

CITY OF DODGEVILLE HOUSING AUTHORITY

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

February 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 January 11, 2023
- Financials
 - ✓ January 2023
- Program updates
 - ✓ Status of program
- Other Business
 - ✓ Landlord Loan Letter WRRP Funds
 - ✓ Fraud – Bank account discussion
 - ✓ WAHA – Membership
 - ✓ Foster Youth Initiative

Next meetings?

✓ March 8, 2023

- Motion to Adjourn.

Dodgeville Housing Authority (DHA)

Minutes, January 11, 2023

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

Chairman Edwards called the meeting to order at 10:22 a.m. Tom DeVoss 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 December 14, 2022 meeting. Gretta Stilson made the motion, Tom DeVoss second, to approve the minutes as presented. Motion passed unanimously. Cindy Knutson presented the financial report for December, 2022. Jeff Thomas made the motion, Jeff Grayson second, to approve the financials as presented. Motion passed unanimously.

The following was reviewed under New Business:

- Cindy Knutson provided the Housing Choice Voucher program update. DHA currently has 55 lease-ups, the same as the total at last month's meeting. There are four potential clients on the waiting list and four clients with vouchers.
- The board's finance committee will begin the process to seek a "Request for Proposal" from qualified servicers for a three-year period starting November 1, 2023.

The following was reviewed under Old Business:

- Planning continued on a letter to be sent to landlords concerning potential interest in a low interest loan program with WRRP funds. It was decided to add to the letter language concerning the potential option of a 50% grant for apartment improvement projects. Chairman Edwards will edit the previous letter sent to Cindy to include the grant language. The board hopes the new letter will be sent by February 1.
- Jeffrey Grayson reported that, after discussion with BMO Bank, our WRRP deposit account is in no danger of being deemed "dormant." It is the board's goal to use these funds to assist our clients as soon as possible.
- Jeffrey Grayson also reported that DHA's Money Market account is now earning 1% after previously earning .05%.
- Jeffrey Grayson also reported that he has been in contact with auditors for the city who will again include DHA in the annual city audit. The commissioners will review last year's auditor's findings concerning DHA at the February meeting.
- Chairman Edwards will contact Mayor Todd Novak concerning the expiring terms of Commissioners Tom DeVoss, Patricia Rock and Jeff Thomas and ask for extension of terms. He will also ask Mayor Novak if he would be willing to attend our next meeting to discuss the housing award he recently received.
- The board discussed the outstanding issue of \$2,477.97 in WRRP funds which were used to pay Southwestern Wisconsin Community Action for administrative services in 2018. As it came to the attention of the board by a HUD audit that those funds are not to be used for administration, and DHA now has ample funds in its administrative account, Jeff Grayson made the motion, Patricia Rock second, that \$2,477.97 be withdrawn from DHA's administrative funds and rightfully returned to WRRP funds. Motion passed unanimously.

The next meeting of DHA will be held Wednesday, February 8, 2023 at 10:00 a.m. at Dodgeville City Hall, with a Zoom option available. There being no further business, Jeff Grayson made the motion, Tom DeVoss second, to adjourn the meeting at 10:55 a.m. Motion passed unanimously.

Respectfully submitted,

Terry Edwards, Acting Secretary

Dodgeville Housing Authority

Balance Sheet

As of January 31, 2023

	Jan 31, 23
ASSETS	
Current Assets	
Checking/Savings	
Cash - Merchants	
1120.04 · Cash - Unrestricted	25,548.14
1120.05 · Cash - Restricted	1,878.08
Total Cash - Merchants	27,426.22
Total Checking/Savings	27,426.22
Total Current Assets	27,426.22
Other Assets	
WRRP Grant Project	
WRRP - BMO Cert of Deposit	25,000.00
WRRP - BMO Money Market	29,113.69
WRRP - Expenses Bank Fees	5.00
WRRP - Fund Balance	-54,029.38
WRRP - Revenue - Interest	-89.31
Total WRRP Grant Project	0.00
Total Other Assets	0.00
TOTAL ASSETS	27,426.22
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	
2111.00 · A/P - Vendors & Contractors	2,507.20
Total Accounts Payable	2,507.20
Total Accounts Payable	2,507.20
Total Current Liabilities	2,507.20
Total Liabilities	2,507.20
Equity	
Retained Earnings	25,098.22
Net Income	-179.20
Total Equity	24,919.02
TOTAL LIABILITIES & EQUITY	27,426.22

Dodgeville Housing Authority

Profit & Loss YTD Comparison

January 2023

	Jan 23	Jan 23
Ordinary Income/Expense		
Income		
Operating Revenue		
3410.00 · Revenue - HUD Grants	23,581.00	23,581.00
3410.01 · Revenue - HUD Admin	3,134.00	3,134.00
Total Operating Revenue	26,715.00	26,715.00
Total Income	26,715.00	26,715.00
Gross Profit	26,715.00	26,715.00
Expense		
Administration		
4195.00 · Management Fees	2,507.20	2,507.20
Total Administration	2,507.20	2,507.20
HAP		
4715.01 · HAP Occupied Units	24,139.00	24,139.00
4715.04 · HAP Utility	248.00	248.00
Total HAP	24,387.00	24,387.00
Total Expense	26,894.20	26,894.20
Net Ordinary Income	-179.20	-179.20
Net Income	-179.20	-179.20

Wisconsin Association of Housing Authorities

201 North Water Street

Watertown, WI 53094

920-261-7795 Fax: 920-261-7041

Email: tkasten@wttnhsg.org

January 30, 2023

INVOICE for ANNUAL MEMBERSHIP DUES – 2023 Active Member \$70.00

Please fill out and return lower portion with your payment to the address above.

WAHA Annual Membership Dues – 2023
Amount due: \$70.00 Active Member

Organization

Name: _____

Address: _____

City/State/Zip: _____

Phone Number: _____

Fax: _____

Contact Person: _____

Email: _____