14,039.53	358,663.18
General Journal	06/01/2023	payroll		EE HSA - Pretax	-1,095.00	357,568.18
Check	06/02/2023	Def Comp	WISCONSIN DEFERRED COMP PROGRAM	DEF COMP for 6/1/23 payroll	-675.00	356,893.18
Check	06/07/2023	Fed tax	Internal Revenue Services	941 Fed Tax Deposit for 6/1/23 payroll	-4,439.60	352,453.58
Deposit	06/08/2023			Deposit	330.00	352,783.58
Deposit	06/08/2023			Deposit	26,992.85	379,776.43
Deposit	06/08/2023			Deposit	1,665.00	381,441.43
Deposit	06/08/2023			Deposit	450.00	381,891.43
Deposit	06/08/2023			Deposit	4,671.00	386,562.43
General Journal	06/08/2023	VoidR	MENARDS EAU CLAIRE WEST	Reverse of GJE payroll -- For CHK 14384 ...	49.69	386,612.12
General Journal	06/08/2023	VoidR	Bauman Associates, Ltd	Reverse of GJE payroll -- For CHK 16051 ...	540.00	387,152.12
General Journal	06/08/2023	VOIDR	Innovative Office Solutions LLC	Reverse of GJE payroll -- For CHK 16023 ...	91.70	387,243.82
Check	06/12/2023	16539	Chippewa Valley Electric Coop	Acct # 9021025	-42.27	387,201.55
Check	06/12/2023	16537	Andy Clay	May inspection	-1,159.00	386,042.55
Check	06/12/2023	16540	Chippewa Valley Lawn Care	Lawn care	-1,250.00	384,792.55
Check	06/12/2023	16542	Clark County CDBG	Re-issue check for State of WI Fund reimb...	-9,450.00	375,342.55
Check	06/12/2023	16544	GFL Environmental	Cust # UE-424052 Inv # UE-458439	-232.91	375,109.64
Check	06/12/2023	16546	HOUSING AUTHORITY ACCOUNTING SPECIA...	May services	-1,818.68	373,290.96
Check	06/12/2023	16547	Innovative Office Solutions LLC	Cust # NB21557 Inv # IN4223687	-143.12	373,147.84
Check	06/12/2023	16548	Jacobsons Hardware	Acct # 68400	-68.14	373,079.70
Check	06/12/2023	16549	KORGER'S INC	Inv # 195244	-15.99	373,063.71
Check	06/12/2023	16550	Management Computer Services (PHA-Web)	May PIC Submission	-150.00	372,913.71
Check	06/12/2023	16553	RICK D ENDRES	May mileage reimbursements	-408.51	372,505.20
Check	06/12/2023	16555	Securian Financial Group	Policy # 002832L & 76038	-274.64	372,230.56
Check	06/12/2023	16556	Town of Lynn	Reissue check for State of WI Fund	-6,025.00	366,205.56
Deposit	06/13/2023			Deposit	330.00	366,535.56
Deposit	06/13/2023			Deposit	470.66	367,006.22
Deposit	06/13/2023			Deposit	708.00	367,714.22
Check	06/13/2023	ACH	Verizon Wireless	Acct # 442197098-00001	-93.80	367,620.42
General Journal	06/15/2023	payroll		Net Pay	-14,066.94	353,553.48
General Journal	06/15/2023	payroll		EE HSA - Pretax	-1,095.00	352,458.48
Check	06/20/2023	ACH	State of Wisconsin Health Insurance	July 2023 Health Insurance	-14,781.10	337,677.38
Check	06/22/2023	Fed tax	Internal Revenue Services	941 Fed Tax Deposit for 6/15/23 payroll	-4,450.12	333,227.26
Check	06/26/2023	16560	CCHA - Federal	HOME Anderson, Trinia TRIP pmt	-132.00	333,095.26
Check	06/26/2023	16561	CCHA - Section 8	Sec 8 King, Kimberly TRIP pmt	-24.00	333,071.26
Check	06/26/2023	16562	Delta Dental	7/1 - 7/30/2023 Dental & Vision Plans	-301.28	332,769.98
Check	06/26/2023	16566	DEPARTMENT OF PUBLIC UTILITIES	Water & Sewer	-3,382.56	329,387.42
Check	06/26/2023	16567	ELAN FINANCIAL SERVICES	Acct # 4798 5100 6375 8326	-1,527.98	327,859.44
Check	06/26/2023	16569	MENARDS EAU CLAIRE WEST	Acct # 30110389	-1,845.69	326,013.75
Check	06/26/2023	16570	NAN MCKAY & ASSOCIATES, INC	Inv # INV279529	-239.00	325,774.75
Check	06/26/2023	16571	SFM The Work Comp Expert	Policy #152900.101	-1,998.00	323,776.75
Check	06/28/2023	Def Comp	WISCONSIN DEFERRED COMP PROGRAM	DEF COMP for 6/15/23 payroll	-675.00	323,101.75
General Journal	06/29/2023	payroll		Net Pay	-14,303.18	308,798.57
General Journal	06/29/2023	payroll		EE HSA - Pretax	-745.00	308,053.57
Check	06/30/2023	State Tax	WISCONSIN DEPT OF REVENUE	State tax - 5/31/23 period	-1,392.67	306,660.90
Check	06/30/2023	Def Comp	WISCONSIN DEFERRED COMP PROGRAM	DEF COMP for 6/29/23 payroll	-675.00	305,985.90
Check	06/30/2023	WRS	WISCONSIN RETIREMENT SYSTEM	WRS Contribution for May 2023	-5,981.18	300,004.72
Deposit	06/30/2023			Deposit	68.51	300,073.23
Check	06/30/2023	ACH Fees	NORTHWESTERN BANK	ACH Fees June	-22.80	300,050.43
Total 112.1 - General/Mgmt					-72,652.28	300,050.43
Total 112.10 - NW Bank					-72,652.28	300,050.43
Total 112 - Cash Restricted					-72,652.28	300,050.43
TOTAL					-72,652.28	300,050.43

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Accrual Basis

NEW Chippewa Co Housing Authority
VISION Account QuickReport

As of June 30, 2023

Type	Date	Num	Name	Memo	Amount	Balance
112 · Cash Restricted						14,397.48
112.10 · NW Bank						14,397.48
112.15 · Vision						14,397.48
Total 112.15 · Vision						14,397.48
Total 112.10 · NW Bank						14,397.48
Total 112 · Cash Restricted						14,397.48
TOTAL						14,397.48

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Accrual Basis

NEW Chippewa Co Housing Authority

HCRI Account QuickReport

As of June 30, 2023

Type	Date	Num	Name	Memo	Amount	Balance
112 - Cash Restricted						
112.10 - NW Bank						334,810.47
112.11 - HCRI-No post account						334,810.47
112.114 - RL Homebuyer/Homeowner Asst						334,810.47
Check	06/26/2023	16563	CHIPPEWA COUNTY REGISTER OF DEE...	Butler/Woods - filing fee	-30.00	127,847.69
Check	06/26/2023	16564	Chippewa County WCRHP	Woods (Butler), Tobias (Tamisha) - down payment assistance	-7,550.00	120,267.69
Total 112.114 - RL Homebuyer/Homeowner Asst					-7,580.00	120,267.69
112.112 - HCRI-Admin RL						56,555.78
Total 112.112 - HCRI-Admin RL						56,555.78
112.111 - HCRI-Activity RENTAL/SEC.DEP						150,407.00
Check	06/26/2023	16560	CCHA - Federal	HOME Krenzelo, Bill TRIP pmt	-313.00	150,094.00
Check	06/26/2023	16561	CCHA - Section 8	Bleskacek, Daniel (Jocelyn) TRIP pmt	-664.00	149,430.00
Check	06/26/2023	16562	Chippewa Co CDBG	CDBG Reeve, Lisa TRIP pmt	-241.00	149,189.00
Deposit	06/27/2023			Deposit	60.00	149,249.00
Total 112.111 - HCRI-Activity RENTAL/SEC.DEP					-1,158.00	149,249.00
Total 112.11 - HCRI-No post account					-8,738.00	326,072.47
Total 112.10 - NW Bank					-8,738.00	326,072.47
Total 112 - Cash Restricted					-8,738.00	326,072.47
TOTAL					-8,738.00	326,072.47

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SECT 8

Section 8 Account QuickReport

As of June 30, 2023

Type	Date	Num	Name	Amount	Balance
1111 - Northwestern Bank					395,806.20
1111.1 - ADMIN ACCOUNT					313,740.83
Deposit	06/01/2023			20,759.00	334,499.83
Check	06/01/2023	Admin Port	ADMIN PORTABLES	-123.90	334,375.93
Deposit	06/15/2023			3,236.00	337,611.93
Deposit	06/30/2023			33.69	337,645.62
Check	06/30/2023	ACH Fee	NORTHWESTERN BANK	-29.25	337,616.37
Total 1111.1 - ADMIN ACCOUNT				23,875.54	337,616.37
1111.2 - NW CHECKING					64,822.97
Deposit	06/01/2023			154,130.00	218,952.97
Check	06/01/2023	27111	RENT CHECKS	-540.00	218,412.97
Check	06/01/2023	27112	RENT CHECKS	-1,509.00	216,903.97
Check	06/01/2023	27113	RENT CHECKS	-367.00	216,536.97
Check	06/01/2023	27114	RENT CHECKS	-593.00	215,943.97
Check	06/01/2023	27115	RENT CHECKS	-952.00	214,991.97
Check	06/01/2023	27116	RENT CHECKS	-28.00	214,963.97
Check	06/01/2023	27117	RENT CHECKS	-480.00	214,483.97
Check	06/01/2023	27118	RENT CHECKS	-688.00	213,795.97
Check	06/01/2023	27119	RENT CHECKS	-211.00	213,584.97
Check	06/01/2023	27120	RENT CHECKS	-1,640.00	211,944.97
Check	06/01/2023	27121	RENT CHECKS	-463.00	211,481.97
Check	06/01/2023	27122	RENT CHECKS	-432.00	211,049.97
Check	06/01/2023	27123	RENT CHECKS	-2,749.00	208,300.97
Check	06/01/2023	27124	RENT CHECKS	-240.00	208,060.97
Check	06/01/2023	27126	RENT CHECKS	-134.00	207,926.97
Check	06/01/2023	27127	RENT CHECKS	-236.00	207,690.97
Check	06/01/2023	27128	RENT CHECKS	-212.00	207,478.97
Check	06/01/2023	27129	RENT CHECKS	-253.00	207,225.97
Check	06/01/2023	Rent Checks	RENT CHECKS	-154,947.00	52,278.97
Payment	06/08/2023		Marquis, Harold f	376.00	52,654.97
Payment	06/08/2023	10053	Hunsucker (Joyner), Jaclyn f	70.00	52,724.97
Payment	06/08/2023	1079	Bleskacek, Jocelyn (Daniel) f tripped	25.00	52,749.97
Payment	06/08/2023	5032	Perry, Jennifer / Hazelton, Travis - F	50.00	52,799.97
Payment	06/08/2023	913823	CHARLES, ERIC f	78.00	52,877.97
Payment	06/13/2023		Balsiger, Martino f tripped	30.00	52,907.97
Check	06/15/2023	27130	RENT CHECKS	-586.00	52,321.97
Payment	06/27/2023		MCGARY, KIA f	60.00	52,381.97
Payment	06/27/2023	77925601017	PAPIC, BAJRA f	110.00	52,491.97
Total 1111.2 - NW CHECKING				-12,331.00	52,491.97
1111.5 - Mainstream HAP					-1,196.00
Deposit	06/01/2023			10,910.00	9,714.00
Check	06/01/2023	27123	RENT CHECKS	-529.00	9,185.00
Check	06/01/2023	27125	RENT CHECKS	-138.00	9,047.00
Check	06/01/2023	Rent Checks	RENT CHECKS	-10,642.00	-1,595.00
Total 1111.5 - Mainstream HAP				-399.00	-1,595.00
1111.6 - Mainstream Admin					-3,524.80
Deposit	06/01/2023			1,743.00	-1,781.80
Total 1111.6 - Mainstream Admin				1,743.00	-1,781.80
1111 - Northwestern Bank - Other					21,963.20
Total 1111 - Northwestern Bank - Other					21,963.20
Total 1111 - Northwestern Bank				12,888.54	408,694.74
TOTAL				12,888.54	408,694.74

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Accrual Basis

Home/RR/LTP/Self Help/TBRA
Federal Account QuickReport
As of June 30, 2023

Type	Date	Num	Name	Amount	Balance
113 - Federal Funds-NW Bank Acct					1,356,583.32
115 - Shop Checking Account					39,687.30
115.1 - ACTIVITY					37,193.70
Total 115.1 - ACTIVITY					37,193.70
115.2 - ADMIN					2,493.60
Total 115.2 - ADMIN					2,493.60
Total 115 - Shop Checking Account					39,687.30
113.79 - LHR					52,150.92
Total 113.79 - LHR					52,150.92
113.82 - LHC					28,092.28
Payment	06/08/2023	2274	Bruyette, Sharon - Maynard Rental 3%:Bruyette, Sha...	272.46	28,364.74
Deposit	06/08/2023			38.54	28,403.28
Payment	06/08/2023	2273	Bruyette, Sharon - Birch Rental 3%:Bruyette, Sharon ...	284.29	28,687.57
Deposit	06/08/2023			26.71	28,714.28
Total 113.82 - LHC				622.00	28,714.28
113.799 - LHC/LHR Admin					5,155.89
Total 113.799 - LHC/LHR Admin					5,155.89
113.994 - TBRA					-203.56
113.089 - 2021 Activity					-1,827.00
Check	06/01/2023	Dir Dep	TBRA RENT CHECKS	-1,508.00	-3,335.00
Check	06/12/2023	10505	CCHA	-263.24	-3,598.24
Check	06/15/2023	Dir Dep	TBRA RENT CHECKS	-593.00	-4,191.24
Deposit	06/20/2023			2,090.24	-2,101.00
Total 113.089 - 2021 Activity				-274.00	-2,101.00
113.088 - 2021 Admin					-482.40
Check	06/12/2023	10505	CCHA	-207.42	-689.82
Deposit	06/20/2023			209.02	-480.80
Check	06/30/2023	ACH Fees	Northwestern Bank	-1.60	-482.40
Total 113.088 - 2021 Admin				0.00	-482.40
113.091 - 2016 ACTIVITY					2,105.84
Total 113.091 - 2016 ACTIVITY					2,105.84
Total 113.994 - TBRA				-274.00	-477.56
113.952 - REV LOAN NSP					1,080.88
Payment	06/13/2023	2224	Bohman,Daniel and Tina 90602:Current - 5%	381.32	1,462.20
Deposit	06/13/2023			118.68	1,580.88
Payment	06/13/2023	3730	Dukart (Eternick), Dan & Cora 90605:Current - 5%	324.76	1,905.64
Deposit	06/13/2023			198.24	2,103.88
Total 113.952 - REV LOAN NSP				1,023.00	2,103.88
113.957 - Revolving loan Admin NSP					16,538.70
Total 113.957 - Revolving loan Admin NSP					16,538.70
113.81 - Other non revolving loan					38,073.18
Deposit	06/08/2023			130.00	38,203.18
Deposit	06/08/2023			170.00	38,373.18
Deposit	06/08/2023			146.00	38,519.18
Deposit	06/13/2023			240.00	38,759.18
Deposit	06/13/2023			127.00	38,886.18
Deposit	06/27/2023			275.00	39,161.18
Deposit	06/27/2023			260.00	39,421.18
Total 113.81 - Other non revolving loan				1,348.00	39,421.18
112.1 - RENTAL REHAB					10,329.76
112.16 - Rev. Loan Admin					4,663.39
Total 112.16 - Rev. Loan Admin					4,663.39

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Accrual Basis

Home/RR/LTP/Self Help/TBRA Federal Account QuickReport As of June 30, 2023

Type	Date	Num	Name	Amount	Balance
112.14 · Revolving Loan					
Payment	06/08/2023	2861	Venzke, Donald - 245 Pine 3%	199.04	5,666.37
Deposit	06/08/2023			8.12	5,865.41
					5,873.53
Total 112.14 · Revolving Loan				207.16	5,873.53
Total 112.1 · RENTAL REHAB				207.16	10,536.92
113.110 · RL Special Projects Account					
Total 113.110 · RL Special Projects Account					11,095.60
113.70 · HOME Revolving Loan Accounts					1,172,200.31
113.87 · Home Revolving Loan Funds					946,753.34
Payment	06/08/2023		Wozniak, Katie:2nd loan	258.67	947,012.01
Deposit	06/08/2023			131.33	947,143.34
Payment	06/08/2023	2029	Garrett, Brian C. & Denise J 5%:Current Loan	423.77	947,567.11
Deposit	06/08/2023			56.23	947,623.34
Payment	06/08/2023	2872033...	Hale, Shauntia 5%:Current Portion	442.37	948,065.71
Deposit	06/08/2023			187.63	948,253.34
Payment	06/08/2023	4377	Svoma, Kris - 5%:current	224.00	948,477.34
Deposit	06/08/2023			216.15	948,693.49
Payment	06/08/2023	995334	Klenke, Melissa 5%:HOME Funds	140.57	948,834.06
Deposit	06/08/2023			69.43	948,903.49
Payment	06/08/2023	1242	Weycker, Jessica & Drangstveit, Jerid 5%	379.64	949,283.13
Deposit	06/08/2023			49.36	949,332.49
Check	06/12/2023	ACH	WE ENERGIES	-10.10	949,322.39
Check	06/12/2023	10506	City of Cornell	-60.98	949,261.41
Payment	06/20/2023	995335	Klenke, Melissa 5%:HOME Funds	155.66	949,417.07
Deposit	06/20/2023			54.34	949,471.41
Payment	06/27/2023	10119	Jepson, Lori:Jepson, Lori 5% Current	520.17	949,991.58
Deposit	06/27/2023			104.83	950,096.41
Payment	06/27/2023	10025	REITAN, JOHN & TARA 5%:CURRENT	229.26	950,325.67
Deposit	06/27/2023			267.74	950,593.41
Payment	06/27/2023	6678	Isham, Diane E 5%:2nd Loan	238.08	950,831.49
Deposit	06/27/2023			2.92	950,834.41
Check	06/27/2023	155083	Legends Title	-101,733.23	849,101.18
Check	06/29/2023	155098	All Title Services Inc.	-165,889.00	683,212.18
Total 113.87 · Home Revolving Loan Funds				-263,541.16	683,212.18
113.86 · Clark Co - HOME RLF					
113.862 · Clark Co - HOME - Activity					163,132.00
Total 113.862 · Clark Co - HOME - Activity					146,818.80
113.861 · Clark Co - HOME - Admin					16,313.20
Total 113.861 · Clark Co - HOME - Admin					16,313.20
Total 113.86 · Clark Co - HOME RLF					163,132.00
113.72 · Self/Help					-37.59
113.77 · Admin					63,752.43
Total 113.77 · Admin					63,752.43
113.70 · HOME Revolving Loan Accounts - Other					-1,399.87
Total 113.70 · HOME Revolving Loan Accounts - Other					-1,399.87
Total 113.70 · HOME Revolving Loan Accounts				-263,541.16	908,659.15
113 · Federal Funds-NW Bank Acct - Other					
Deposit	06/30/2023			225.55	-17,617.94
					-17,392.39
Total 113 · Federal Funds-NW Bank Acct - Other				225.55	-17,392.39
Total 113 · Federal Funds-NW Bank Acct				-260,389.45	1,096,193.87
TOTAL				-260,389.45	1,096,193.87

RESOLUTION 2023-07

Authorization to Submit Application to Rutledge Charities for TBRA

WHEREAS Chippewa County Housing Authority administers a Tenant Based Rental Assistance (TBRA) program; and

WHEREAS the State of Wisconsin provides funding for the rental assistance portion of the program and requires, as a condition of the funding, that grantees provide a best effort to obtain twenty-five percent (25%) matching funds from non-federal sources; and

WHEREAS the State of Wisconsin provides funding for administrative expenses, but not at a rate that is adequate to cover all expenses incurred for supportive services and administration of the program; and

WHEREAS the Hannah and Edward Rutledge Foundation has funds available that could be used toward the funding match requirement to provide program supplies and supportive services to TBRA participants through June 30, 2025.

NOW THEREFORE BE IT RESOLVED THAT the Executive Director is authorized to submit an application for funding to Rutledge Charities for program supplies and supportive services for the TBRA program.

BE IT FURTHER RESOLVED THAT the Executive Director and/or Chairman are authorized to execute all documents necessary for the submission of said application.

Dated this 24th day of July 2023

Chuck Hull, Chairman

Colleen Danielson, Commissioner

David Jankoski, Vice Chairman

Art Klingenberg, Commissioner

Ronald McGill, Commissioner

RESOLUTION 2023-08

RESOLUTION TO INCREASE THE RENT AT UNITS OWNED BY CHIPPEWA COUNTY HOUSING AUTHORITY

WHEREAS Chippewa County Housing Authority owns and manages 44 rental units, including single family and multi-family residences that are offered to tenants at affordable rates; and

WHEREAS the cost of maintenance, utilities and capital improvements increase each year; and

WHEREAS the rent was increased for five units at Auction Mart apartments in Stanley, WI on 9/1/20 in the amount of \$30/month, and for all other rental units, excluding Hope House and Recovery House, on 4/1/21 in the amount of \$10/month and again on 4/1/22 in the amount of \$10/month; and

WHEREAS the rent received from Chippewa County for two units located at 314 E. Grand Avenue, Chippewa Falls (Recovery House) and 716 E. Grand Avenue, Chippewa Falls (Hope House) remains adequate to cover expenses so the Authority would exclude the described properties from the proposed rent increase; and

WHEREAS on 5/1/23, the Authority discontinued financial responsibility for tenant electric consumption at the twelve unit complex at 18 Bay St. Chippewa Falls (Northland Apartments) so the Authority would also exclude the described property from the proposed rent increase; and

WHEREAS the rents currently being charged are below the fair market rents allowed by HUD and are well below the market rents being charged by other landlords for similar units; and

WHEREAS in review of the income and expenses, it appears that the capital improvements that will be required will exceed the amount of income derived from tenant rents.

NOW THEREFORE BE IT RESOLVED THAT the Chippewa County Housing Authority Commission approves a rent increase of \$45 per month for all rental units owned by the Authority, excluding those specifically excluded above, effective 10/1/23 for all rental units, or when lease terms allow after said date.

Dated this 24th day of July 2023

Chuck Hull, Chairman

Colleen Danielson, Commissioner

David Jankoski, Vice Chairman

Art Klingenberg, Commissioner

Ronald McGill, Commissioner