

**REGULAR MONTHLY MEETING OF THE HOUSING AUTHORITY  
COMMISSIONERS OF THE CITY OF MERRILL, WISCONSIN**

**Wednesday, April 17, 4:00 P.M. Jenny Towers Library, Merrill, WI**

**PRESENT:** Chairman Kathy Colclasure, Richard Wiessinger, Paul Wagner, Rob Norton (Ex-Officio), LaDonna Fermanich and Kay Tautges.

**ABSENT:** Denise Humphrey, Amanda Kostman.

**PUBLIC HOUSING - PARK PLACE and WESTGATE MEETING** called to order by Chairman Kathy Colclasure.

Introduction of New Commissioner: Paul Wagner.

Election of Vice-Chairman: Tabled until next meeting.

Motion to approve today's agenda and minutes of March 13<sup>th</sup>, 2013 meeting. Wiessinger/Colclasure. Passed unanimously.

Discussion and motion to approve Checks #21146 thru #21197 and Billings to date for March 2013 with attached list of expenditures: Wiessinger/Colclasure . Passed unanimously by roll call vote: Wiessinger-aye, Colclasure-aye and Wagner-aye.

Move-ins and Move-outs for March 2013: Motion to accept report and place on file. Wiessinger/Wagner . Passed unanimously.

Report on Park Place Investments: LaDonna reminded Commissioners that \$20,000.00 of the profit shown was due to the transfer of funds from the General Fund. No changes to the investment report. Motion to accept the Investment report and place on file. Wiessinger/Wagner. Passed unanimously.

Resolution No. 364: Amendment of Housing Authority Bylaws to reflect the Revised Mission Statement: Motion to approve Resolution No. 364. Wiessinger/Wagner. Passed unanimously by roll call vote: Wiessinger-aye, Colclasure-aye and Wagner -aye.

Approval of Capital Funding Project – Westgate Improvements (CFP-2011): LaDonna gave Commissioners a handout which outlined improvements and the preliminary figures for cost estimates. She reminded Commissioners that the Capital Funds for this project have already been designated and MHA is obligated by contract to obligate the funds for this project by 8/2/2013. Paul informed Commissioners that he was the General Contractor for the recent HAVEN building project which was funded by HUD. His work on that project was on a volunteer basis and he suggested the possibility of doing the same for the MHA Westgate Improvement project. LaDonna will check on this and Paul will check with the HUD contact he worked with on the Haven Project. Motion to authorize LaDonna to start the bidding process for the Capital Fund Project. Wiessinger/Wagner. Passed unanimously.

HUD Vacancy Update/Discussion: LaDonna gave Commissioners an overview of progress made with the plan of action which was approved by HUD. She provided Commissioners with information regarding the use of a Tax Credit programs and gave Commissioners a Park Place Project – Preliminary Time. After a review of the time-line, Commissioners decided to table approval on the project timeline until after Paul and Rob had a chance to tour PP. Suggestions for a timeline will be brought to the next meeting.

For the Good and Betterment of the Public Housing Program:

1. Commissioner Items/Comments: None.
2. Executive Director's Report: LaDonna attended the WAHA conference and gained some insight in a few different areas. She learned that Commissioners can live within a 5 mile radius of the city so long as there is no overriding City Ordinance to the contrary. She also learned that 23 Housing Authorities in the state of Wisconsin are currently experiencing the same occupancy issues that we are. The PP water softening system was repaired rather than replaced. Tenants will participate in the State-wide tornado drill on Friday. Financial auditors will be at PP on May 13 to complete the annual audit. Preparations are in the works for acquiring Property & General Liability insurance bids.
3. Public Comment Period: None

The next regular meeting of the Commissioners of the Housing Authority will be held on **May 15, 2013, 4:00 p.m., Jenny Towers Library, 711 E. 1<sup>st</sup> Street, Merrill, WI.**

Motion to adjourn at 5:12 P.M. and open Section-8 Housing - Jenny Towers Meeting. Wiessinger/Wagner. Passed unanimously.

  
Kathy Colclasure, Chairman

  
Kay Tautges, Recording Secretary

  
LaDonna Fermanich, Executive Director

**REGULAR MONTHLY MEETING OF THE HOUSING AUTHORITY  
COMMISSIONERS OF THE CITY OF MERRILL, WISCONSIN**

**Wednesday, April 17, 2013, 5:12 P.M., Jenny Towers Library, Merrill, WI 54452**

**PRESENT:** Chairman Kathy Colclasure, Richard Wiessinger, Paul Wagner, Rob Norton (Ex-Officio), LaDonna Fermanich and Kay Tautges.

**ABSENT:** Denise Humphrey, Amanda Kostman.

**SECTION-8 HOUSING - JENNY TOWERS and SCATTERED SITES MEETING** called to order by Chairman Kathy Colclasure. Motion to excuse Denise Humphrey and Amanda Kostman. Wiessinger/Wagner. Passed unanimously. Motion to approve minutes of March 13, 2013 meeting and today's agenda: Wiessinger/Colclasure. Passed unanimously.

Discussion and motion to approve Checks #16269 thru #16338 and Billings to date for March 2013 with attached list of expenditures: Wiessinger/Wagner. Passed unanimously by roll call vote: Colclasure-aye, Wiessinger-aye and Wagner-aye.

Discussion and approval of Move-ins and Move-outs for March 2013: Motion to accept report and place on file. Wiessinger/Wagner . Passed unanimously.

Report on Jenny Tower Investments: LaDonna reported that the CD was renewed at Merrill Federal & Savings & Loan for 2 years. Money for the construction project was transferred out of the Trust Investment but, otherwise, there would have been a net gain in that investment during the past month. Per request by Commissioner Paul Wagner, LaDonna will provide some additional information on future investment reports to give a better picture of how the Investment has been performing over the long run. Motion to accept and place on file the Investment Report. Wiessinger/Wagner . Passed unanimously.

Request/Approval to switch general funds from BMO to RVB: LaDonna explained that RVB would give tenants the ability to make a deduction for payment of rent. The implementation process for this service is very easy at RVB and they also have easy on-line access. At RVB the process of transferring funds is much simpler than it is at BMO and the RVB charge for this service is lower than it is at BMO. Timing for making this change now would make sense since we will need to order checks soon. Motion to move the Jenny Tower General Funds from BMO to RVB. Wagner/Wiessinger. Passed unanimously.

Kitchen Project request from HGM: LaDonna read Commissioners a letter from HGM which requests payment from MHA for the additional time/work done on the Kitchen Project. After discussion, Commissioners decided not to make a decision on this until after LaDonna and Paul both took some time to review the contract with HGM.

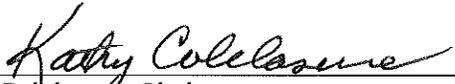
Project overview for Jenny Towers – request to proceed: LaDonna gave Commissioners an overview of smaller projects she would like to proceed with in the near future. After discussion, it was decided that LaDonna and Steve will prioritize the list, determine budget figures, and bring back to the board for approval.

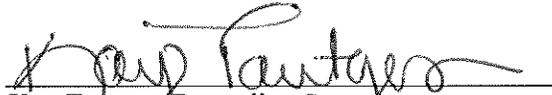
For the Good and Betterment of the Section-8 Housing Program:

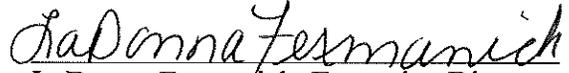
1. Commissioner Items/Comments – None
2. Executive Director's Report – LaDonna reported that Steve will be returning to work 4/24 on a Part-Time basis. He is expected to be back to working Full-Time on 4/29. It has become evident that some revision/clarification of Personnel Policies regarding sick leave needs to be made.
3. Public Comment - None.

The next regular meeting of the Commissioners of the Housing Authority will be held on **Wednesday, May 15, 2013, 4:00 p.m. Jenny Towers Library, 711 E. 1<sup>st</sup> Street, Merrill, WI.**

Motion to adjourn at 6:26 P.M.: Wagner/ Wiessinger. Passed unanimously.

  
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Kathy Colclasure, Chairman

  
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Kay Tautges, Recording Secretary

  
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LaDonna Fermanich, Executive Director