

CITY OF DODGEVILLE HOUSING AUTHORITY

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

December 8, 2021, 10:00 a.m.

In Person & Virtual Meeting option

Join Zoom Meeting
Zoom Meeting 858 5271 5294
Meeting ID: 858 5271 5294

- Certification of Public Notice and Approval of Agenda
- Approval of Minutes from November 10, 2021
- Financials
 - ✓ November 2021
- Program updates
 - ✓ Status of program
- Other Business
 - ✓ CARES Act Funding - Bills to approve
 - ✓ HUD Held Reserve update
 - ✓ Other items
- Next meetings? January 12, 2021
- Motion to Adjourn.

Dodgeville Housing Authority (DHA) Minutes, November 10, 2021

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

Chairman Edwards called the meeting to order at 10:00 a.m. John Ziehr made the motion, Jeff Thomas second, to approve the Certification of Public Notice and Agenda. Motion passed unanimously.

Terry Edwards presented the minutes from the October 20, 2010 meeting. Jeff Grayson made the motion, Gretta Stilson second, to approve the minutes as presented with the following correction: Cindy Knutson reported on the tax identification number discrepancies, not Jeff Grayson and Cindy Knutson. Motion passed unanimously.

Cindy Knutson presented the financial report for October, 2021. Tom DeVoss made the motion, John Ziehr second, to accept the report as presented. Motion passed unanimously.

The following was reviewed under New Business:

- Cindy Knutson provided the Section 8 program update. DHA currently has 54 lease-ups, up one from the time of review at last month's board meeting. No clients currently have vouchers and are looking for units. There are 33 clients on the waiting list with the anticipation that 7-10 vouchers will be issued in November.

The following was reviewed under Old Business:

- Jeff Grayson reported the city website is updated with correct commissioner information. The work to make the website better is ongoing, as Jeff is looking for a way to make our policies, by-laws, etc. easily accessible.
- Cindy continues to work on verifying the total of our HUD Held Reserve. A finite number will be provided by HUD at year-end.
- Jeff Grayson reported that letters have been sent to clients who previously received COVID Kits. Round two kits will be delivered by the end of November to an estimated 45 clients. All CARES Act Funding will be used with any overage (which should be a modest dollar amount) to be covered by unrestricted funds.
- Cindy presented the 2022 Rental Payment Standards. John Ziehr made the motion, Gretta Stilson second, to approve the standards as presented. Motion passed unanimously.
- Jeff Grayson and John Ziehr reported on the progress of our plan to create a program to lend available DHA funds to landlords to improve properties. They have received assistance from Wally Orzechowski from Southwestern Wisconsin Community Action Program and are continuing their research.

The next meeting of DHA will be held Wednesday, December 8, 2021 at 10:00 a.m. at Dodgeville City Hall, with a Zoom option available. There being no further business, Tom DeVoss made the motion, John Ziehr second, to adjourn the meeting at 10:42 a.m. Motion passed unanimously.

Respectfully submitted;

Terry Edwards, Acting Secretary

Dodgeville Housing Authority

Balance Sheet

As of November 30, 2021

	Nov 30, 21
ASSETS	
Current Assets	
Checking/Savings	
Cash - Merchants	
1120.04 · Cash - Unrestricted	15,981.88
1120.05 · Cash - Restricted	5,672.04
1120.06 · Cash - Restricted CARES	3,892.96
Total Cash - Merchants	25,546.88
Reserve - HUD Held Reserve	
1190.00 · Cash - HUD Held Reserve	43,178.00
Total Reserve - HUD Held Reserve	43,178.00
Total Checking/Savings	68,724.88
Total Current Assets	68,724.88
Other Assets	
WRRP Grant Project	
WRRP - BMO Money Market	51,549.22
WRRP - Fund Balance	-51,517.23
WRRP - Revenue - Interest	-31.99
Total WRRP Grant Project	0.00
Total Other Assets	0.00
TOTAL ASSETS	68,724.88
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	
2111.00 · A/P - Vendors & Contractors	3,920.49
Total Accounts Payable	3,920.49
Total Accounts Payable	3,920.49
Total Current Liabilities	3,920.49
Total Liabilities	3,920.49
Equity	
HUD Held Reserve - EQUITY	43,178.00
Retained Earnings	25,059.55
Net Income	-3,433.16
Total Equity	64,804.39
TOTAL LIABILITIES & EQUITY	68,724.88

Dodgeville Housing Authority

Profit & Loss YTD Comparison

November 2021

	Nov 21	Jan - Nov 21
Ordinary Income/Expense		
Income		
Operating Revenue		
3410.00 · Revenue - HUD Grants	18,710.00	247,186.00
3410.01 · Revenue - HUD Admin	2,100.00	28,120.00
Total Operating Revenue	20,810.00	275,306.00
Total Income	20,810.00	275,306.00
Gross Profit	20,810.00	275,306.00
Expense		
Administration		
4190.00 · Other Admin and Sundry	27.53	219.08
4190.01 · Office Expense	0.00	44.55
4195.00 · Management Fees	1,680.00	22,153.42
4395.00 · Membership Fees	0.00	70.00
Total Administration	1,707.53	22,487.05
Cares Covid 19		
4205 · Covid 19 Kits	3,892.96	8,555.21
4206 · Covid - Technology	0.00	2,171.57
Total Cares Covid 19	3,892.96	10,726.78
HAP		
4715.01 · HAP Occupied Units	21,026.00	225,128.00
4715.04 · HAP Utility	517.00	5,724.00
Total HAP	21,543.00	230,852.00
HAP - Port outs		
4715.06 · HAP Portable Initial PHA	0.00	14,297.00
4715.07 · Port Out - Admin Fees	0.00	376.33
Total HAP - Port outs	0.00	14,673.33
Total Expense	27,143.49	278,739.16
Net Ordinary Income	-6,333.49	-3,433.16
Net Income	-6,333.49	-3,433.16

Dodgeville Housing Authority

December 2021

Month	VMS Unit Counts*	Wait List	Briefings Scheduled in CM	Issued not Leased	Notes
January, 2021	53				1 added in April
February, 2021	55	6	4	4	1 on wait list will drop off due to non response, 1 new lease up that is not in system - Added 1 in March and Added 3 in April
March, 2021	57	5	0	3	Added 4 in April, 1 in June
April, 2021	57	0	5	9	Added 1 in May, 1 in June
May, 2021	57	1	2	8	Added 1 in June
June, 2021	57	4	0	7	
July, 2021	55	6	0	5	1 Waiting on paperwork, 1 ended participation
August, 2021	55	13	0	5	1 Waiting on paperwork
September, 2021	55	17	0	5	1 Waiting on paperwork
October, 2021	56	23	0	5	Port out has not submitted for payment, Port out submitted in December, 1 additional in December
November, 2021	55	33	7-10	0	No Payment request for Portable voucher, may be absorbed, Port out Submitted in December
December, 2021	55	18	0	9	(15 sent out/9 respeonded and were issued vouchers on 11/19)

*VMS Unit Counts may change as new information is provided.

EXAMPLES

- Paper work not received until after cut off
- Voucher holder moves out and we are not notified until after the fact
- Portout tenants - information not received from other Housing agency.

Dodgeville Housing Authority
412 S 3rd St.
La Crescent, MN 55947

Vendor
Allegiant Property Management 412 3rd Street S La Crescent, MN 55947

Expenses

Expense Total : 300.00

Bill Total : \$300.00

Dodgeville Housing Authority
412 S 3rd St.
La Crescent, MN 55947

Vendor
Janice Grayson 134 N. Iowa Street Dodgeville, WI 53533

Expenses

Expense Total : 3,620.49

Bill Total : \$3,620.49

DODGEVILLE HOUSING AUTHORITY - COVID CARE KIT COSTS - SECOND TOTE

Receipt		Purchases		Vendor		Location		Item		Our Cost		Qty	Ext Cost	Fees	Tax	Total	Cum Spend	Receipt	
Letter	Date																	Tag	Total
A	11/11/2021	Walmart	Dodgeville	4 Pack Great Value Paper Towels		\$5.22	12	\$62.64	\$0.00	\$3.45	\$66.09	\$66.09	0	\$0.00	\$12.46	\$239.02	\$66.09	1	\$361.61
A	11/11/2021	Walmart	Dodgeville	128 oz Tide Laundry Detergent		\$9.44	24	\$226.56	\$0.00	\$0.00	\$239.02	\$239.02	0	\$0.00	\$2.19	\$42.07	\$42.07	0	
A	11/11/2021	Walmart	Dodgeville	75 count Great Value Wipes (4 Pack)		\$9.97	4	\$39.88	\$0.00	\$0.00	\$42.07	\$42.07	0	\$0.00	\$0.75	\$14.43	\$14.43	0	
A	11/11/2021	Walmart	Dodgeville	8 pack Kleenex travel pack		\$2.28	6	\$13.68	\$0.00	\$0.00	\$14.43	\$14.43	0	\$0.00	\$10.21	\$195.90	\$195.90	0	\$195.90
B	11/12/2021	Menards	Platteville	18 Gallon Gray Storage Tote		\$5.99	31	\$185.69	\$0.00	\$0.00	\$195.90	\$195.90	0	\$0.00	\$1.53	\$29.41	\$29.41	1	\$180.76
C	11/12/2021	Menards	Platteville	200 ct Arm & Hammer Dryer Sheets		\$6.97	4	\$27.88	\$0.00	\$0.00	\$29.41	\$29.41	1	\$0.00	\$0.98	\$18.86	\$18.86	0	
C	11/12/2021	Menards	Platteville	10 pack Kleenex Pocket Pack		\$1.49	12	\$17.88	\$0.00	\$0.00	\$18.86	\$18.86	0	\$0.00	\$6.91	\$132.49	\$132.49	0	
C	11/12/2021	Menards	Platteville	Gel Hand Sanitizer		\$2.99	42	\$125.58	\$0.00	\$0.00	\$132.49	\$132.49	0	\$0.00	\$2.19	\$42.07	\$42.07	1	\$174.59
D	11/12/2021	Walmart	Platteville	75 count Great Value Wipes (4 Pack)		\$9.97	4	\$39.88	\$0.00	\$0.00	\$42.07	\$42.07	1	\$0.00	\$1.44	\$27.54	\$27.54	0	
D	11/12/2021	Walmart	Platteville	4 Pack Great Value Paper Towels		\$5.22	5	\$26.10	\$0.00	\$0.00	\$27.54	\$27.54	0	\$0.00	\$2.06	\$39.44	\$39.44	0	
D	11/12/2021	Walmart	Platteville	Ajax Dish Soap (28oz)		\$1.78	21	\$37.38	\$0.00	\$0.00	\$39.44	\$39.44	0	\$0.00	\$0.00	\$39.44	\$39.44	0	
D	11/12/2021	Walmart	Platteville	Lysol 32oz Surface Cleaner		\$3.27	19	\$62.13	\$0.00	\$0.00	\$65.55	\$65.55	0	\$0.00	\$3.42	\$65.55	\$65.55	0	
E	11/12/2021	Walmart	Dodgeville	75 count Great Value Wipes (3 Pack)		\$8.97	3	\$26.91	\$0.00	\$1.48	\$28.39	\$28.39	1	\$0.00	\$1.48	\$28.39	\$28.39	1	\$518.14
E	11/12/2021	Walmart	Dodgeville	75 count Great Value Wipes		\$2.98	1	\$2.98	\$0.00	\$0.16	\$3.14	\$3.14	0	\$0.00	\$0.00	\$3.14	\$3.14	0	
E	11/12/2021	Walmart	Dodgeville	128 oz Tide Laundry Detergent		\$9.44	10	\$94.40	\$0.00	\$5.19	\$99.59	\$99.59	0	\$0.00	\$5.19	\$99.59	\$99.59	0	
E	11/12/2021	Walmart	Dodgeville	Ajax Dish Soap (28oz)		\$1.78	13	\$23.14	\$0.00	\$1.27	\$24.41	\$24.41	0	\$0.00	\$1.27	\$24.41	\$24.41	0	
E	11/12/2021	Walmart	Dodgeville	4 Pack Great Value Paper Towels		\$5.22	4	\$20.88	\$0.00	\$1.15	\$22.03	\$22.03	0	\$0.00	\$1.15	\$22.03	\$22.03	0	
E	11/12/2021	Walmart	Dodgeville	Lysol 32oz Surface Cleaner		\$3.27	23	\$75.21	\$0.00	\$4.14	\$79.35	\$79.35	0	\$0.00	\$4.14	\$79.35	\$79.35	0	
E	11/12/2021	Walmart	Dodgeville	Lysol Spray Disinfectant (2 Pack)		\$11.67	19	\$221.73	\$0.00	\$12.20	\$233.93	\$233.93	0	\$0.00	\$12.20	\$233.93	\$233.93	0	
E	11/12/2021	Walmart	Dodgeville	Lysol Spray Disinfectant (Single)		\$6.47	4	\$25.88	\$0.00	\$1.42	\$27.30	\$27.30	0	\$0.00	\$1.42	\$27.30	\$27.30	0	
F	11/13/2021	Walmart	Dodgeville	128 oz Tide Laundry Detergent		\$9.44	8	\$75.52	\$0.00	\$4.15	\$79.67	\$79.67	1	\$0.00	\$4.15	\$79.67	\$79.67	1	\$265.05
F	11/13/2021	Walmart	Dodgeville	50oz Soft Soap Refill		\$4.97	3	\$14.91	\$0.00	\$0.82	\$15.73	\$15.73	0	\$0.00	\$0.82	\$15.73	\$15.73	0	
F	11/13/2021	Walmart	Dodgeville	12 Pack Dial Bar Soap		\$5.97	18	\$107.46	\$0.00	\$5.91	\$113.37	\$113.37	0	\$0.00	\$5.91	\$113.37	\$113.37	0	
F	11/13/2021	Walmart	Dodgeville	Dawn Dish Soap (28oz)		\$2.48	1	\$3.74	\$0.00	\$0.21	\$3.95	\$3.95	0	\$0.00	\$0.21	\$3.95	\$3.95	0	
F	11/13/2021	Walmart	Dodgeville	Germ X Hand Soap		\$2.48	20	\$49.60	\$0.00	\$2.73	\$52.33	\$52.33	0	\$0.00	\$2.73	\$52.33	\$52.33	0	
G	11/14/2021	Menards	Madison	3 Pack Kleenex		\$5.87	25	\$146.75	\$0.00	\$8.07	\$154.82	\$154.82	1	\$0.00	\$8.07	\$154.82	\$154.82	1	\$154.82
H	11/14/2021	Menards	Madison	Antibacterial Wipes (70 pak)		\$1.99	48	\$95.52	\$0.00	\$5.25	\$100.77	\$100.77	1	\$0.00	\$5.25	\$100.77	\$100.77	1	\$394.98
H	11/14/2021	Menards	Madison	3 PLY Mask, 10 Pack		\$1.99	71	\$141.29	\$0.00	\$7.77	\$149.06	\$149.06	0	\$0.00	\$7.77	\$149.06	\$149.06	0	
H	11/14/2021	Menards	Madison	8 Pack Dial Bar Soap		\$3.97	5	\$19.85	\$0.00	\$1.09	\$20.94	\$20.94	0	\$0.00	\$1.09	\$20.94	\$20.94	0	
H	11/14/2021	Menards	Madison	Meyer Hand Soap		\$3.97	22	\$87.78	\$0.00	\$4.83	\$92.61	\$92.61	0	\$0.00	\$4.83	\$92.61	\$92.61	0	
H	11/14/2021	Menards	Madison	18 Gallon Storage Tote		\$5.99	5	\$29.95	\$0.00	\$1.65	\$31.60	\$31.60	0	\$0.00	\$1.65	\$31.60	\$31.60	0	
I	11/14/2021	Walmart	Dodgeville	Sanitize Those Hands Wipes		\$1.00	11	\$11.00	\$0.00	\$0.61	\$11.61	\$11.61	1	\$0.00	\$0.61	\$11.61	\$11.61	1	\$113.64
J	11/14/2021	Walmart	Dodgeville	Sponge 3 pack		\$3.12	31	\$96.72	\$0.00	\$5.32	\$102.04	\$102.04	0	\$0.00	\$5.32	\$102.04	\$102.04	0	
J	11/15/2021	Walmart	Dodgeville	Gift Card		\$35.00	28	\$980.00	\$0.00	\$0.00	\$980.00	\$980.00	0	\$0.00	\$0.00	\$980.00	\$980.00	1	\$980.00
K	11/15/2021	Walmart	Dodgeville	Gift Card		\$35.00	14	\$490.00	\$0.00	\$0.00	\$490.00	\$490.00	1	\$0.00	\$0.00	\$490.00	\$490.00	1	\$490.00
N/A	11/15/2021	Walmart	Dodgeville	Sanitize Those Hands Wipes (Donated)		\$0.00	42	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	1	\$0.00	\$0.00	\$0.00	\$0.00	1	\$0.00
Receipts Total											\$3,829.51								
B	11/12/2021	Menards	Platteville	11% Cash Back		-\$20.43	1	-\$20.43	\$0.00	\$0.00	-\$20.43	-\$20.43	1	\$0.00	\$0.00	-\$20.43	-\$20.43	1	
C	11/12/2021	Menards	Platteville	11% Cash Back		-\$18.85	1	-\$18.85	\$0.00	\$0.00	-\$18.85	-\$18.85	1	\$0.00	\$0.00	-\$18.85	-\$18.85	1	
C	11/12/2021	Menards	Platteville	\$2.66 each Rebate on Gel Hand Sanitizer		-\$2.66	42	-\$111.72	\$0.00	\$0.00	-\$111.72	-\$111.72	0	\$0.00	\$0.00	-\$111.72	-\$111.72	0	
G	11/14/2021	Menards	Madison	11% Cash Back		-\$16.14	1	-\$16.14	\$0.00	\$0.00	-\$16.14	-\$16.14	1	\$0.00	\$0.00	-\$16.14	-\$16.14	1	
H	11/14/2021	Menards	Madison	11% Cash Back		-\$41.88	1	-\$41.88	\$0.00	\$0.00	-\$41.88	-\$41.88	1	\$0.00	\$0.00	-\$41.88	-\$41.88	1	
Reimbursement Total											\$3,620.49								

Available Funds	\$3,892.96
Allegiant Costs for Second Tote	\$300.00
Remaining Funds	\$3,592.96
Products Purchased	\$3,620.49
Unused	-\$27.53