

## **PUBLIC MEETING NOTICE**

**CHIPPEWA COUNTY HOUSING AUTHORITY**  
**MONDAY, MARCH 25, 2024 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 February 26, 2024 Meeting
  3. Approval of the Minutes of Closed Session of the February 26, 2024 Meeting
  4. Approval of the Minutes of the February 29, 2024 Meeting
  5. Approval of the Minutes of Closed Session of the February 29, 2024 Meeting
  6. Schedule next meeting date – April 22, 2024
5. Reports
  1. Informal Hearings for Rental Assistance Programs
  2. Update on 334 E. 2<sup>nd</sup> Ave. Stanley
  3. Update on 209 N. 6<sup>th</sup> St. Cornell
  4. Update on New Construction Build
6. Business Items
  1. Approval of the Financial Reports for February 2024
  2. Approval of 3/31/25 Budget
  3. Resolution 2024-04: To Appoint J. Mudgett as Executive Director
  4. Approval of J. Mudgett Employment Contract

Please take notice that the Commission will convene, upon passage of the proper motion, in closed session pursuant to Wisconsin State Statute Sec. 19.85(2)(b) for purposes of "Consideration of employment, promotion, compensation and performance evaluations", specifically approving the employment contract for the position of Executive Director.

The Commission will reconvene to open session to continue with the agenda.

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, FEBRUARY 26, 2024 AT 2:15 P.M.  
ROOM 016 OF THE CHIPPEWA COUNTY COURTHOUSE**

**1. CALL TO ORDER**

Hull called the meeting to order at 2:15 p.m.

**2. ROLL CALL**

Members present: Danielson, Davis, Hull, and Jankoski

Members absent: McGill

Others present: Oleson-Bue

**3. MEMBERS OF THE PUBLIC WISHING TO BE HEARD**

None.

**4. CONSENT AGENDA**

Jankoski and Danielson made a motion to approve the meeting agenda, minutes of the January 22, 2024 meeting as printed, minutes of the February 15, 2024 meeting as printed, closed session minutes of the February 15, 2024 meeting as printed, and schedule the next meetings for February 29, 2024 and March 25, 2024. Motion carried with all present voting aye.

**5. Conduct Interviews for the Executive Director Position:** Jankoski and Davis made a motion to convene in closed session pursuant to Wisconsin State Statute Sec. 19.85 (2)(b) for purposes of consideration of employment, promotion, compensation and performance evaluations, specifically conducting interviews for the position of Executive Director. Role call vote: Danielson aye, Davis aye, Hull aye, Jankoski aye. The Commission went into closed session at 2:18 p.m.

Jankoski and Danielson made a motion to reconvene to open session. Motion carried with all present voting aye. The Commission returned into open session at approximately 3:35 p.m.

**6. REPORTS**

**1. Informal Hearings for Rental Assistance Programs:** Oleson-Bue stated that she has received one request for an informal hearing and has scheduled the hearing to take place on March 11, 2024.

**2. Update on 334 E. 2<sup>nd</sup> Ave. Stanley:** Oleson-Bue referenced the written report and stated that the Authority will sell the property to an income eligible family when the repairs have been completed.

**3. Update on 209 N. 6<sup>th</sup> St. Cornell:** No update to the written report.

**7. BUSINESS ITEMS**

**1. Approval of the Financial Reports for January 2024:** Hull called for questions. There were none. Danielson and Davis made a motion to approve the financial reports for January 2024 as printed. Motion carried with all present voting aye.

**2. Resolution 2024-02: To Sell 209 N. 6<sup>th</sup> St. Cornell:** Jankoski and Hull made a motion to approve resolution 2024-02 as printed. Motion carried with all present voting aye.

**3. Resolution 2024-03: To Appoint an Interim Director:** Discussion included the need for an interim executive director to serve from March 16, 2024 until such time as a permanent executive director is hired. Hull and Jankoski made a motion to approve resolution 2024-03 to designate Bliss Sengbusch as the interim executive director and authorize Jessica Oleson-Bue to negotiate the hourly wage. Motion carried with all present voting aye.

**4. Authorization to Update Bank Signatories:** Oleson-Bue referenced the written report and noted that she will need to be removed from the bank accounts effective 3/16/24. Discussion included the need for two signatories to sign all the Authority's checks and the limited availability of Hull and Jankoski to perform this function without a third signatory. Danielson and Davis made a motion to remove Jessica Oleson-Bue

as a signatory on the Authority's bank accounts effective 3/16/24 and to approve the addition of Bliss Sengbusch as a signatory for Chippewa County Housing Authority. Motion carried with all present voting aye.

**5. Approval of Nan McKay Updates to Section 8 Administrative Plan:** No addition to the written report. Danielson and Davis made a motion to approve the proposed updates to the Section 8 administrative plan as presented. Motion carried with all present voting aye.

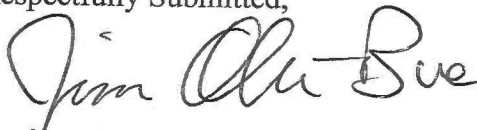
**8. AGENDA ITEMS FOR FUTURE CONSIDERATION**

Hull called for agenda items for future consideration. Jankoski stated that he would like another update on the 2<sup>nd</sup> Ave. property in Stanley. Oleson-Bue stated that an update on the new construction partnership with Habitat for Humanity should be provided.

**9. ADJOURNMENT**

Danielson and Jankoski made a motion to adjourn at 4:10 p.m. Motion carried with all present voting aye.

Respectfully Submitted,



Jessica Oleson-Bue  
Executive Director/Secretary to the Commission

Certified:

3/25/2024

Chuck Hull  
Chair

Date

**PUBLIC MEETING MINUTES  
CHIPPEWA COUNTY HOUSING AUTHORITY (CCHA)  
MONDAY, FEBRUARY 29, 2024 AT 10:00 A.M.  
ROOM 016 OF THE CHIPPEWA COUNTY COURTHOUSE**

**1. CALL TO ORDER**

Hull called the meeting to order at 10:00 a.m.

**2. ROLL CALL**

Members present: Danielson, Davis, Hull, and Jankoski

Members absent: McGill

Others present: Oleson-Bue, Ladehoff (virtually)

**3. MEMBERS OF THE PUBLIC WISHING TO BE HEARD**

None.

**4. REPORTS**

None.

**5. BUSINESS ITEMS**

**1. Conduct Interviews for the Executive Director Position:** Jankoski and Davis made a motion to convene in closed session pursuant to Wisconsin State Statute Sec. 19.85 (2)(b) for purposes of consideration of employment, promotion, compensation and performance evaluations, specifically conducting interviews for the position of Executive Director. Role call vote: Danielson aye, Davis aye, Jankoski aye, Hull aye. The Commission went into closed session at 10:01 a.m.

Danielson and Hull made a motion to reconvene to open session. Motion carried with all present voting aye. The Commission returned into open session at 12:00 p.m.

**6. AGENDA ITEMS FOR FUTURE CONSIDERATION**

None.

**7. ADJOURNMENT**

Jankoski and Danielson made a motion to adjourn at 12:02 p.m. Motion carried with all present voting aye.

Respectfully Submitted,



Jessica Oleson-Bue  
Executive Director/Secretary to the Commission

Certified:

Chuck Hull  
Chair

3/25/2024

Date

**Attachment to the Agenda of the March 25, 2024 Meeting  
Chippewa County Housing Authority (CCHA) Commission Meeting**

**Reports:**

1. **Informal Hearings for Rental Assistance Programs:** J. Oleson-Bue conducted an informal hearing on 3/11/24 regarding the termination of assistance for S. Brown for failure to report income resulting in a repayment that exceeded \$1,000. The termination was upheld. J. Oleson-Bue conducted an informal hearing on 3/14/24 regarding the termination of assistance for V. Phelps for committing fraud of a federal housing program. The termination was upheld.
2. **Update on 334 E. 2<sup>nd</sup> Ave. Stanley:** We received three bids for the repairs on this property from HPE, Air-Tite, and Heritage Builders. The low bid was HPE for \$132,337.00. The low bidder was still over the rehabilitation budget for this project and so some items were removed from the scope of work. See enclosed bid comparison sheets.
3. **Update on 209 N. 6<sup>th</sup> St. Cornell:** We had a previous accepted offer on this property, but the buyer backed out and so we are having our real estate agent put the home back on the market.
4. **Update on New Construction Build:** We are coordinating with Chippewa Valley Habitat for Humanity on a new construction house located at 834 Bluff View Circle West, Chippewa Falls. The framing and roof have been completed. Contracts have been awarded for all subcontractors/trades (plumbing, electrical, HVAC, etc.) and the carpentry will be completed by Habitat volunteers and supervised by the Habitat Construction Manager. The CCHA building inspector, Joel, will oversee the project and coordinate with the Construction Manager to ensure building materials are available as needed. If the partnership proves successful, we have another lot on Bluff View Circle that is shovel ready and could be used for another new construction build.

**Business Items:**

1. **Approval of the Financial Reports for February 2024:** The February financials are included in the meeting packet.
2. **Approval of 3/31/25 Budget:** We have included the 3/31/25 budget with the meeting packet. There is a 2% cost of living increase in the budget this year.
3. **Resolution 2024-04: To Appoint J. Mudgett as Executive Director:** As you are aware, J. Mudgett has accepted the position of Executive Director and her first day of employment will be on 4/29/24.
4. **Approval of J. Mudgett Employment Contract:** The employment contract has been drafted for review and approval at the meeting.

# BID COMPARISON SHEET

TYPE OF WORK CONTRACTOR	Roof	*Windows	Exterior Doors	Gutters	Electric	HVAC	Water Heater	Flooring, sheet vinyl	Carpet	Bathrooms	Kitchen	Laundry Room	Interior Doors	Insulation	Total
HPE	\$25,480.00	\$29,500.00	\$7,800.00	\$1,800.00	\$6,329.00	\$6,820.00	\$1,500.00	\$17,888.00	\$6,240.00	\$1,800.00	\$14,620.00	\$2,100.00	\$9,660.00	\$800.00	\$132,337.00
Air-Tite	\$43,500.00	\$40,450.00	\$10,570.00	\$2,500.00	\$5,720.00	\$18,425.00	\$1,550.00	\$11,200.00	\$5,900.00	\$4,500.00	\$16,400.00	\$3,800.00	\$24,875.00	\$25,278.00	\$214,668.00
Heritage Builders	\$30,296.00	\$42,226.00	\$10,972.00	\$3,850.00	\$12,320.00	\$20,465.00	\$2,600.00	\$28,552.00	\$7,182.00	\$8,273.00	\$15,187.00	\$9,869.00	\$28,713.00	\$5,548.00	\$226,054.00

## **BID COMPARISON SHEET**

Updated

TYPE OF WORK		BID COMPARISON SHEET														
CONTRACTOR	Roof	*Windows	Exterior Doors	Gutters	Electric	HVAC	Water Heater	Flooring, sheet vinyl	Carpet	Bathrooms	Kitchen	Laundry Room	Interior Doors	Insulation	Total	
HPE	\$3,600.00	\$29,500.00	\$7,800.00	\$1,800.00	\$6,329.00	\$6,820.00	\$1,500.00	\$17,888.00	\$6,240.00	\$1,800.00	H.O.	\$2,100.00	\$9,680.00	\$800.00	\$95,837.00	Lowest
Alt-Tile	\$4,400.00	\$40,450.00	\$10,570.00	\$2,500.00	\$5,720.00	\$18,425.00	\$1,550.00	\$11,200.00	\$5,900.00	\$4,500.00	H.O.	\$3,800.00	\$24,875.00	\$25,278.00	\$159,166.00	X
Heritage Builders	\$30,286.00	\$42,226.00	\$10,972.00	\$3,850.00	\$12,320.00	\$20,465.00	\$2,600.00	\$28,552.00	\$7,182.00	\$8,273.00	H.O.	\$9,869.00	\$28,713.00	\$5,549.00	\$210,867.00	
															\$0.00	
															\$0.00	
															\$0.00	
															\$0.00	
															\$0.00	
															\$0.00	
															\$0.00	
	lower roof	lead work													\$0.00	

Heritage Builders did not have a separate line item for the lower roof  
 their bid includes costs of the

Repair of the home with all items on the specs exceeds cost expected, decision was made to repair only the lower roof and to remove kitchen repair from the project.

# NEW Chippewa Co Housing Authority

## Profit & Loss Budget Performance

February 2024

	Feb 24	Budget	Apr '23 - Feb ...	YTD Budget	Annual Budget
<b>Ordinary Income/Expense</b>					
Income					
700 · Administrative Fees-715	4,187.00	2,833.33	69,345.20	60,566.67	72,900.00
704 · Interest Income-712	51.77	1,000.00	21,525.72	11,000.00	12,000.00
705 · Donation income-715	0.00	0.00	10,000.00	5,000.00	5,000.00
715 · Other Revenue-715	0.00	0.00	349.92	300.00	400.00
731 · TBRA Admin-715	0.00	466.67	2,206.65	4,333.33	4,800.00
738 · Admin Income-715	38,703.61	0.00	344,110.26	362,675.00	530,400.00
<b>Total Income</b>	<b>42,942.38</b>	<b>4,300.00</b>	<b>447,537.75</b>	<b>443,875.00</b>	<b>625,500.00</b>
<b>Gross Profit</b>	<b>42,942.38</b>	<b>4,300.00</b>	<b>447,537.75</b>	<b>443,875.00</b>	<b>625,500.00</b>
Expense					
900.4 · TBRA Project Expenses	0.00		1,500.00		
909 · Contract Service-973	3,177.45	375.00	3,566.50	4,775.00	5,150.00
910 · CCHA Per Diem-973	0.00	105.00	630.00	1,155.00	1,260.00
911 · Salaries-911	49,039.84	37,074.34	371,072.98	356,227.66	388,048.00
912 · Audit Fees-912	3,937.50	0.00	8,375.00	8,663.00	8,663.00
915 · Employee Benefits-915	17,302.84	14,779.08	137,365.48	162,569.92	177,349.00
916 · Other Operating-Admin-916	3,323.47	1,375.17	34,180.01	15,126.83	16,502.00
943 · Maintenance-Contract Costs-973	2,095.30	2,175.00	4,935.65	23,925.00	26,100.00
961 · Insurance Expenses-961	501.00	164.67	1,241.00	1,811.33	1,976.00
962 · Other General Expenses-962	2,455.49	30.84	18,152.26	339.16	370.00
9999 · Suspense AC Will Clear	0.00		13,527.00		
<b>Total Expense</b>	<b>81,832.89</b>	<b>56,079.10</b>	<b>594,545.88</b>	<b>574,592.90</b>	<b>625,418.00</b>
<b>Net Ordinary Income</b>	<b>-38,890.51</b>	<b>-51,779.10</b>	<b>-147,008.13</b>	<b>-130,717.90</b>	<b>82.00</b>
<b>Other Income/Expense</b>					
Other Expense					
999 · Capital Replacements	0.00	0.00	3,622.00	0.00	0.00
<b>Total Other Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>3,622.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>-3,622.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Income</b>	<b>-38,890.51</b>	<b>-51,779.10</b>	<b>-150,630.13</b>	<b>-130,717.90</b>	<b>82.00</b>



# RECEIPTS AND DISBURSEMENTS

## STATEMENT ENDING FEBRUARY 2024

	TOTAL	General Management Account	VISION Account	HCRI Programs Account	Section 8 Account	Federal Programs Account
BALANCE	\$2,205,133.60	\$266,540.31	\$16,643.01	\$313,718.97	\$410,303.31	\$1,197,928.00
RECEIPTS	\$283,037.80	\$47,648.78	\$0.00	\$5,689.18	\$207,856.72	\$21,843.12
DISBURSEMENTS	\$290,069.14	\$86,513.70	\$0.00	\$0.00	\$200,673.34	\$2,882.10
BALANCE	\$2,198,102.26	\$227,675.39	\$16,643.01	\$319,408.15	\$417,486.69	\$1,216,889.02
Math check	\$2,198,102.26					
				First Time Homebuyer		Rental Rehab
				Tax/Mortgage		Lease Purchase
				HELP loans		Self-Help
						First Time Homebuyer
						YouthBuild
Certified:						
			3/25/2024			
			Date			
Chairman						

9:05 AM

03/15/24

Accrual Basis

# NEW Chippewa Co Housing Authority GENERAL MANAGEMENT Account QuickReport

As of February 29, 2024

Type	Date	Num	Name	Memo	Amount	Balance
112 - Cash Restricted						
112.10 - NW Bank						266,540.31
112.1 - General/Mgmt						266,540.31
Check	02/01/2024	ACH	XCEL ENERGY	Acct #52-7721235-8 (334 E 2nd Ave)	-177.91	266,362.40
Deposit	02/06/2024			Deposit	660.00	267,022.40
Deposit	02/06/2024			Deposit	780.00	267,802.40
General Journal	02/08/2024	payroll		Net Pay	-14,637.34	253,165.06
General Journal	02/08/2024	payroll		EE HSA - Pretax	-1,195.00	251,970.06
Check	02/09/2024	Def Comp	WISCONSIN DEFERRED COMP PROGRAM	DEF COMP for 2/8/24 payroll	-750.00	251,220.06
Check	02/12/2024	16819	Innovative Office Solutions LLC	Cust # NB21557 Inv # IN4450620	-56.99	251,163.07
Check	02/12/2024	16820	Jacobsons Hardware	Acct # 68400	-20.83	251,142.24
Check	02/12/2024	16821	MENARDS EAU CLAIRE EAST	Acct # 30530491	-103.40	251,038.84
Check	02/12/2024	16822	MENARDS EAU CLAIRE WEST	Acct # 30110389 Inv # 59750	-69.94	250,968.90
Check	02/12/2024	16823	RICK D ENDRES	January mileage	-116.28	250,852.62
Check	02/12/2024	16824	Janette Jacque	January mileage	-51.71	250,800.91
Check	02/12/2024	16825	Bobbie Guest	January mileage	-8.67	250,792.24
Check	02/12/2024	16826	Andy Clay	January inspection	-975.00	249,817.24
Check	02/12/2024	16827	Ansary & Associates, LLC EC	Acct # CHIPCOU-10 Inv # 26443	-476.00	249,341.24
Check	02/12/2024	16828	Securian Financial Group	Policy # 002832L	-225.11	249,116.13
Check	02/12/2024	16829	LUCAS ENDRES	January '24 Cty K & Northland cleaning	-325.00	248,791.13
Check	02/12/2024	16830	CHIPPEWA COUNTY TREASURER	4th Quarter	-4,869.86	243,921.27
Check	02/12/2024	16831	WAHA	Membership dues for 2024	-70.00	243,851.27
Check	02/12/2024	16832	Chippewa Valley Lawn Care	Snow plow	-1,090.00	242,761.27
Check	02/12/2024	16833	Rooney Printing	Acct # 030128 Inv # 143308	-86.92	242,694.35
Check	02/12/2024	16834	HOUSING AUTHORITY ACCOUNTING SPECIALI...	January services	-1,405.45	241,288.90
Check	02/12/2024	16835	GFL Environmental	UE-424052	-232.91	241,055.99
Check	02/12/2024	16836	Schuebel Lawn Services	Inv # 771	-400.00	240,655.99
Check	02/12/2024	ACH	Verizon Wireless	Acct # 442197098-00001	-94.20	240,561.79
Deposit	02/13/2024			Deposit	25.00	240,586.79
Deposit	02/13/2024			Deposit	885.00	241,471.79
Deposit	02/13/2024			Deposit	5,452.82	246,924.61
Deposit	02/13/2024			Deposit	802.78	247,727.39
Deposit	02/13/2024			Deposit	96.01	247,823.40
Deposit	02/13/2024			Deposit	4,118.79	251,942.19
Deposit	02/13/2024			Deposit	33,771.61	285,713.80
Check	02/14/2024	Fed tax	Internal Revenue Services	941 Fed Tax Deposit for 2/8/24 payroll	-4,601.64	281,112.16
Check	02/20/2024	ACH	State of Wisconsin Health Insurance	March 2024 Health Insurance	-11,240.48	269,871.68
Deposit	02/20/2024			Deposit	555.00	270,426.68
General Journal	02/22/2024	payroll		Net Pay	-15,067.59	255,359.09
General Journal	02/22/2024	payroll		EE HSA - Pretax	-5,200.00	250,159.09
Check	02/23/2024	Def Comp	WISCONSIN DEFERRED COMP PROGRAM	DEF COMP for 2/22/24 payroll	-750.00	249,409.09
Check	02/23/2024	16839	CCHA - Section 8	Over reimbursed admin expenses in January '24	-7,176.53	242,232.56
Check	02/23/2024	16840	Jessica Oleson-Bue	Reimbursement	-15.92	242,216.64
Check	02/23/2024	16841	ELAN FINANCIAL SERVICES	Acct # 4798 5100 6375 8326	-2,067.89	240,148.75
Check	02/23/2024	16842	Lake States Environmental, LTD	ID # P8Z6IMDT	-285.00	239,863.75
Check	02/23/2024	16843	Cincinnati Insurance	Acct # 1000295287, Policy # 0056352	-25.00	239,838.75
Check	02/23/2024	16844	Delta Dental	3/1 - 3/31/2024 Dental & Vision Plans	-254.02	239,584.73
Check	02/26/2024	WRS	WISCONSIN RETIREMENT SYSTEM	WRS Contribution for January 2024	-6,160.99	233,423.74
Deposit	02/27/2024			Deposit	450.00	233,873.74
Check	02/28/2024	Fed tax	Internal Revenue Services	941 Fed Tax Deposit for 2/22/24 payroll	-4,748.09	229,125.65
Check	02/29/2024	State Tax	WISCONSIN DEPT OF REVENUE	State tax - 1/31/24 period	-1,486.83	227,638.82
Deposit	02/29/2024			Deposit	51.77	227,690.59
Check	02/29/2024	ACH Fees	NORTHWESTERN BANK	ACH Fees February	-15.20	227,675.39
Total 112.1 - General/Mgmt					-38,864.92	227,675.39
Total 112.10 - NW Bank					-38,864.92	227,675.39
Total 112 - Cash Restricted					-38,864.92	227,675.39
TOTAL					-38,864.92	227,675.39

NEW Chippewa Co Housing Authority  
VISION Account QuickReport  
As of February 29, 2024

Type	Date	Num	Name	Memo	Amount	Balance
112 - Cash Restricted						16,643.01
112.10 - NW Bank						16,643.01
112.15 - Vision						16,643.01
Total 112.15 - Vision						16,643.01
Total 112.10 - NW Bank						16,643.01
Total 112 - Cash Restricted						16,643.01
TOTAL						16,643.01

9:09 AM

03/15/24

Accrual Basis

## NEW Chippewa Co Housing Authority

## HCRI Account QuickReport

As of February 29, 2024

Type	Date	Num	Name	Memo	Amount	Balance
112 · Cash Restricted						313,718.97
112.10 · NW Bank						313,718.97
112.11 · HCRI-No post account						313,718.97
112.114 · RL Homebuyer/Homeowner Asst						110,237.69
Total 112.114 · RL Homebuyer/Homeowner Asst						110,237.69
112.112 · HCRI-Admin RL						53,996.18
Total 112.112 · HCRI-Admin RL						53,996.18
112.111 · HCRI-Activity RENTAL/SEC.DEP						149,485.10
Deposit	02/05/2024		Deposit		2,349.07	151,834.17
Deposit	02/06/2024		Deposit		19.00	151,853.17
Deposit	02/12/2024		Deposit		737.60	152,590.77
Deposit	02/13/2024		Deposit		195.51	152,786.28
Deposit	02/20/2024		Deposit		1,218.00	154,004.28
Deposit	02/26/2024		Deposit		1,091.00	155,095.28
Deposit	02/27/2024		Deposit		79.00	155,174.28
Total 112.111 · HCRI-Activity RENTAL/SEC.DEP					5,689.18	155,174.28
Total 112.11 · HCRI-No post account					5,689.18	319,408.15
Total 112.10 · NW Bank					5,689.18	319,408.15
Total 112 · Cash Restricted					5,689.18	319,408.15
<b>TOTAL</b>					<b>5,689.18</b>	<b>319,408.15</b>

03/15/24

# **SECT 8** **Section 8 Account QuickReport** **As of February 29, 2024**

Type	Date	Num	Name	Amount	Balance
<b>1111 · Northwestern Bank</b>					410,303.31
<b>1111.1 · ADMIN ACCOUNT</b>					313,019.15
Deposit	02/01/2024			21,597.00	334,616.15
Check	02/16/2024	27286	CHIPPEWA COUNTY HOUSING AUTHORITY	-3,830.49	330,785.66
Check	02/23/2024	27287	CHIPPEWA COUNTY HOUSING AUTHORITY	-18,007.22	312,778.44
Deposit	02/29/2024			34.72	312,813.16
Check	02/29/2024	ACH Fee	NORTHWESTERN BANK	-21.95	312,791.21
Total 1111.1 · ADMIN ACCOUNT				-227.94	312,791.21
<b>1111.2 · NW CHECKING</b>					90,948.86
Deposit	02/01/2024			164,858.00	255,806.86
Check	02/01/2024	Rent Check	RENT CHECKS	-155,276.00	100,530.86
Check	02/01/2024	27269	RENT CHECKS	-1,439.00	99,091.86
Check	02/01/2024	27270	RENT CHECKS	-408.00	98,683.86
Check	02/01/2024	27271	RENT CHECKS	-281.00	98,402.86
Check	02/01/2024	27272	RENT CHECKS	-610.00	97,792.86
Check	02/01/2024	27273	RENT CHECKS	-302.00	97,490.86
Check	02/01/2024	27274	RENT CHECKS	-127.00	97,363.86
Check	02/01/2024	27275	RENT CHECKS	-277.00	97,086.86
Check	02/01/2024	27276	RENT CHECKS	-627.00	96,459.86
Check	02/01/2024	27277	RENT CHECKS	-455.00	96,004.86
Check	02/01/2024	27278	RENT CHECKS	-228.00	95,776.86
Check	02/01/2024	27282	RENT CHECKS	-163.00	95,613.86
Check	02/01/2024	27283	RENT CHECKS	-236.00	95,377.86
Check	02/01/2024	27284	RENT CHECKS	-212.00	95,165.86
Check	02/01/2024	27285	RENT CHECKS	-253.00	94,912.86
Payment	02/06/2024	1004	PAPIC, BAJRA f	150.00	95,062.86
Payment	02/06/2024	5041	Perry, Jennifer / Hazelton, Travis - F	50.00	95,112.86
Payment	02/06/2024	1095	Bleskacek, Jocelyn (Daniel) f tripped	25.00	95,137.86
Payment	02/06/2024		Balsiger, Martino f tripped	48.00	95,185.86
Payment	02/13/2024	1106	WAY, KATHRYN f	220.00	95,405.86
Payment	02/13/2024	130510	Murray, Lori f TRIPPED	50.00	95,455.86
Payment	02/13/2024	10070	Hunsucker (Joyner), Jaclyn f	70.00	95,525.86
Deposit	02/15/2024			130.00	95,655.86
Payment	02/20/2024		HEIDTKE, MEGAN f	80.00	95,735.86
Payment	02/20/2024	77948973135	VAUGHN, SHAEKEA f	87.00	95,822.86
Payment	02/20/2024	932275	CHARLES, ERIC f	84.00	95,906.86
Payment	02/27/2024		Roth, Trampas f	244.00	96,150.86
Payment	02/27/2024		MCGARY, KIA f	49.00	96,199.86
Total 1111.2 · NW CHECKING				5,251.00	96,199.86
<b>1111.5 · Mainstream HAP</b>					-11,343.00
Deposit	02/01/2024			13,895.00	2,552.00
Check	02/01/2024	Rent Checks	RENT CHECKS	-15,079.00	-12,527.00
Check	02/01/2024	27279	RENT CHECKS	-514.00	-13,041.00
Check	02/01/2024	27280	RENT CHECKS	-529.00	-13,570.00
Check	02/01/2024	27281	RENT CHECKS	-154.00	-13,724.00
Deposit	02/26/2024			4,200.00	-9,524.00
Total 1111.5 · Mainstream HAP				1,819.00	-9,524.00
<b>1111.6 · Mainstream Admin</b>					-4,284.90
Deposit	02/01/2024			1,985.00	-2,299.90
Check	02/16/2024	27286	CHIPPEWA COUNTY HOUSING AUTHORITY	-288.30	-2,588.20
Check	02/23/2024	27287	CHIPPEWA COUNTY HOUSING AUTHORITY	-1,355.38	-3,943.58
Total 1111.6 · Mainstream Admin				341.32	-3,943.58
<b>1111 · Northwestern Bank - Other</b>					21,963.20
Total 1111 · Northwestern Bank - Other					21,963.20
Total 1111 · Northwestern Bank				7,183.38	417,486.69
<b>TOTAL</b>				<b>7,183.38</b>	<b>417,486.69</b>

7:26 AM

03/15/24

Accrual Basis

**Home/RR/LTP/Self Help/TBRA**  
**Federal Account QuickReport**  
 As of February 29, 2024

Type	Date	Num	Name	Amount	Balance
113 · Federal Funds-NW Bank Acct					1,197,928.00
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					51,498.89
Total 113.82 · LHC					51,498.89
113.799 · LHC/LHR Admin					2,971.47
Total 113.799 · LHC/LHR Admin					2,971.47
113.994 · TBRA					-643.96
113.087 · 2022 Activity					-2,267.00
Check 02/01/2024 Dir Dep TBRA RENT CHECKS				-2,267.00	-4,534.00
Deposit 02/27/2024				2,267.00	-2,267.00
Total 113.087 · 2022 Activity				0.00	-2,267.00
113.086 · 2022 Admin					-2.00
Deposit 02/27/2024				226.70	224.70
Check 02/29/2024 ACH Fees Northwestern Bank				-2.00	222.70
Total 113.086 · 2022 Admin				224.70	222.70
113.088 · 2021 Admin					-480.80
Total 113.088 · 2021 Admin					-480.80
113.091 · 2016 ACTIVITY					2,105.84
Total 113.091 · 2016 ACTIVITY					2,105.84
Total 113.994 · TBRA				224.70	-419.26
113.952 · REV LOAN NSP					-6,922.10
Payment 02/13/2024 3738 Dukart (Eternick), Dan & Cora 90605:Current - 5%				307.61	-6,614.49
Deposit 02/13/2024				215.39	-6,399.10
Payment 02/20/2024 2260 Bohman,Daniel and Tina 90602:Current - 5%				400.34	-5,998.76
Deposit 02/20/2024				99.66	-5,899.10
Total 113.952 · REV LOAN NSP				1,023.00	-5,899.10
113.957 · Revolving loan Admin NSP					15,685.00
Total 113.957 · Revolving loan Admin NSP					15,685.00
113.81 · Other non revolving loan					31,982.30
Deposit 02/06/2024				210.00	32,192.30
Deposit 02/13/2024				150.00	32,342.30
Deposit 02/13/2024				150.00	32,492.30
Deposit 02/13/2024				270.00	32,762.30
Deposit 02/13/2024				270.00	33,032.30
Deposit 02/13/2024				146.00	33,178.30
Deposit 02/20/2024				240.00	33,418.30
Deposit 02/27/2024				275.00	33,693.30
Total 113.81 · Other non revolving loan				1,711.00	33,693.30
112.1 · RENTAL REHAB					11,987.04
112.16 · Rev. Loan Admin					4,849.84
Total 112.16 · Rev. Loan Admin					4,849.84
112.14 · Revolving Loan					7,137.20
Payment 02/06/2024 2957 Venzke, Donald - 245 Pine 3%				203.14	7,340.34
Deposit 02/06/2024				4.02	7,344.36

7:26 AM

03/15/24

Accrual Basis

# Home/RR/LTP/Self Help/TBRA Federal Account QuickReport As of February 29, 2024

Type	Date	Num	Name	Amount	Balance
Total 112.14 · Revolving Loan				207.16	7,344.36
Total 112.1 · RENTAL REHAB				207.16	12,194.20
113.110 · RL Special Projects Account					11,095.60
Total 113.110 · RL Special Projects Account					11,095.60
113.70 · HOME Revolving Loan Accounts					1,004,455.84
113.87 · Home Revolving Loan Funds					790,472.95
Check	02/01/2024	ACH	WE ENERGIES	-94.66	790,378.29
Check	02/01/2024	ACH	WE ENERGIES	-108.37	790,269.92
Payment	02/06/2024		Wozniak, Katie	261.53	790,531.45
Deposit	02/06/2024			128.47	790,659.92
Payment	02/06/2024	4389	Svoma, Kris - 5%:current	232.96	790,892.88
Deposit	02/06/2024			207.19	791,100.07
Payment	02/06/2024	29207167198	Hale, Shauntia 5%:Current Portion	448.61	791,548.68
Deposit	02/06/2024			181.39	791,730.07
Check	02/12/2024	10554	City of Cornell	-101.82	791,628.25
Check	02/12/2024	10555	CCHA	-96.01	791,532.24
Payment	02/13/2024	1280211774	Schulz, Donn & Brannen, Carol	11,803.00	803,335.24
Payment	02/13/2024	2043	Garrett, Brian C. & Denise J 5%:Current Loan	385.09	803,720.33
Deposit	02/13/2024			94.91	803,815.24
Payment	02/13/2024	10033	REITAN, JOHN & TARA 5%:CURRENT	447.06	804,262.30
Deposit	02/13/2024			52.94	804,315.24
Payment	02/13/2024	10034	REITAN, JOHN & TARA 5%:CURRENT	500.00	804,815.24
Payment	02/13/2024	995352	Klenke, Melissa 5%:HOME Funds	150.22	804,965.46
Deposit	02/13/2024			59.78	805,025.24
Payment	02/13/2024	1186	Weycker, Jessica & Drangstveit, Jerid 5%	388.67	805,413.91
Deposit	02/13/2024			40.33	805,454.24
Check	02/21/2024	ACH	Xcel Energy	-160.77	805,293.47
Check	02/22/2024	ACH	WE ENERGIES	-51.47	805,242.00
Payment	02/27/2024	995353	Klenke, Melissa 5%:HOME Funds	150.49	805,392.49
Deposit	02/27/2024			59.51	805,452.00
Payment	02/27/2024	10313	Jepson, Lori:Jepson, Lori 5% Current	523.49	805,975.49
Deposit	02/27/2024			101.51	806,077.00
Total 113.87 · Home Revolving Loan Funds				15,604.05	806,077.00
113.86 · Clark Co - HOME RLF					163,132.00
113.862 · Clark Co - HOME - Activity					146,818.80
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					52,288.35
Total 113.77 · Admin					52,288.35
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				15,604.05	1,020,059.89
113 · Federal Funds-NW Bank Acct - Other					-16,020.30
Deposit	02/29/2024			191.11	-15,829.19
Total 113 · Federal Funds-NW Bank Acct - Other				191.11	-15,829.19
Total 113 · Federal Funds-NW Bank Acct				18,961.02	1,216,889.02
<b>TOTAL</b>				<b>18,961.02</b>	<b>1,216,889.02</b>

# NEW Chippewa Co Housing Authority

## Profit & Loss Budget Performance

April 2024 through March 2025

Ordinary Income/Expense	Annual Budget
Income	
700 · Administrative Fees-715	
700.35 · TBRA insp and income verf.	900.00
700.34 · Copier Fee Income	3,000.00
700.32 · NSP Mgmt Fee	1,200.00
700.30 · Rental/Mgmt Fee & On Call	38,000.00
700.26 · Processing Fees	399.96
700.22 · Sunrise Village Magmnt Fees	9,000.00
700.23 · Inspections	24,750.00
700.24 · Subordinations	600.00
Total 700 · Administrative Fees-715	77,849.96
704 · Interest Income-712	12,000.00
705 · Donation income-715	10,000.00
715 · Other Revenue-715	400.00
731 · TBRA Admin-715	
731.18 · TBRA 2023 Admin	2,400.03
731.17 · TBRA 2022 Admin	800.01
Total 731 · TBRA Admin-715	3,200.04
738 · Admin Income-715	
738.58 · Rice Lake CDBG Admin	17,000.00
738.56 · Build CF Admin	3,000.00
738.54 · Turtle Lake RLF	4,600.00
738.53 · Chetek RLF	0.00
739.50 · Shop Admin	0.00
738.46 · REGIONS RLF Admin	47,000.00
738.43 · Bloomer CDBG RLF	0.00
738.42 · Polk Co Rlf	1,000.00
738.40 · Barron Co CDBG RLF	7,500.00
738.39 · Dunn Co CDBG RLF	12,000.00
738.37 · Region Grant Admin	167,024.04
738.36 · Clark County	25,000.00
738.35 · NSP R/L admin	1,227.00
738.31 · Rental Operating Reserve	48,000.00
738.15 · HCRI RL	1,500.00
738.13 · HOME RL Admin	36,200.00
738.1 · County CDBG RL	27,000.00
738.4 · New Auburn CDBG RL	7,500.00
738.5 · Cornell CDBG	11,000.00
738.6 · Stanley CDBG RL	31,500.00
738.8 · Cadott CDBG RL	1,500.00
738.9 · Chippewa Falls CDBG RL	6,900.00
Total 738 · Admin Income-715	456,451.04
Total Income	559,901.04



# NEW Chippewa Co Housing Authority

## Profit & Loss Budget Performance

April 2024 through March 2025

	<u>Annual Budget</u>
Gross Profit	559,901.04
Expense	
909 · Contract Service-973	
909.5 · Regions	220.00
909.4 · Other	2,000.04
909.1 · Starting Points	
909.11 · Section 8 inspections	
909.110 · Inspection Reimbursement	-13,500.00
909.11 · Section 8 inspections - Other	14,000.04
Total 909.11 · Section 8 inspections	<u>500.04</u>
Total 909.1 · Starting Points	500.04
909.2 · Accounting Services	
909.20 · Accounting Services Reimburseme	-18,000.00
909.2 · Accounting Services - Other	21,000.00
Total 909.2 · Accounting Services	<u>3,000.00</u>
909.3 · Legal	
909.3 · Legal - Other	999.96
Total 909.3 · Legal	<u>999.96</u>
Total 909 · Contract Service-973	6,720.04
910 · CCHA Per Diem-973	1,260.00
911 · Salaries-911	
911.1 · Salaries	
911.13 · Seperation	5,280.00
962.123 · Maintenance Wages	
962.124 · Maintenance Wages Reimbursement	-35,000.00
Total 962.123 · Maintenance Wages	-35,000.00
911.12 · Salary Reimbursement	-167,496.96
911.1 · Salaries - Other	540,314.04
Total 911.1 · Salaries	<u>343,097.08</u>
911.2 · Longevity	800.00
Total 911 · Salaries-911	<u>343,897.08</u>
912 · Audit Fees-912	
912.3 · Audit Reimbursement	-9,187.00
912.2 · Audit-General	18,375.00
Total 912 · Audit Fees-912	<u>9,188.00</u>
915 · Employee Benefits-915	
962.122 · Maintenance Benefits	
962.125 · Benefits Reimbursement	-10,000.00
Total 962.122 · Maintenance Benefits	-10,000.00
915.1 · Payroll Taxes	41,334.00
915.3 · Life Insurance	1,682.04
915.4 · Retirement Expense	37,281.96
915.5 · Health Ins	134,367.96
915.7 · General V/AM Benefits	

**NEW Chippewa Co Housing Authority**  
**Profit & Loss Budget Performance**  
April 2024 through March 2025

	<u>Annual Budget</u>
915.71 · Benefits Reimbursement	-70,200.96
Total 915.7 · General V/AM Benefits	-70,200.96
915.8 · Workman's comp	
915.8 · Workman's comp - Other	9,112.00
Total 915.8 · Workman's comp	9,112.00
Total 915 · Employee Benefits-915	143,577.00
916 · Other Operating-Admin-916	
916.1 · Meals	42.00
916.10 · Training	
916.100 · Meals	99.96
916.101 · Mileage	200.04
916.102 · Lodging	500.04
916.103 · Registration	2,799.96
916.104 · Training Reimbursement	-2,199.96
Total 916.10 · Training	1,400.04
916.11 · Subscriptions	0.00
916.2 · Automatic Deposit Fees	
916.2 · Automatic Deposit Fees - Other	183.00
Total 916.2 · Automatic Deposit Fees	183.00
916.20 · Donations	
916.20 · Donations - Other	150.00
Total 916.20 · Donations	150.00
916.23 · Advertising	
916.230 · Advertising Reimbursement	-69.96
916.23 · Advertising - Other	350.04
Total 916.23 · Advertising	280.08
916.24 · Misc Exp	1,500.00
916.25 · Postage	
916.26 · Postage Reimb	-3,999.96
916.25 · Postage - Other	6,000.00
Total 916.25 · Postage	2,000.04
916.27 · Office Supplies	
916.28 · Office Supplies Reimb.	-2,000.04
916.27 · Office Supplies - Other	3,999.96
Total 916.27 · Office Supplies	1,999.92
916.30 · Gifts/Memorials-Flowers	
916.30 · Gifts/Memorials-Flowers - Other	249.96
Total 916.30 · Gifts/Memorials-Flowers	249.96
916.31 · WAHA Dues	
916.32 · District 6 Dues	10.00
916.312 · WAHA Reimb.	-80.00
916.31 · WAHA Dues - Other	70.00
Total 916.31 · WAHA Dues	0.00
916.34 · Credit and Criminal Reports	

**NEW Chippewa Co Housing Authority**  
**Profit & Loss Budget Performance**  
April 2024 through March 2025

	<u>Annual Budget</u>
916.340 · Credit & Criminal Reports Reimb	-350.04
916.34 · Credit and Criminal Reports - Other	399.96
Total 916.34 · Credit and Criminal Reports	<u>49.92</u>
916.7 · Mileage	
916.70 · Mileage Reimbursement	-5,000.00
916.7 · Mileage - Other	10,500.00
Total 916.7 · Mileage	<u>5,500.00</u>
916.9 · Telephone	
916.90 · Telephone Reimbursement	-570.00
916.9 · Telephone - Other	1,200.00
Total 916.9 · Telephone	<u>630.00</u>
916.91 · Cell phone	
916.92 · Cell phone reimbursement	-399.96
916.91 · Cell phone - Other	1,140.00
Total 916.91 · Cell phone	<u>740.04</u>
Total 916 · Other Operating-Admin-916	14,725.00
943 · Maintenance-Contract Costs-973	
943.1 · Contract Costs Copier	
943.1 · Contract Costs Copier - Other	6,000.00
Total 943.1 · Contract Costs Copier	<u>6,000.00</u>
943.2 · Contract Costs PCs/Software	
943.22 · Reimbursement	-6,400.00
943.2 · Contract Costs PCs/Software - Other	29,000.00
Total 943.2 · Contract Costs PCs/Software	<u>22,600.00</u>
Total 943 · Maintenance-Contract Costs-973	28,600.00
961 · Insurance Expenses-961	
961.2 · General Insurance Costs	
961.20 · Reimbursement	-23,500.00
961.2 · General Insurance Costs - Other	25,000.00
Total 961.2 · General Insurance Costs	<u>1,500.00</u>
961.3 · Bond Ins	500.00
Total 961 · Insurance Expenses-961	<u>2,000.00</u>
962 · Other General Expenses-962	
962.51 · Property Tax	
962.511 · Property Tax Reimbursement	-25,000.00
962.51 · Property Tax - Other	25,000.00
Total 962.51 · Property Tax	<u>0.00</u>
962.18 · Housekeeping	
962.188 · Reimbursement	-3,900.00
962.18 · Housekeeping - Other	3,900.00
Total 962.18 · Housekeeping	<u>0.00</u>
962.2 · Utilities	
962.201 · Reimbursement	-15,000.00
962.2 · Utilities - Other	15,000.00

# NEW Chippewa Co Housing Authority

## Profit & Loss Budget Performance

April 2024 through March 2025

	Annual Budget
Total 962.2 · Utilities	0.00
962.3 · Building maintenance	
962.31 · Reimbursement	-8,000.04
962.3 · Building maintenance - Other	8,000.04
Total 962.3 · Building maintenance	0.00
962.4 · Lawn/Snow care	
962.41 · Reimbursement	-15,000.00
962.4 · Lawn/Snow care - Other	15,000.00
Total 962.4 · Lawn/Snow care	0.00
962.7 · Materials	
962.72 · Materials reimbursement	-600.00
962.7 · Materials - Other	800.04
Total 962.7 · Materials	200.04
962.8 · Keys	
962.81 · keys reimbursement	-200.04
962.8 · Keys - Other	200.04
Total 962.8 · Keys	0.00
962.11 · Garbage	
962.111 · reimbursement	-6,500.04
962.11 · Garbage - Other	6,500.04
Total 962.11 · Garbage	0.00
962.15 · Notary/License fees	150.00
Total 962 · Other General Expenses-962	350.04
Total Expense	550,317.16
Net Ordinary Income	9,583.88
Other Income/Expense	
Other Expense	
999 · Capital Replacements	
993.2 · Office Furniture	400.00
Total 999 · Capital Replacements	400.00
Total Other Expense	400.00
Net Other Income	-400.00
Net Income	9,183.88

## RESOLUTION 2024-04

### Resolution to Appoint Jessica Mudgett as Executive Director

The undersigned being the only members of the Board of Commissioners of the Chippewa County Housing Authority (the "Housing Authority"), do hereby adopt the following resolutions by written consent:

**WHEREAS** the position of Executive Director became vacant after March 15, 2024; and

**WHEREAS** the Housing Authority appointed Bliss Sengbusch as the Interim Executive Director of the Authority effective March 16, 2024 until such time as the Housing Authority would select and appoint a successor; and

**WHEREAS** the Housing Authority offered the position of Executive Director to Jessica Mudgett; and

**WHEREAS** Jessica Mudgett has accepted the position of Executive Director and will begin employment on April 29, 2024.

**THEREFORE BE IT RESOLVED** that the Housing Authority hereby appoints Jessica Mudgett as the Executive Director of the Authority, with all the duties, responsibilities and authority provided for in the Authority By-Laws; and

**BE IT FURTHER RESOLVED** that said appointment shall be effective April 29, 2024.

Dated this 25<sup>th</sup> day of March 2024

\_\_\_\_\_  
Chuck Hull, Chairman

\_\_\_\_\_  
Colleen Danielson, Commissioner

\_\_\_\_\_  
David Jankoski, Vice Chairman

\_\_\_\_\_  
Judith Davis, Commissioner

\_\_\_\_\_  
Ronald McGill, Commissioner