

CITY OF DODGEVILLE HOUSING AUTHORITY

Monthly Regular Board Meeting
100 E. Fountain Street
Dodgeville, WI

May 8, 2024, 10:00 a.m.
In Person Meeting – Dodgeville City Hall
& Virtual

Join Zoom Meeting

Meeting ID 871 7367 9351
Passcode: Dodgeville

- Certification of Public Notice and Approval of Agenda
- Approval of Minutes from April 10, 2024
- Financials
 - ✓ April
- Program updates
 - ✓ Status of program
 - ✓ PIC Monitoring
- Other Business
 - ✓ WRRP Landlord Grant update
 - ✓ DHA Policies
 - ✓ New Board Member
- Next meeting
 - ✓ Scheduled - June 12, 2024
- Motion to Adjourn.

Dodgeville Housing Authority (DHA) Minutes, April 10, 2024

Present at Dodgeville City Hall: Commissioners Terry Edwards, Jeff Thomas, Jeff Grayson, and John Ziehr. Representing Allegiant Property Management, Cindy Knutson. Present via Zoom: Commissioners Tom DeVoss and Gretta Stilson. Excused: Commissioner Patricia Rock

Chairman Edwards called the meeting to order at 10:09 a.m. John Ziehr made the motion, Gretta Stilson second, to approve the Certification of Public Notice and Agenda. Motion passed unanimously. Terry Edwards presented the minutes from the March meeting. Jeff Grayson made the motion, Tom DeVoss second, to approve the minutes as presented. Motion passed unanimously. Cindy Knutson presented the financial report for March, 2024. Jeff Thomas made the motion, John Ziehr second, to accept the financial report as presented. Motion passed unanimously.

Program Updates:

- Cindy Knutson provided the Housing Choice Voucher program update. DHA currently has 59 lease-ups, down one from the time of last month's review. There are 22 potential clients on the waiting list with five vouchers issued but not yet leased.
- Cindy reported that the most recent PIC Monitoring rating was 100%. All recertifications are in the system and we are in full compliance. Our current status is "High Performing."

The following was reviewed under New Business:

- Chairman Edwards informed the board that Mary Pipal is willing to fill our commissioner vacancy. He will ask incoming Mayor Barry Hottmann to get City Council approval for a five-year term for Mary.
- The commissioners reviewed our 5-Year PHA Plan which expires January 1, 2025. A new plan will need to be formulated later this year.
- The commissioners reviewed our Administrative Plan which needs updating. Jeff Grayson made the motion, Tom DeVoss second, that to ensure full compliance, DHA purchase the services of Nan McCay and Associates, Inc. This organization will model a plan for DHA and update and revise the plan annually, based on HUD rules. The initial cost is \$1,079 with a \$239 annual fee, for an initial cost of \$1,318. Motion passed unanimously.
- Jeff Thomas made the motion, Gretta Stilson second, that John Ziehr replace Jeff Grayson as DHA Secretary-Treasurer. Motion passed unanimously.
- Chairman Edwards asked the commissioners to review the City of Dodgeville's website prior to our next meeting and review the following DHA documents: By-Laws, Capitalization Agreement, Collateralization Agreement, Disposition Agreement and Procurement Agreement. We will re-approve these documents with any necessary changes at the May meeting.

The following was reviewed under Old Business:

- The commissioners discussed inquires and applications for the Residential Rental Rehabilitation Grant Program. There has been good interest with two formal applications submitted at this time. The working group of commissioners is planning to make its first recommendations at our May meeting.

Dodgeville Mayor Todd Novak then presented outgoing Commissioner Jeff Grayson with a framed letter from the city, thanking Jeff for his eight years of service on the DHA board.

The next meeting of DHA will be held Wednesday, May 8, 2024 at 10:00 a.m. at Dodgeville City Hall, with a Zoom option available. There being no further business, John Ziehr made the motion, Jeff Grayson second, to adjourn the meeting at 11:12 a.m. Motion passed unanimously.

Respectfully submitted,
Terry Edwards, Acting Secretary

Dodgeville Housing Authority
Balance Sheet
As of April 30, 2024

	Apr 30, 24
ASSETS	
Current Assets	
Checking/Savings	
Cash - Merchants	
1120.04 · Cash - Unrestricted	35,815.98
1120.05 · Cash - Restricted	1,537.64
Total Cash - Merchants	37,353.62
Total Checking/Savings	37,353.62
Total Current Assets	37,353.62
Other Assets	
WRRP Grant Project	
WRRP - BMO CD x6594	10,000.00
WRRP - BMO CD x8063	24,915.65
WRRP - BMO Money Market	21,433.55
WRRP - Fund Balance	-55,336.23
WRRP - Revenue - Interest	-1,012.97
Total WRRP Grant Project	0.00
Total Other Assets	0.00
TOTAL ASSETS	37,353.62
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	
2111.00 · A/P - Vendors & Contract...	2,647.20
Total Accounts Payable	2,647.20
Total Accounts Payable	2,647.20
Total Current Liabilities	2,647.20
Total Liabilities	2,647.20
Equity	
Retained Earnings	32,385.62
Net Income	2,320.80
Total Equity	34,706.42
TOTAL LIABILITIES & EQUITY	37,353.62

Dodgeville Housing Authority
Profit & Loss YTD Comparison
April 2024

	Apr 24	Jan - Apr 24
Ordinary Income/Expense		
Income		
Operating Revenue		
3410.00 · Revenue - HUD Gra...	27,170.00	105,118.00
3410.01 · Revenue - HUD Ad...	3,309.00	13,409.00
Total Operating Revenue	<u>30,479.00</u>	<u>118,527.00</u>
Total Income	<u>30,479.00</u>	<u>118,527.00</u>
Gross Profit	30,479.00	118,527.00
Expense		
Administration		
4190.01 · Office Expense	65.00	250.00
4195.00 · Management Fees	2,647.20	10,727.20
4395.00 · Membership Fees	0.00	70.00
Total Administration	<u>2,712.20</u>	<u>11,047.20</u>
HAP		
4715.01 · HAP Occupied Units	26,730.00	102,757.00
4715.04 · HAP Utility	895.00	2,402.00
Total HAP	<u>27,625.00</u>	<u>105,159.00</u>
Total Expense	<u>30,337.20</u>	<u>116,206.20</u>
Net Ordinary Income	<u>141.80</u>	<u>2,320.80</u>
Net Income	<u><u>141.80</u></u>	<u><u>2,320.80</u></u>