

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

**1. CALL TO ORDER**

Guthman called the meeting to order at 3:32 p.m.

**2. ROLL CALL**

Members present: Guthman, Hennick, Artz, Rosenow

Members absent: Davis

Others present: Rizzo

**3. APPROVAL OF THE AGENDA**

Rosenow and Hennick 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**

Hennick and Artz made a motion to approve the minutes of the July 28, 2025 meeting. Motion carried with all present voting aye.

**6. REPORTS**

**1. Update on 738 Maple St. Chippewa Falls:** Rizzo referenced the written report and there was discussion about other possibilities for additional down payment assistance in the community.

**2. Updates on Hope Village Conversion Project:** Rizzo stated that the Section 3/Davis-Bacon and construction contracts have been awarded, and construction should begin in October 2025.

**3. Updates on Section 8 Termination/Informal Hearing:** Rizzo reported that there were no informal hearings scheduled.

**4. Updates on Retaining Legal Counsel** Rizzo stated that a Request for Proposal has been sent out and a notice posted in the Chippewa Herald, the deadline to submit a proposal is Monday, September 22, 2025.

**5. Updates on the Yardi Software Conversion:** Rizzo reported that the new go live date for the new Voucher program software will be October 1, 2025.

**6. Hiring Update:** Rizzo stated that as of August 18<sup>th</sup> the housing authority is fully staffed.

**7. Updating the Bylaws:** Rizzo reported that the changes made by the work group were submitted to Jim Sherman for review and may be ready for approval in the next meeting.

**7. BUSINESS ITEMS**

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

**2. Resolution 2025-08 To Sell 738 Maple St:** Artz and Hennick made a motion to approve resolution 2025-08. Motion carried with all present voting aye.

**3. Discuss and possible action on safety concerns** There was discussion regarding the safety of the housing authority staff, and the changes in security that the County is putting in place. No action was taken.

**4. Discuss and Approval of policy changes to the Travel and Expense Reimbursement, Compensation, and Retirement policies:** It was agreed that the housing authority will follow the County's policy for Section 3.A.1. regarding privately owned vehicles on the Travel and Expense Reimbursement policy.

Hennick and Artz made a motion to approve the policies with the noted change. Motion carried with all present voting aye.

**5. Review and discuss the Bereavement, Jury Duty, Position Changes and Re-classification Policies:**  
Reviewed, Rizzo suggested that the Bereavement policy be changed from 3 days to 24 hours due to office hours, and action will be taken at the next scheduled meeting.

**8. AGENDA ITEMS FOR FUTURE CONSIDERATION**

Guthman called for agenda items for future consideration. Bylaws, Policies, and Evaluation for Executive Director.

**9. SCHEDULE NEXT MEETING DATE**

All agreed to schedule the next meeting for September 29, 2025.

**9. ADJOURNMENT**

Rosenow and Artz made a motion to adjourn at 4:45 p.m. Motion carried with all present voting aye.

Respectfully Submitted,

Certified:



Richelle Rizzo  
Executive Director/Secretary to the Commission

Pam Guthman  
Chair

Date 9/29/2025