

CITY OF DODGEVILLE HOUSING AUTHORITY

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

March 8, 2023, 10:00 a.m.

In Person Meeting – Dodgeville City Hall
& Virtual

Join Zoom Meeting

<https://us06web.zoom.us/j/87173679351>

Meeting ID 871 7367 9351

Passcode: Dodgeville

- Certification of Public Notice and Approval of Agenda
- Approval of Minutes from February 8, 2023
- Financials
 - ✓ February 2023
- Program updates
 - ✓ Status of program
- Other Business

Next meetings?

✓ April 12, 2023

- Motion to Adjourn.

Dodgeville Housing Authority (DHA) Minutes, February 8, 2023

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

Chairman Edwards called the meeting to order at 10:02 a.m. Jeff Thomas made the motion, Patricia Rock second, to approve the Certification of Public Notice and Agenda. Motion passed unanimously. Terry Edwards presented the minutes from the January 11, 2023 meeting. Jeff Grayson made the motion, Jeff Thomas second, to approve the minutes as presented, providing the spelling of Jeff Grayson's name is corrected. Motion passed unanimously. Cindy Knutson presented the financial report for January, 2023. Jeff Grayson made the motion, Patricia Rock second, to accept the report as presented with the understanding that a line of "WRRP Revenue" will be added to the balance sheet. Motion passed unanimously.

The following was reviewed under New Business:

- Dodgeville Mayor Todd Novak addressed the board. He thanked the Commissioners for their service and noted how impressed he was with the current make-up of the board and the work that is being accomplished. The mayor also reviewed events leading up to his 2022 "Friend of Housing" award from the Wisconsin Builder's Association. The mayor is a member of the Wisconsin Housing and Economic Development (WHEDA) board. He worked with WHEDA to develop a program to reach out to housing developers in rural areas. He also worked on a 40-unit migrant housing project in Darlington. In Dodgeville, he has cleaned up blighted areas and is currently working with a developer, who has identified Dodgeville as a community in need of low-income housing, to bring such housing to Dodgeville.
- Cindy Knutson provided the Housing Choice Voucher program update. DHA currently has 54 lease-ups, one less than last month's meeting. There are six potential clients on the waiting list and four clients with vouchers. As a result of using the two-year tool, we are currently on a 1:1 ratio, meaning we will only issue a new voucher if a current lease-up leaves the program.
- The Commissioners discussed protecting our Merchant's Bank checking account from fraud. Jeff Grayson made the motion, Patricia Rock second, to expense \$40 monthly from unrestricted administrative funds for fraud protection under the protected payee and ACH block programs. Motion passed unanimously.
- Jeff Grayson made the motion, Patricia Rock second, to renew our annual membership in the Wisconsin Association of Housing Authorities in the amount of \$70. The money will be come from unrestricted administrative funds. Motion passed unanimously.
- Patricia Rock made the motion, Jeff Thomas second, to approve HUD resolution number 2023-02-08, which directs Allegiant to make the necessary changes in the administrative plan so DHA can participate in the Foster Care Initiative. Motion passed unanimously.

The following was reviewed under Old Business:

- Jeff Grayson verified that he and John Ziehr will be meeting soon to start the Request for Proposal project to determine DHA's service provider for the next three years, starting November 1, 2023.
- The commissioners reviewed the brief comments auditors had in last year's City of Dodgeville audit that expressed no concerns with DHA finances.
- Terry Edwards confirmed that Mayor Novak has agreed to seek City Council approval for the renewal of a five-year term on the board for Jeff Thomas and one-year terms for Tom DeVoss and Patricia Rock.

- Jeff Grayson confirmed that \$2,477.97 was transferred from our unrestricted administrative funds to the WRRP account, to return funds that were erroneously withdrawn to pay administrative expenses in 2018.

The next meeting of DHA will be held Wednesday, March 8, 2023 at 10:00 a.m. at Dodgeville City Hall, with a Zoom option available. There being no further business, Patricia Rock made the motion, Jeff Thomas second, to adjourn at 11:10 a.m. Motion passed unanimously.

Respectfully submitted,

Terry Edwards, Acting Secretary

1:08 PM

03/02/23

Accrual Basis

Dodgeville Housing Authority

Balance Sheet

As of February 28, 2023

	Feb 28, 23
ASSETS	
Current Assets	
Checking/Savings	
Cash - Merchants	
1120.04 · Cash - Unrestricted	26,838.94
1120.05 · Cash - Restricted	1,862.08
Total Cash - Merchants	28,701.02
Total Checking/Savings	28,701.02
Total Current Assets	28,701.02
Other Assets	
WRRP Grant Project	
WRRP - BMO Cert of Deposit	25,000.00
WRRP - BMO Money Market	29,135.92
WRRP - Expense - PHA Admin	-2,477.97
WRRP - Fund Balance	-51,594.90
WRRP - Revenue - Interest	-63.05
Total WRRP Grant Project	0.00
Total Other Assets	0.00
TOTAL ASSETS	28,701.02
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	
2111.00 · A/P - Vendors & Contractors	3,142.40
Total Accounts Payable	3,142.40
Total Accounts Payable	3,142.40
Total Current Liabilities	3,142.40
Total Liabilities	3,142.40
Equity	
Retained Earnings	27,576.19
Net Income	-2,017.57
Total Equity	25,558.62
TOTAL LIABILITIES & EQUITY	28,701.02

1:11 PM

03/02/23

Accrual Basis

Dodgeville Housing Authority

Profit & Loss YTD Comparison

February 2023

	Feb 23	Jan - Feb 23
Ordinary Income/Expense		
Income		
Operating Revenue		
3410.00 · Revenue - HUD Grants	23,581.00	47,162.00
3410.01 · Revenue - HUD Admin	3,928.00	7,062.00
Total Operating Revenue	27,509.00	54,224.00
Total Income	27,509.00	54,224.00
Gross Profit	27,509.00	54,224.00
Expense		
Administration		
4190.01 · Office Expense	60.00	2,537.97
4195.00 · Management Fees	3,142.40	5,649.60
4395.00 · Membership Fees	70.00	70.00
Total Administration	3,272.40	8,257.57
HAP		
4715.01 · HAP Occupied Units	23,129.00	47,268.00
4715.04 · HAP Utility	468.00	716.00
Total HAP	23,597.00	47,984.00
Total Expense	26,869.40	56,241.57
Net Ordinary Income	639.60	-2,017.57
Net Income	639.60	-2,017.57