

## **PUBLIC MEETING NOTICE**

**CHIPPEWA COUNTY HOUSING AUTHORITY  
MONDAY, AUGUST 25, 2025 AT 3:30 P.M.  
THE MEETING WILL BE HELD AT LAKE HALLIE GOLF COURSE  
2196 110<sup>TH</sup> STREET, CHIPPEWA FALLS, WI**

1. Confirmation of Meeting Notice
2. Call to order
3. Roll Call
4. Approve the Agenda
5. Members of the Public Wishing to be Heard
6. Consent Agenda  
(Unless separation of an item is requested, all will be adopted in one motion)
  1. Approval of the Minutes of the July 28, 2025 Meeting
7. Reports:
  1. Update on 738 Maple St. Chippewa Falls
  2. Update on Hope Village Conversion Project
  3. Update on Section 8 Termination/Informal Hearing
  4. Update on Retaining Legal Counsel
  5. Update on Yardi software conversion
  6. Hiring Update
  7. Update on Bylaws
8. Business Items:
  1. Discuss and Approval of the Financial Reports for July 2025
  2. Resolution 2025-08 to sell 738 Maple St.
  3. Discuss and possible action on safety concerns
  4. Discuss and Approval of policy changes to the Travel and Expense Reimbursement, Compensation, and Retirement
  5. Review and Discuss the following policies: Bereavement, Jury Duty, Position Changes and Re-classification
9. Agenda Items for Future Consideration
10. Schedule next meeting date – set September meeting date and time
11. Adjournment

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

Persons needing additional accommodations should contact Richelle Rizzo at 715-726-7933.



Equal Opportunity

This Institution is an Equal Opportunity Employer and Housing Provider

**PUBLIC MEETING MINUTES  
CHIPPEWA COUNTY HOUSING AUTHORITY  
MONDAY, JULY 28, 2025 AT 3:30 P.M.  
ROOM 016 OF THE CHIPPEWA COUNTY COURTHOUSE**

**1. CALL TO ORDER**

Guthman called the meeting to order at 3:30 p.m.

**2. ROLL CALL**

Members present: Guthman, Hennick, Davis, Artz, Rosenow

Members absent: None

Others present: Rizzo

**3. APPROVAL OF THE AGENDA**

Artz and Rosenow made a motion to approve the meeting agenda. Motion carried with all present voting aye.

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

None

**5. CONSENT AGENDA**

Rosenow and Hennick made a motion to approve the minutes of the June 16, 2025 meeting with a change in the room number from 016 to 005. Motion carried with all present voting aye.

**6. REPORTS**

**1. Update on 738 Maple St. Chippewa Falls:** In addition to referencing the written report, Rizzo stated that an offer was signed for \$245,000 with a closing date of September 19, 2025, this offer is contingent on income verification and board approval.

**2. Updates on 17 W Birch St. Chippewa Falls:** Rizzo referenced the written report.

**3. Updates on 363 Elm St. Chippewa Falls:** Rizzo referenced the written report.

**4. Updates on Hope Village Conversion Project:** Rizzo referenced the written report.

**5. Updates on Section 8 Termination/Informal Hearing:** Rizzo referenced the written report, stated that the decision was reversed prior to a hearing being scheduled. Rizzo will review all terminations prior to a termination letter being sent in the future.

**6. Updates on Section 8 Termination Court Case:** In addition to referencing the written report, Rizzo stated that she has signed an agreement with an attorney to represent CCHA for this appeal.

**7. Section 8 Waiting List:** Rizzo referenced the written report, stated that she had met with HUD. It was determined during that meeting that CCHA will halt issuing vouchers for the remainder of 2025. Rizzo also stated that she has applied for shortfall funding and will continue to have monthly meetings with the HUD Shortfall team. Rizzo stated that she also plans to purge the waiting list before the end of the year.

**8. Updates on Retaining Legal Counsel** Rizzo referenced the written report.

**9. Updates on the Yardi Software Conversion:** Rizzo referenced the written report.

**10. CDBG Waiting List:** Rizzo referenced the written report.

**11. CDBG Grant Amendment 3:** Rizzo referenced the written report. It was called out by the committee that there was a misspelling of Chuck's last name in the written report and that it should read Chuck Hull.

**12. Hiring Update:** Rizzo referenced the written report.

**13. Employee Handbook:** Rizzo reference the written report.

**14. Updating the Bylaws:** Rizzo reference the written report. It was requested by Rosenow that Rizzo also send a copy of the Eau Claire County, City of Eau Claire, and City of Altoona bylaws that were referenced during the CCHA bylaw review to Jim Sherman.

**7. BUSINESS ITEMS**

**1. Approval of the Financial Reports for June 2025:** Guthman called for questions. Rosenow and Artz made a motion to approve the financial reports for June 2025 as printed. Motion carried with all present voting aye.

**2. Discuss and Approval of job reclassification:** Hennick and Davis made a motion to discuss the job reclassification.

**3. Resolution 2025-07 to reclassify the CDBG Loan Specialist position:** Rosenow and Artz made a motion to approve resolution 2025-07. Motion carried with all present voting aye.

**4. Discuss and Approval of policy changes to the Work Rules, Personal Time and Holiday policies:** It was discussed that Rizzo will add a section to the Personal Time policy for Rehiring and Donating PTO hours. Artz and Davis made a Motion to approve the additions. Motion carried with all present voting aye.

**5. Review and discuss the Travel and Expense Reimbursement, Compensation, and Retirement Policies:** Reviewed and action will be taken at the next scheduled meeting.

**8. AGENDA ITEMS FOR FUTURE CONSIDERATION**

Guthman called for agenda items for future consideration. Approval of the 738 Maple St. offer, Board Training, Commissioner Shadowing, Evaluation for Executive Director.

**9. SCHEDULE NEXT MEETING DATE**

All agreed to schedule the next meeting for August 25, 2025, prior to our annual dinner.

**9. ADJOURNMENT**

Hennick and Artz made a motion to adjourn at 5:08 p.m. Motion carried with all present voting aye.

Respectfully Submitted,

Certified:

Richelle Rizzo  
Executive Director/Secretary to the Commission

Pam Guthman  
Chair

Date

**Attachment to the Agenda of the August 25, 2025, Meeting  
Chippewa County Housing Authority (CCHA) Commission Meeting**

**Reports:**

1. **738 Maple St** – The potential buyer for this home is not eligible because their monthly payment will exceed 30% of their income. We are waiting to hear back from the buyer and their lender to determine if they have another option.
2. **Hope Village Conversion Project** – CBS Squared has been awarded the contract for the Section 3 and Davis-Bacon reporting and Rocket Construction has been awarded the contractor contract for the Indianhead conversion project. Construction should begin in October 2025.
3. **Section 8 Termination/Informal Hearing** – There are no informal hearings to report.
4. **Retaining Legal Counsel** – A Request for Proposal has been sent out and a notice will be posted in the Chippewa Herald on Saturday, August 22, 2025, as well as on our website. The deadline for proposals is Monday, September 22, 2025.
5. **Yardi Software Conversion** – Our new go live date is October 1, 2025.
6. **Hiring Update** – As of August 18<sup>th</sup>, we are fully staffed.
7. **Update on Bylaws** – The bylaw changes were reviewed by the work group and sent to Jim Sherman for review on August 14<sup>th</sup>.

**Business Items:**

1. **Approval of the Financial Reports for July 2025** – The July financials are included in the meeting packet.
2. **Resolution 2025-08 To Sell 738 Maple St** – See enclosed resolution authorizing the sale in the amount of \$245,000. The offer is contingent upon income eligibility of the buyer and eligibility of the primary mortgage loan.
3. **Discuss and possible action on safety concerns** – There have been a couple of commissioners that have shared concerns regarding the safety of the housing authority staff that we would like to discuss.
4. **Discuss and Approval of policy changes** – Discuss and approve any changes to the Travel and Expense Reimbursement, Compensation, and Retirement policies that were reviewed during the last meeting. A copy of the policies is included in the meeting packet.

5. **Review and discuss the Bereavement, Jury Duty, Position Changes and Re-classification Policies**– A copy of these policies are included in the meeting packet. We will review and discuss possible changes. Approval of any changes will be made during the next scheduled meeting.

**RECEIPTS AND DISBURSEMENTS**  
**STATEMENT ENDING July '25**

	TOTAL	General Management Account	VISION Account	HCRI Programs Account	Section 8 Account	Federal Programs Account
<b>BALANCE</b>	<b>\$2,171,427.62</b>	\$100,226.34	\$15,901.23	\$249,026.20	\$353,721.65	\$1,452,552.20
<b>RECEIPTS</b>	<b>\$382,753.54</b>	\$115,737.22	\$0.00	\$1,178.90	\$221,091.96	\$44,745.46
<b>DISBURSEMENTS</b>	<b>\$389,679.41</b>	\$88,365.36	\$0.00	\$3,012.90	\$277,174.83	\$21,126.32
<b>BALANCE</b>	<b>\$2,164,501.75</b>	<b>\$127,598.20</b>	<b>\$15,901.23</b>	<b>\$247,192.20</b>	<b>\$297,638.78</b>	<b>\$1,476,171.34</b>
Math check	\$2,164,501.75					
				First Time Homebuyer		Rental Rehab
				Tax/Mortgage		Lease Purchase
				HELP loans		Self-Help
						First Time Homebuyer
						YouthBuild
Certified:						
			8/25/2025			
			Date			
Chairman						

3:33 PM

08/17/25

Accrual Basis

**Home/RR/LTP/Self Help/TBRA**  
**Federal Account QuickReport**  
As of July 31, 2025

Type	Date	Num	Name	Amount	Balance
<b>113 · Federal Funds-NW Bank Acct</b>					1,452,552.20
<b>115 · Shop Checking Account</b>					39,687.30
<b>115.1 · ACTIVITY</b>					37,193.70
General Journal	07/28/2025	GL26...		0.00	37,193.70
Total 115.1 · ACTIVITY				0.00	37,193.70
<b>115.2 · ADMIN</b>					2,493.60
General Journal	07/28/2025	GL26...		0.00	2,493.60
Total 115.2 · ADMIN				0.00	2,493.60
Total 115 · Shop Checking Account				0.00	39,687.30
<b>113.79 · LHR</b>					52,150.92
General Journal	07/28/2025	GL26...		0.00	52,150.92
Total 113.79 · LHR				0.00	52,150.92
<b>113.82 · LHC</b>					51,498.89
General Journal	07/28/2025	GL26...		0.00	51,498.89
Total 113.82 · LHC				0.00	51,498.89
<b>113.799 · LHC/LHR Admin</b>					2,971.47
General Journal	07/28/2025	GL26...		0.00	2,971.47
General Journal	07/28/2025	GL26...		0.00	2,971.47
Total 113.799 · LHC/LHR Admin				0.00	2,971.47
<b>113.994 · TBRA</b>					1,873.98
<b>113.084 · 2023 Admin</b>					1,239.58
Deposit	07/08/2025			80.40	1,319.98
Deposit	07/17/2025			80.40	1,400.38
Total 113.084 · 2023 Admin				160.80	1,400.38
<b>113.085 · 2023 Activity</b>					-1,593.86
Deposit	07/08/2025			804.00	-789.86
Deposit	07/17/2025			804.00	14.14
Total 113.085 · 2023 Activity				1,608.00	14.14
<b>113.087 · 2022 Activity</b>					118.83
Total 113.087 · 2022 Activity					118.83
<b>113.086 · 2022 Admin</b>					484.39
Total 113.086 · 2022 Admin					484.39
<b>113.088 · 2021 Admin</b>					-480.80
Total 113.088 · 2021 Admin					-480.80
<b>113.091 · 2016 ACTIVITY</b>					2,105.84
Total 113.091 · 2016 ACTIVITY					2,105.84
Total 113.994 · TBRA				1,768.80	3,642.78
<b>113.952 · REV LOAN NSP</b>					8,557.35
Payment	07/08/2025	2298	Bohman,Daniel and Tina 90602:Current - 5%	375.35	8,932.70
Deposit	07/08/2025			124.65	9,057.35
Payment	07/17/2025	2299	Bohman,Daniel and Tina 90602:Current - 5%	435.64	9,492.99
Payment	07/17/2025	3756	Dukart (Eternick), Dan & Cora 90605:Current - 5%	320.75	9,813.74
Deposit	07/17/2025			64.36	9,878.10
Deposit	07/17/2025			202.25	10,080.35
General Journal	07/28/2025	GL26...		-256.90	9,823.45
Total 113.952 · REV LOAN NSP				1,266.10	9,823.45
<b>113.957 · Revolving loan Admin NSP</b>					16,005.56
General Journal	07/28/2025	GL26...		256.90	16,262.46
Check	07/28/2025	10679	CCHA	-256.90	16,005.56
Check	07/28/2025	10680	Chippewa Co Register of Deeds	-30.00	15,975.56

3:33 PM

08/17/25

Accrual Basis

**Home/RR/LTP/Self Help/TBRA**  
**Federal Account QuickReport**  
**As of July 31, 2025**

Type	Date	Num	Name	Amount	Balance
Total 113.957 · Revolving loan Admin NSP				-30.00	15,975.56
<b>113.81 · Other non revolving loan</b>					39,890.85
Deposit	07/08/2025			280.00	40,170.85
Deposit	07/08/2025			280.00	40,450.85
Deposit	07/08/2025			170.00	40,620.85
Deposit	07/08/2025			260.00	40,880.85
Deposit	07/08/2025			170.00	41,050.85
Deposit	07/17/2025			260.00	41,310.85
Deposit	07/17/2025			170.00	41,480.85
Deposit	07/17/2025			280.00	41,760.85
Deposit	07/17/2025			170.00	41,930.85
Deposit	07/29/2025			280.00	42,210.85
Total 113.81 · Other non revolving loan				2,320.00	42,210.85
<b>112.1 · RENTAL REHAB</b>					13,230.78
<b>112.16 · Rev. Loan Admin</b>					4,994.93
General Journal	07/28/2025	GL26...		0.00	4,994.93
Total 112.16 · Rev. Loan Admin				0.00	4,994.93
<b>112.14 · Revolving Loan</b>					8,235.85
General Journal	07/28/2025	GL26...		0.00	8,235.85
Total 112.14 · Revolving Loan				0.00	8,235.85
Total 112.1 · RENTAL REHAB				0.00	13,230.78
<b>113.110 · RL Special Projects Account</b>					11,095.60
Total 113.110 · RL Special Projects Account					11,095.60
<b>113.70 · HOME Revolving Loan Accounts</b>					1,228,198.65
<b>113.87 · Home Revolving Loan Funds</b>					962,517.47
Payment	07/07/2025	7706...	Klenke, Melissa 5%:HOME Funds	159.87	962,677.34
Deposit	07/07/2025			50.13	962,727.47
Payment	07/08/2025		Wozniak, Katie:2nd loan	207.49	962,934.96
Deposit	07/08/2025			192.51	963,127.47
Payment	07/08/2025		Wozniak, Katie:2nd loan	322.30	963,449.77
Deposit	07/08/2025			67.70	963,517.47
Payment	07/08/2025	10151	Jepson, Lori:Jepson, Lori 5% Current	566.64	964,084.11
Deposit	07/08/2025			53.36	964,137.47
Payment	07/08/2025	10049	REITAN, JOHN & TARA 5%:CURRENT	318.94	964,456.41
Deposit	07/08/2025			181.06	964,637.47
Payment	07/08/2025	4460	Svoma, Kris - 5%	241.78	964,879.25
Deposit	07/08/2025			198.37	965,077.62
Payment	07/08/2025	1265	Weycker, Jessica & Drangstveit, Jerid 5%	421.87	965,499.49
Deposit	07/08/2025			8.13	965,507.62
Payment	07/08/2025	2069	Garrett, Brian C. & Denise J 5%:Current Loan	444.99	965,952.61
Deposit	07/08/2025			35.01	965,987.62
Payment	07/08/2025	9864...	Klenke, Melissa 5%:HOME Funds	167.82	966,155.44
Deposit	07/08/2025			42.18	966,197.62
Payment	07/08/2025	207698	Millen, Elizabeth - 138	5,030.00	971,227.62
Check	07/14/2025	10677	Department of Public Utilities	-234.90	970,992.72
Payment	07/17/2025	22-10...	Hale, Shauntia 5%:Current Portion	445.73	971,438.45
Payment	07/17/2025	2070	Garrett, Brian C. & Denise J 5%:Current Loan	438.68	971,877.13
Payment	07/17/2025	79-80...	REITAN, JOHN & TARA 5%:CURRENT	366.67	972,243.80
Payment	07/17/2025	1289...	Klenke, Melissa 5%:HOME Funds	164.26	972,408.06
Deposit	07/17/2025			184.27	972,592.33
Deposit	07/17/2025			240.00	972,832.33
Deposit	07/17/2025			41.32	972,873.65
Deposit	07/17/2025			133.33	973,006.98
Deposit	07/17/2025			45.74	973,052.72
Check	07/17/2025	ACH	Xcel Energy	-148.44	972,904.28
General Journal	07/28/2025	GL26...		-19,998.15	952,906.13
Payment	07/29/2025	10159	Jepson, Lori:Jepson, Lori 5% Current	566.84	953,472.97
Deposit	07/29/2025			53.16	953,526.13
Payment	07/29/2025	1536...	Klenke, Melissa 5%:HOME Funds	157.36	953,683.49
Deposit	07/29/2025			52.64	953,736.13



3:33 PM

08/17/25

Accrual Basis

**Home/RR/LTP/Self Help/TBRA  
Federal Account QuickReport  
As of July 31, 2025**

Type	Date	Num	Name	Amount	Balance
Check	07/30/2025	ACH	Xcel Energy	-63.98	953,672.15
Total 113.87 · Home Revolving Loan Funds				-8,845.32	953,672.15
<b>113.86 · Clark Co - HOME RLF</b>					220,361.00
<b>113.862 · Clark Co - HOME - Activity</b>					198,324.90
General Journal	07/28/2025	GL26...		0.00	198,324.90
Payment	07/29/2025	17421	Egge, Teresa	7,030.00	205,354.90
Total 113.862 · Clark Co - HOME - Activity				7,030.00	205,354.90
<b>113.861 · Clark Co - HOME - Admin</b>					22,036.10
General Journal	07/28/2025	GL26...		0.00	22,036.10
Total 113.861 · Clark Co - HOME - Admin				0.00	22,036.10
Total 113.86 · Clark Co - HOME RLF				7,030.00	227,391.00
113.72 · Self/Help					-37.59
<b>113.77 · Admin</b>					46,757.64
General Journal	07/28/2025	GL26...		19,998.15	66,755.79
Total 113.77 · Admin				19,998.15	66,755.79
<b>113.70 · HOME Revolving Loan Accounts - Other</b>					-1,399.87
Total 113.70 · HOME Revolving Loan Accounts - Other					-1,399.87
Total 113.70 · HOME Revolving Loan Accounts				18,182.83	1,246,381.48
<b>113 · Federal Funds-NW Bank Acct - Other</b>					-12,609.15
Check	07/28/2025	10678	CCHA	-137.05	-12,746.20
Deposit	07/31/2025			248.46	-12,497.74
Total 113 · Federal Funds-NW Bank Acct - Other				111.41	-12,497.74
Total 113 · Federal Funds-NW Bank Acct				23,619.14	1,476,171.34
<b>TOTAL</b>				<b>23,619.14</b>	<b>1,476,171.34</b>

3:10 PM

08/17/25

Accrual Basis

**NEW Chippewa Co Housing Authority**  
**Account QuickReport**  
**As of July 31, 2025**

Type	Date	Num	Name	Memo	Split	Amount	Balance
<b>112 · Cash Restricted</b>							249,026.20
<b>112.10 · NW Bank</b>							249,026.20
<b>112.11 · HCRI-No post account</b>							249,026.20
<b>112.114 · RL Homebuyer/Homeowner Asst</b>							49,877.69
General Journal	07/30/2025	GL260...		Admin portion ...	-SPLIT-	-488.25	49,389.44
Total 112.114 · RL Homebuyer/Homeowner Asst						-488.25	49,389.44
<b>112.112 · HCRI-Admin RL</b>							47,328.10
General Journal	07/30/2025	GL260...		Admin portion ...	112.114 · RL H...	627.90	47,956.00
General Journal	07/30/2025	GL260...		4/1 - 6/30/25 H...	112.1 · General...	-2,385.00	45,571.00
Total 112.112 · HCRI-Admin RL						-1,757.10	45,571.00
<b>112.111 · HCRI-Activity RENTAL/SEC.DEP</b>							151,820.41
Deposit	07/07/2025			Deposit	750.1 · Rent	22.00	151,842.41
Deposit	07/07/2025			Deposit	750.1 · Rent	100.00	151,942.41
Deposit	07/07/2025			Deposit	750.1 · Rent	19.00	151,961.41
Deposit	07/17/2025			Deposit	750.1 · Rent	25.00	151,986.41
Deposit	07/29/2025			Deposit	750.1 · Rent	385.00	152,371.41
General Journal	07/30/2025	GL260...		Admin portion ...	112.114 · RL H...	-139.65	152,231.76
Total 112.111 · HCRI-Activity RENTAL/SEC.DEP						411.35	152,231.76
Total 112.11 · HCRI-No post account						-1,834.00	247,192.20
Total 112.10 · NW Bank						-1,834.00	247,192.20
Total 112 · Cash Restricted						-1,834.00	247,192.20
<b>TOTAL</b>						<b>-1,834.00</b>	<b>247,192.20</b>

3:08 PM

08/17/25

Accrual Basis

# NEW Chippewa Co Housing Authority

## Account QuickReport

As of July 31, 2025

Type	Date	Num	Name	Memo	Split	Amount	Balance
<b>112 · Cash Restricted</b>							100,226.34
<b>112.10 · NW Bank</b>							100,226.34
<b>112.1 · General/Mgmt</b>							100,226.34
Check	07/02/2025	Fed tax	Internal Revenue Ser...	941 Fed Tax D...	321.1 · Fed/FIC...	-3,884.69	96,341.65
Deposit	07/07/2025			Deposit	700.23 · Inspect...	330.00	96,671.65
Check	07/10/2025	17399	ELAN FINANCIAL S...	Acct# 4798 51...	943.2 · Contrac...	-4,071.00	92,600.65
Check	07/10/2025	ACH	ExpertPay	Child support ...	320 · Child Sup...	-63.23	92,537.42
General Journal	07/10/2025	payroll		Net Pay	-SPLIT-	-13,032.23	79,505.19
General Journal	07/10/2025	payroll		EE HSA - Pretax	112.1 · General...	-510.00	78,995.19
Check	07/14/2025	17400	GFL Environmental	UE-609528 ...	962.11 · Garbage	-1,122.68	77,872.51
Check	07/14/2025	17401	Chippewa Valley Law...	June lawn care	-SPLIT-	-1,570.00	76,302.51
Check	07/14/2025	17402	NAN MCKAY & ASS...	Inv # INV301388	916.27 · Office ...	-239.00	76,063.51
Check	07/14/2025	17403	HOUSING AUTHORI...	June services ...	-SPLIT-	-1,855.45	74,208.06
Check	07/14/2025	17404	Andy Clay	June inspections	909.11 · Sectio...	-1,862.00	72,346.06
Check	07/14/2025	17405	Jim Sherman	Services to HA...	909.3 · Legal	-5,320.00	67,026.06
Check	07/14/2025	17406	Bauman Associates, ...	Client # 50694...	909.2 · Account...	-595.00	66,431.06
Check	07/14/2025	17407	RICK D ENDRES	Reimbursement	-SPLIT-	-1,168.87	65,262.19
Check	07/14/2025	17408	Richelle Rizzo	April mileage	916.7 · Mileage	-214.20	65,047.99
Check	07/14/2025	17409	Megan Giancatarino	Mar - Jun Mile...	-SPLIT-	-18.16	65,029.83
Check	07/14/2025	17410	Roberta Guest	Apr - May mile...	-SPLIT-	-41.26	64,988.57
Check	07/14/2025	17411	Tractor Central	Acct # 301300...	962.3 · Building...	-606.70	64,381.87
Check	07/14/2025	17412	CHIPPEWA VALLEY...	Keys	-SPLIT-	-24.75	64,357.12
Check	07/14/2025	17413	DEPARTMENT OF P...	Water & Sewer	-SPLIT-	-2,869.24	61,487.88
Check	07/14/2025	17414	Securian Financial Gr...	Policy # 00283...	-SPLIT-	-219.78	61,268.10
Check	07/14/2025	17415	Delta Dental	7/1 - 7/31/25 D...	-SPLIT-	-296.20	60,971.90
Check	07/14/2025	17416	KORGER'S INC	Cust ID # CHI...	-SPLIT-	-373.57	60,598.33
Check	07/14/2025	17417	SFM The Work Com...	Policy #15290...	915.8 · Workm...	-1,796.00	58,802.33
Check	07/15/2025	ACH	Verizon Wireless	Acct # 442197...	916.91 · Cell ph...	-94.36	58,707.97
Check	07/16/2025	Fed tax	Internal Revenue Ser...	941 Fed Tax D...	321.1 · Fed/FIC...	-3,982.98	54,724.99
Deposit	07/17/2025			Deposit	700.23 · Inspect...	330.00	55,054.99
Deposit	07/17/2025			Deposit	700.23 · Inspect...	330.00	55,384.99
Check	07/24/2025	ACH	ExpertPay	Child support ...	320 · Child Sup...	-63.23	55,321.76
Check	07/24/2025	ACH	ExpertPay	Child support ...	320 · Child Sup...	-55.70	55,266.06
General Journal	07/24/2025	payroll		Net Pay	-SPLIT-	-14,028.08	41,237.98
General Journal	07/24/2025	payroll		EE HSA - Pretax	112.1 · General...	-60.00	41,177.98
Check	07/24/2025	ACH	State of Wisconsin H...	August 2025 H...	915.5 · Health Ins	-10,354.54	30,823.44
Check	07/28/2025	17421	CCHA - Federal	Teresa Egge ...	9999 · Suspens...	-7,030.00	23,793.44
Check	07/28/2025	ACH	Verizon Wireless	Acct # 442197...	916.91 · Cell ph...	-94.90	23,698.54
Check	07/28/2025	WRS	WISCONSIN RETIR...	WRS Contribu...	-SPLIT-	-5,193.18	18,505.36
Payment	07/29/2025	10678	CCHA - Home AR		124 · Accounts ...	137.05	18,642.41
Payment	07/29/2025	10679	CCHA - NSP		124 · Accounts ...	256.90	18,899.31
Deposit	07/29/2025			Deposit	-SPLIT-	73,541.79	92,441.10
General Journal	07/30/2025	GL260...		1st Quarter Re...	916.7 · Mileage	421.77	92,862.87
General Journal	07/30/2025	GL260...		1st Quarter Re...	916.7 · Mileage	4,252.73	97,115.60
General Journal	07/30/2025	GL260...		1st Quarter Re...	916.7 · Mileage	2,810.90	99,926.50
General Journal	07/30/2025	GL260...		1st Quarter Re...	916.7 · Mileage	158.25	100,084.75
General Journal	07/30/2025	GL260...		1st Quarter Re...	916.7 · Mileage	1,245.00	101,329.75
General Journal	07/30/2025	GL260...		1st Quarter Re...	916.7 · Mileage	1,748.87	103,078.62
General Journal	07/30/2025	GL260...		1st Quarter Re...	916.7 · Mileage	650.00	103,728.62
General Journal	07/30/2025	GL260...		1st Quarter Re...	916.7 · Mileage	9,721.46	113,450.08
General Journal	07/30/2025	GL260...		1st Quarter Re...	916.7 · Mileage	4,299.08	117,749.16
General Journal	07/30/2025	GL260...		1st Quarter Re...	916.7 · Mileage	6,657.82	124,406.98
General Journal	07/30/2025	GL260...		1st Quarter Re...	916.7 · Mileage	2,305.64	126,712.62
General Journal	07/30/2025	GL260...		1st Quarter Re...	916.7 · Mileage	588.06	127,300.68
General Journal	07/30/2025	GL260...		1st Quarter Re...	916.7 · Mileage	3,525.00	130,825.68
General Journal	07/30/2025	GL260...		4/1 - 6/30/25 H...	-SPLIT-	2,385.00	133,210.68
Check	07/30/2025	Fed tax	Internal Revenue Ser...	941 Fed Tax D...	321.1 · Fed/FIC...	-4,286.74	128,923.94
Check	07/31/2025	State ...	WISCONSIN DEPT ...	State tax - 6/3...	321.2 · State W...	-1,303.00	127,620.94
Deposit	07/31/2025			Deposit	704 · Interest In...	41.90	127,662.84
Check	07/31/2025	ACH F...	NORTHWESTERN ...	ACH Fees July	916.2 · Automat...	-12.00	127,650.84
Check	07/31/2025	ACH	XCEL ENERGY	Acct # 52-942...	-SPLIT-	-52.64	127,598.20
Total 112.1 · General/Mgmt						27,371.86	127,598.20
Total 112.10 · NW Bank						27,371.86	127,598.20
Total 112 · Cash Restricted						27,371.86	127,598.20
<b>TOTAL</b>						<b>27,371.86</b>	<b>127,598.20</b>

3:14 PM

08/17/25

Accrual Basis

# SECT 8

## Account QuickReport

### As of July 31, 2025

Type	Date	Num	Name	Memo	Split	Amount	Balance
<b>1111 · Northwestern Bank</b>							353,721.65
<b>1111.1 · ADMIN ACCOUNT</b>							316,474.37
Deposit	07/01/2025			Deposit	3601 · ADMIN ...	21,413.00	337,887.37
Check	07/28/2025	27568	CHIPPEWA COUNT...	Section 8 admi...	-SPLIT-	-68,713.90	269,173.47
Check	07/31/2025	ACH F...	NORTHWESTERN ...	ACH Fees Jul...	4193 · Bank Fees	-21.80	269,151.67
Deposit	07/31/2025			Deposit	3300 · INTERE...	31.96	269,183.63
Total 1111.1 · ADMIN ACCOUNT						-47,290.74	269,183.63
<b>1111.2 · NW CHECKING</b>							14,460.20
Deposit	07/01/2025			Deposit	3602 · HAP RE...	183,107.00	197,567.20
Check	07/01/2025	27547	RENT CHECKS		4715.1 · RENT ...	-530.00	197,037.20
Check	07/01/2025	27548	RENT CHECKS		4715.1 · RENT ...	-496.00	196,541.20
Check	07/01/2025	27549	RENT CHECKS		4715.1 · RENT ...	-678.00	195,863.20
Check	07/01/2025	27550	RENT CHECKS		4715.1 · RENT ...	-750.00	195,113.20
Check	07/01/2025	27551	RENT CHECKS		4715.1 · RENT ...	-206.00	194,907.20
Check	07/01/2025	27552	RENT CHECKS		4715.1 · RENT ...	-560.00	194,347.20
Check	07/01/2025	27553	RENT CHECKS		4715.1 · RENT ...	-2,268.00	192,079.20
Check	07/01/2025	27554	RENT CHECKS		4715.1 · RENT ...	-802.00	191,277.20
Check	07/01/2025	27555	RENT CHECKS		4715.1 · RENT ...	-261.00	191,016.20
Check	07/01/2025	27556	RENT CHECKS		4715.1 · RENT ...	-637.00	190,379.20
Check	07/01/2025	27557	RENT CHECKS		4715.1 · RENT ...	-459.00	189,920.20
Check	07/01/2025	27558	RENT CHECKS		4715.1 · RENT ...	-2,129.00	187,791.20
Check	07/01/2025	27559	RENT CHECKS		4715.1 · RENT ...	-641.00	187,150.20
Check	07/01/2025	27560	RENT CHECKS		4715.1 · RENT ...	-471.00	186,679.20
Check	07/01/2025	27561	RENT CHECKS		4715.1 · RENT ...	-388.00	186,291.20
Check	07/01/2025	27563	RENT CHECKS		4715.1 · RENT ...	-146.00	186,145.20
Check	07/01/2025	27564	RENT CHECKS		4715.1 · RENT ...	-29.00	186,116.20
Check	07/01/2025	27565	RENT CHECKS		4715.1 · RENT ...	-169.00	185,947.20
Check	07/01/2025	27566	RENT CHECKS		4715.1 · RENT ...	-102.00	185,845.20
Check	07/01/2025	ACH	RENT CHECKS	July 2025 Rent	-SPLIT-	-176,302.00	9,543.20
Check	07/01/2025	27567	RENT CHECKS	Portables July ...	-SPLIT-	-428.24	9,114.96
Payment	07/07/2025		Bungartz, Joanna M	tenant paymen...	1128 · Receiva...	101.00	9,215.96
Payment	07/07/2025	5085	Perry, Jennifer / Haze...	tenant paymen...	1128 · Receiva...	50.00	9,265.96
Payment	07/17/2025		MCGARY, KIA f	tenant paymen...	1128 · Receiva...	80.00	9,345.96
Payment	07/17/2025	967587	Pomietto, Mark	tenant paymen...	1128 · Receiva...	39.00	9,384.96
Payment	07/17/2025		Miller, Alei f	tenant paymen...	1128 · Receiva...	30.00	9,414.96
Payment	07/17/2025		Douglas, Brandilyn f	tenant paymen...	1128 · Receiva...	20.00	9,434.96
Payment	07/29/2025		Schreurs, Kihley f	June \$52 July ...	1128 · Receiva...	112.00	9,546.96
Total 1111.2 · NW CHECKING						-4,913.24	9,546.96
<b>1111.5 · Mainstream HAP</b>							2,987.00
Deposit	07/01/2025			Deposit	3604 · Mainstre...	14,318.00	17,305.00
Check	07/01/2025	27562	Mainstream Rent Ch...		4715.5 · Mainst...	-137.00	17,168.00
Check	07/01/2025	27560	Mainstream Rent Ch...		4715.5 · Mainst...	-179.00	16,989.00
Check	07/01/2025	ACH	Mainstream Rent Ch...	July 2025 Mai...	4715.5 · Mainst...	-14,843.00	2,146.00
Total 1111.5 · Mainstream HAP						-841.00	2,146.00
<b>1111.6 · Mainstream Admin</b>							-2,163.12
Deposit	07/01/2025			Deposit	3606 · Mainstre...	1,790.00	-373.12
Check	07/28/2025	27568	CHIPPEWA COUNT...	Section 8 admi...	-SPLIT-	-4,827.89	-5,201.01
Total 1111.6 · Mainstream Admin						-3,037.89	-5,201.01
<b>1111 · Northwestern Bank - Other</b>							21,963.20
Total 1111 · Northwestern Bank - Other							21,963.20
Total 1111 · Northwestern Bank						-56,082.87	297,638.78
<b>TOTAL</b>						<b>-56,082.87</b>	<b>297,638.78</b>

NEW Chippewa Co Housing Authority

Account QuickReport

As of July 31, 2025

Type	Date	Num	Name	Memo	Split	Amount	Balance
112 · Cash Restricted							15,901.23
112.10 · NW Bank							15,901.23
112.15 · Vision							15,901.23
Total 112.15 · Vision							15,901.23
Total 112.10 · NW Bank							15,901.23
Total 112 · Cash Restricted							15,901.23
TOTAL							15,901.23

## RESOLUTION 2025-08

### Resolution to Sell 738 Maple St. Chippewa Falls, WI

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 Housing Authority is the owner of the property located at 738 Maple St., Chippewa Falls WI 54729 (the “Property”); and

**WHEREAS** the Housing Authority has accepted a residential offer to purchase agreement to purchase the Property for the amount of \$245,000.00.

**THEREFORE BE IT RESOLVED** that the Housing Authority approves the sale of the Property in the amount of \$245,000.00 (the “Transaction”)

**BE IT FURTHER RESOLVED** that the Housing Authority grants authorization to the Executive Director or Board Chairman to execute the Transaction documents on the Housing Authority’s behalf and to execute and deliver any and all documents, instruments or agreements contemplated by, or necessary or required in order to effectuate, the foregoing.

Dated this 25th day of August 2025

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Pam Guthman, Chairman

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Ruth Rosenow, Commissioner

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Lee Hennick, Vice Chairman

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Judith Davis, Commissioner

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Lori Artz, Commissioner

**CHIPPEWA COUNTY HOUSING AUTHORITY**  
**TRAVEL AND EXPENSES REIMBURSEMENT POLICY**

1. General Policy

- A. The Authority will reimburse employees for reasonable, necessary and actual travel, lodging, meals, registration, and miscellaneous expenses incurred in the performance of authorized official duties subject to limitations expressed in this chapter.
- B. Expense Vouchers: All employees and Commissioners submitting expense vouchers for reimbursement for items requested shall turn in receipts for expenses claimed.
- C. The Executive Director must approve reimbursements for expenses, other than routine expenses incurred on a regular basis, such as conferences, seminars, special equipment or supplies require approval in advance.
- D. The Authority will not reimburse employees if they are eligible for reimbursement by a third party.

2. Rates of Reimbursement

- A. Per Diem allowance paid all Commissioners and employees for conventions, seminars, etc., during the course of their regular duties for room and meals shall not exceed State standards for room and meals.
- B. The agency will use its credit card to make reservations and payment for hotel rooms whenever possible.
- C. Passengers in the vehicle are not eligible for mileage reimbursement.
- D. Chippewa County Housing Authority will allow memberships to various professional organizations that will better the function of the agency. Membership will be limited to one agency membership per professional organization as approved by the Executive Director

The Authority will use an individual membership when it is less expensive than an agency membership. Upon separation of employment, the individual membership paid by the Authority remains with Chippewa County Housing Authority and transferred to another employee.

3. Transportation

- A. Privately Owned Vehicles
  - 1. The Housing Authority will reimburse the use of private vehicles at the State reimbursement rate.
  - 2. Employees who use their personal vehicles for agency business must maintain personal automobile insurance in the amount specified in the Chippewa County

## Fleet Vehicle Policy.

3. Employees must use the most reasonable direct route as follows:
  - a. Reimbursement includes the actual miles traveled when traveling from the office on a work related activity and then returning to the office.
  - b. When traveling from the employee's residence to the work site to the office, mileage shall be any miles from the work site back to the office. The employee may add the extra miles if travel from home to the work site is greater than they would travel from home to the office.
  - c. When traveling from the office to a work site to the employee's residence, mileage shall be those miles from the office to the worksite. The employee may add the extra miles if travel from the work site to home is greater than if they would travel from the office to home.
  - d. When traveling from home to a work site and then returning to home, mileage shall be reimbursable unless the distance is further than if they leave from the office. If it is further, then the employee will deduct the extra miles. If such travel occurs on a day that the employee is not scheduled to work or if travel occurs outside the normal working hours, the agency will reimburse the total mileage.
4. Traffic violation expenses are not reimbursable.
5. Parking and storage costs of autos while on authorized Housing Authority activities is an eligible expense.

### B. County Owned Vehicles

When using County owned vehicles the employees will adhere to the County's Vehicle Fleet policy.

### C. Air Travel

1. The maximum allowed for air travel shall be limited to the lesser of the most economical fare available or the standard County mileage allowance. The Commission shall have the authority to determine the most economical method after consideration of all costs. Employees will make reservations well in advance to obtain the lowest possible airfare.
2. Unless circumstances do not permit, the payment for airfare by agency credit card.
3. Flight insurance is not a reimbursable expense.
4. When a favorable price differential exists, employees will purchase round trip tickets.
5. Any frequent flyer award, discount or rebate becomes the property of the



## Housing Authority.

### 4. Meals

#### A. Reimbursement

1. If a person is required to eat more than one meal, the person may use the total of the meals split among the eligible meals at the person's option.
2. Meal expense must be for meals purchased outside the Agency's work area unless they are a part of a seminar or conference.
3. In the event that meals are included in any registration or tuition fee, other charges for meals shall not be allowable.
3. Liquor or alcoholic beverage is not reimbursable.
4. For reimbursement for breakfast, employees must leave home before 6:00 a.m.; lunch, departure must be before 10:30 a.m. and return after 2:30 p.m. dinner, return must be after 7:00 p.m.
5. Tips up to 20% are eligible for reimbursement but do not increase the rate amount.

B. Any amount claimed in excess of the maximum requires a full explanation of such expenses and is subject to approval by the Executive Director.

C. Receipts for all meals are required.

D. Employees should log the departure and returning time on the travel reimbursement form.

E. Any person required to be gone longer than three (3) days may draw up to 80% of the total meal money in advance upon authorization by the Executive Director. The request to the Executive Director requires a notice ten (10) days in advance. Receipts for all meal money must accompany settlement and settlement must occur within three (3) working days after said meeting.

### 5. Lodging

A. Lodging expenses shall not exceed State standards, including taxes. Persons traveling together shall, whenever feasible, share lodging accommodations. The organization's printing machine or an organized handwritten receipt shall support all lodging expenses. Expenses for lodging at homes of relatives or friends are not reimbursable.

B. When registering in hotels or motels or signing for any official purposes, employees will use their business address. The agency will base the choice of lodging primarily on cost with consideration given to accessibility in conducting business.

C. The Executive Director may allow higher lodging limits depending on circumstances by permission prior to incurring the expense.

- D. When the travel requires the employee to leave the worksite prior to 6:00 a.m. and is in excess of 120 miles one way the Executive Director can authorize an overnight stay for the night before. The agency will approve subsequent nights of lodging when the cost of daily travel including staff time exceeds the cost of the hotel. The agency will not approve overnight stays for the last day of travel unless there are unsafe driving conditions.

6. Travel Expenses of Spouse or Other Members of the Family

- A. If any employee's spouse or family member accompanies him or her on a Housing Authority business trip, any portion of the expense attributable to the spouse or family member's travel, meals, lodging, etc., are in no circumstances reimbursable. If a spouse or family member accompanies an employee on a business trip, the reimbursable business expense for transportation and lodging is the rate if the spouse or family had not gone along.
- B. When an employee brings their spouse or family members or has personal business causing the use of more than one vehicle, that employee will not be eligible for mileage reimbursement.

**CHIPPEWA COUNTY HOUSING AUTHORITY**  
**COMPENSATION AND EXPENSE REIMBURSEMENT POLICY**

**PAYROLL:**

The Agency pays its employees bi-weekly every other Thursday using a direct deposit system. The pay period is for the two-weeks from Sunday through Saturday preceding the pay date. Time sheets are due to the Executive Director by 8:00 a.m. on the Monday following the close of the pay period. On occasion, timesheets are due earlier based on the direct deposit requirements when a holiday closes the Federal Reserve or bank. The Director will notify employees when timesheets are due earlier than the normal date.

Employees should complete their timesheets on a daily basis to assure accuracy and completion if there is an unexpected absence.

When the release date is a holiday, direct deposits will be one day earlier on Wednesday. There is no other exception to the release date.

**EXPENSE REIMBURSEMENT:**

Expense reimbursement forms are due to the Executive Director by 8:30 a.m. the first Monday of the month for the preceding month. Reimbursement is within two weeks.

Definitions of eligible expenses and maximums are included in the agency travel policy.

**CHIPPEWA COUNTY HOUSING AUTHORITY**  
**RETIREMENT BENEFIT POLICIES**

This is an abbreviated description of the retirement benefit. Employees should visit the Wisconsin Employee Trust Fund (ETF) website to obtain detailed information about the Retirement Benefit.

The Authority participates in the Wisconsin Retirement Fund and shall pay the employer's share of the retirement cost. Employees are required to pay the employee share of the retirement cost. The Agency automatically deducts the employee's share from their bi-weekly deposits.

Employees must work at least 600 hours in any 12-month continuous period to participate in the Wisconsin Retirement Program.

## CHIPPEWA COUNTY HOUSING AUTHORITY

### BEREAVEMENT POLICY

Chippewa County Housing Authority offers 3 days of bereavement per occurrence to its employees available at the death of any one of the following:

- Spouse including registered domestic partners
- Mother, father, mother-in-law, father-in-law, step mother, step father
- Sister, brothers, sister in law, brother-in-law, step sister, step brother
- Daughter, son, daughter-in-law, son-in-law, step daughter, step son
- Grandmother, grandfather, grandmother-in-law, grandfather-in-law, granddaughter, grandson, granddaughter in law, grandson in law, step grandmother, step grandfather, step granddaughter, step grandson.

Unused bereavement days are not eligible for cash payment.

CHIPPEWA COUNTY HOUSING AUTHORITY  
POLICY FOR EMPLOYEES CALLED TO JURY DUTY

Chippewa County Housing Authority encourages employees to serve jury duty when called by the court system. Employees can use work time to serve jury duty and will be paid their regular wage for the time spent serving jury duty including travel time if they must serve outside of Chippewa County. Hours paid for jury duty will be limited to the number of hours normally worked in a day. Mileage, parking or meal reimbursement costs will not be paid by the Authority.

If an employee uses paid work time while serving jury duty, they must surrender any payment they receive from the court system for their time to the Authority. They are not required to surrender payments they receive that are intended to compensate them for mileage or meals.

Employees have the option to use personal time when serving jury duty and if they choose to use personal time, any compensation they receive from the court system will be theirs to keep.

## CHIPPEWA COUNTY HOUSING AUTHORITY

# POLICY FOR POSITION CHANGES AND RECLASSIFICATIONS

Employees who are interested in being considered for transfer into a vacant position that occurs within the agency can indicate their interest by notifying the Executive Director in writing. The Executive Director shall review the request using the following criteria:

1. The vacated position is being refilled
2. The employee meets the educational and or experience qualifications of the vacated position
3. The employee has the work and personal skills required to perform the job

The Executive Director may consult with the officers of the Commission or the Commission as a whole prior to making a decision. The ability to transfer to another position is at the discretion of the Executive Director and the Commission.

Employees who are interested in a re-classification of their position must indicate their interest by notifying the Executive Director in writing. The Executive Director shall review the request using the following criteria:

1. The tasks performed by the employee are significantly new or expanded responsibilities compared to the responsibilities of their current classification
2. The new classification is comparable with other Chippewa County Housing Authority or Chippewa County positions in both wages and responsibilities
3. The new classification is comparable with other Public Housing Authority's or counties in both wages and responsibilities
4. There is documentation of training and or skills that have been acquired by the employee and are needed to perform the new duties or responsibilities of the re-classification

New classifications will be brought before the Commission for their approval. The presentation will include documentation of the above criteria along with a report of the fiscal impact of the reclassification on the budget of the agency. The Commission will approve the re-classification at a regularly scheduled meeting and will designate a start date for the re-classification.