

CITY OF DODGEVILLE HOUSING AUTHORITY

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

January 15, 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 December 15, 2024
- Financials
 - ✓ December
- Program updates
 - ✓ Status of program
 - ✓ PIC Monitoring
- Other Business
 - ✓ WRRP Landlord Grant update and application approvals
 - ✓ Annual Review
 - Board Member Term Review
 - Demographic Info
- Next meeting
 - ✓ Scheduled - February 12, 2025
- Motion to Adjourn.

Dodgeville Housing Authority (DHA) Minutes, December 11, 2024

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

Chairman Edwards called the meeting to order at 10:01 a.m. John Ziehr made the motion, Tom DeVoss second, to approve the Certification of Public Notice and Agenda. Motion passed unanimously. Terry Edwards presented the minutes from the November 13, 2024 meeting. Tom DeVoss made the motion, John Ziehr second, to approve the minutes as presented. Motion passed unanimously. Cindy Knutson presented the financial report for November 2024. Jeff Thomas made the motion, Tom DeVoss second, to approve the financial report as presented. Motion passed unanimously.

Program Updates:

- Cindy Knutson provided the Housing Choice Voucher program update. DHA currently has 57 lease-ups, the same as last month. There are 14 potential clients on the waiting list with an additional four vouchers issued but not yet leased.
- Cindy reported that the most recent PIC monitoring rating was 105.45 All recertifications are in the system and DHA is in full compliance.

The following was reviewed under New Business:

- Cindy reviewed with the board a letter from HUD stressing the need for careful planning on the issuance of vouchers in 2025. It is important that the two year tool is utilized so we do not over issue vouchers. .
- John Ziehr made the motion, Tom DeVoss second, that DHA internally borrow \$13,500 from our unrestricted cash account at Merchants Bank, to be deposited into our BMO money market account. The internal loan will be paid pack in 2025 when our Certificates of Deposit at BMO Bank mature. This action was necessary to fund grants under our WRRP landlord grant program. Motion passed unanimously.
- The board reviewed our proposed new 5-Year PHA Plan that will begin January 1, 2025. Gretta Stilson made the motion, John Ziehr second, to approve the plan and authorized Allegiant Property Management to submit it to HUD. Motion passed unanimously.
- Tom DeVoss made the motion, John Ziehr second, to approve a WRRP landlord grant application from Theresa Batz in the amount of \$7,500. Motion passed unanimously.
- Chairman Edwards read a thank you note DHA received from landlord Bob Kratochwill, Kratochwill Apartments, for his WRRP grant.

The following was reviewed under Old Business:

- Chairman Edwards reported the following November disbursements under the WRRP grant program: 1. E. Chapel St., LLC - \$6,500. 2. Kratochwill Apartments - \$7,500. 3. Charles Rolli - \$3,310. 4. E. Chapel St., LLC - \$8,500.
Total to date - \$25,810

The next meeting of DHA will be held Wednesday, January 15, 2025 at 10:00 a.m. at Dodgeville City Hall, with a Zoom option available. There being no further business, John Ziehr made the motion, Gretta Stilson second, to adjourn the meeting at 10:56 a.m. Motion passed unanimously.

Respectfully submitted,
Terry Edwards, Acting Secretary

Dodgeville Housing Authority

Balance Sheet

01/08/25

As of December 31, 2024

Accrual Basis

	<u>Dec 31, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
Cash - Merchants	
1120.04 · Cash - Unrestricted	23,472.38
1120.05 · Cash - Restricted	2,752.64
Total Cash - Merchants	<u>26,225.02</u>
Total Checking/Savings	26,225.02
Accounts Receivable	
Accounts Recievable	
1129.00 · A/R - Other	3,018.40
Total Accounts Recievable	<u>3,018.40</u>
Total Accounts Receivable	<u>3,018.40</u>
Total Current Assets	29,243.42
Other Assets	
WRRP Grant Project	
WRRP - BMO CD x6594	10,371.99
WRRP - BMO CD x8063	25,624.11
WRRP - BMO Money Market	8,035.34
WRRP - Expense - GRANT Payment	27,023.00
WRRP - Fund Balance	-55,336.23
WRRP - Revenue - Interest	-2,218.21
Total WRRP Grant Project	<u>13,500.00</u>
Total Other Assets	<u>13,500.00</u>
TOTAL ASSETS	<u><u>42,743.42</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	
2111.00 · A/P - Vendors & Contractors	2,732.00
Total Accounts Payable	<u>2,732.00</u>
Total Accounts Payable	<u>2,732.00</u>
Total Current Liabilities	<u>2,732.00</u>
Total Liabilities	2,732.00
Equity	
Retained Earnings	32,385.62
Net Income	7,625.80
Total Equity	<u>40,011.42</u>
TOTAL LIABILITIES & EQUITY	<u><u>42,743.42</u></u>

Dodgeville Housing Authority
Profit & Loss YTD Comparison
December 2024

	Dec 24	Jan - Dec 24
Ordinary Income/Expense		
Income		
Operating Revenue		
3410.00 · Revenue - HUD Grants	26,082.00	310,824.00
3410.01 · Revenue - HUD Admin	3,415.00	43,047.00
Total Operating Revenue	29,497.00	353,871.00
Total Income	29,497.00	353,871.00
Gross Profit	29,497.00	353,871.00
Expense		
Administration		
4190.01 · Office Expense	65.00	2,088.00
4195.00 · Management Fees	2,732.00	34,437.20
4395.00 · Membership Fees	0.00	70.00
Total Administration	2,797.00	36,595.20
HAP		
4715.01 · HAP Occupied Units	22,899.00	301,618.00
4715.04 · HAP Utility	642.00	8,032.00
Total HAP	23,541.00	309,650.00
Total Expense	26,338.00	346,245.20
Net Ordinary Income	3,159.00	7,625.80
Net Income	3,159.00	7,625.80