

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

Wednesday, May 15, 4:00 P.M. Jenny Towers Library, Merrill, WI

PRESENT: Chairman Kathy Colclasure, Denise Humphrey, Paul Wagner, Amanda Kostman, Rob Norton (Ex-Officio), LaDonna Fermanich and Kay Tautges.

ABSENT: Richard Wiessinger.

PUBLIC HOUSING - PARK PLACE and WESTGATE MEETING called to order by Chairman Kathy Colclasure. Motion to excuse Richard Weissinger. Kostman/Humphrey.

Election of Vice-Chairman: Kathy opened the floor to nominations for Vice-Chairman. Denise Humphrey was nominated for the position. No other nominations were made. Nominations were closed. Motion made without opposition by Amanda Kostman to cast a unanimous ballot to elect Denise Humphrey as Vice-President. Motion passed unanimously.

Motion to approve today's agenda and minutes of April 17th, 2013 meeting. Wagner/Humphrey. Motion passed unanimously.

Discussion and motion to approve Checks #21198 thru #21232 and Billings to date for April 2013 with attached list of expenditures: Wagner/Kostman. Passed unanimously by roll call vote: Kostman-aye, Colclasure-aye, Wagner-aye and Humphrey - aye. Paul Wagner suggested that changes be made to the report. He would like to see the monthly revenue and expense compared to the annual budget figures. This would give the board a clearer picture of how we are doing in terms of meeting annual budget goals. Paul will bring an example report back to the next meeting for Commissioners to consider.

Move-ins and Move-outs for April 2013: Motion to accept report and place on file. Kostman/Humphrey . Motion passed unanimously.

Report on Park Place Investments: LaDonna provided the board with additional information and hand-outs regarding the Vanguard Fund and how it has performed over the past 8 months. Kathy gave a brief overview of how/why changes were made to investments in the past. Tom Young, who served on the board for many years, had extensive experience in dealing with financial investments. Since Tom is no longer on the board Kathy suggested that we seek/hire a financial firm or professional advisor to oversee the MHA investments and make recommendations to the Board. LaDonna will make inquiries and will bring information back to the next meeting. Motion to accept the Investment report and place on file. Humphrey/Kostman. Motion passed unanimously.

Account Summary Report: At the request of the Commissioners, LaDonna reviewed a handout detailing what types of accounts are currently held by MHA and at which institutions.

Review of Reports for 1st Qtr. 2013: LaDonna gave an overview of the Quarterly Report. Motion to accept and place on file the 1st Quarter Report for 2013. Kostman/Wagner. Motion passed unanimously.

Request to Approve Insurance Bid: LaDonna informed Commissioners that the bids for renewals on Property and Liability Insurance went out already and are due back on May 23rd. She will e-mail all of the submitted bid totals to Commissioners for their review. Motion to give LaDonna permission to accept the lowest bid after bids have been reviewed by Commissioners. Humphrey/Wagner. Motion passed unanimously.

Request to Approve Westgate Improvements Bid: Tabled until next meeting.

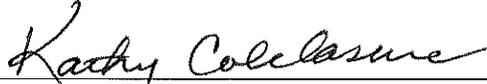
HUD Vacancy Update/Discussion: LaDonna has heard nothing directly from HUD during the past month. She gave Commissioners a progress report (see handout) with a revised timeline. Paul and Amanda will review RFP with LaDonna prior to the next meeting. Motion to approve the tentative timeline. Kostman/Humphrey. Motion passed unanimously.

For the Good and Betterment of the Public Housing Program:

1. Commissioner Items/Comments: None.
2. Executive Director's Report: LaDonna reported that the auditors were here on Monday and Tuesday. They were pleased to see some updates to spreadsheets and the overall bookkeeping process. The local VFW asked for permission to use the driveway and staff entrance at Park Place to stage a coffin on a horse drawn carriage. This would be done during the Memorial Day ceremony at Cenotaph Park. Commissioners advised LaDonna to get a Certificate of Insurance from the VFW's insurance policy before approving. The Fire Department has called to request permission to use some of the extra parking stalls at Jenny Towers for storage for the next eight months. Commissioners gave permission for the department to use several of the stalls next to the garage for parking personal vehicles. If large fire equipment is parked there, we should get a letter from the City Administrator accepting responsibility for any potential damages done to the parking lot.
3. Public Comment Period: None

The next regular meeting of the Commissioners of the Housing Authority will be held on **June 12, 2013, 4:00 p.m., Jenny Towers Library, 711 E. 1st Street, Merrill, WI.**

Motion to adjourn at 5:20 P.M. and open Section-8 Housing - Jenny Towers Meeting. Kostman/Humphrey. Motion 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, May 15, 2013, 5:20 P.M., Jenny Towers Library, Merrill, WI 54452

PRESENT: Chairman Kathy Colclasure, Amanda Kostman, Denise Humphrey, Paul Wagner, Rob Norton (Ex-Officio), LaDonna Fermanich and Kay Tautges.

ABSENT: Richard Wiessinger.

SECTION-8 HOUSING - JENNY TOWERS and SCATTERED SITES MEETING called to order by Chairman Kathy Colclasure. Motion to excuse Richard Wiessinger. Kostman/Humphrey. Motion passed unanimously. Motion to approve minutes of April 17, 2013 meeting and today's agenda: Wagner/Humphrey. Motion passed unanimously.

Discussion and motion to approve Checks #16339 thru #16375 & 16382 (HGM) and Billings to date for April 2013 with attached list of expenditures: Wagner/Kostman. Passed unanimously by roll call vote: Colclasure-aye, Kostman-aye, Humphrey-aye, and Wagner-aye. To be added to next month's agenda; discussion regarding changing the tenant fee charged for Charter cable.

Discussion and approval of Move-ins and Move-outs for April 2013: Motion to accept report and place on file. Kostman/Humphrey. Motion passed unanimously.

Report on Jenny Tower Investments: LaDonna provided Commissioners with some additional information in regard to how BMO Investments have been performing over the long run. Motion to accept and place on file the Investment Report. Kostman/Wagner. Motion passed unanimously.

Approval of Resolution No. 365: "Transfer of Jenny Towers General Fund checking from BMO to RVB": Motion to approve Resolution 365. Kostman/Wagner. Passed unanimously by roll call vote: Colclasure-aye, Kostman-aye, Humphrey-aye, and Wagner-aye.

Review Reports for 1st Qtr. 2013: LaDonna reviewed the report with Commissioners. Motion to accept and place on file the Report for the 1st Quarter 2013. Kostman/Humphrey. Motion passed unanimously.

Request to Approve Insurance Bid: LaDonna informed Commissioners that the bids for renewals on Property and Liability Insurance went out already and are due back on May 23rd. She will e-mail all of the submitted bid totals to Commissioners for their review. Motion to give LaDonna permission to accept the lowest bid after bids have been reviewed by Commissioners. Wagner/Kostman. Motion passed unanimously.

Request to Approve Recommendation regarding Kitchen Project request from HGM: After discussion, the Commissioners decided that Paul Wagner will review the HGM contract and phone HGM to get additional billing information. Final recommendation/decision to be tabled until next meeting.

Close-out Report on Kitchen Construction: To be tabled until next meeting.

Project overview for Jenny Towers – request approval to proceed: LaDonna gave Commissioners a list of projects with a recommendation for which should take priority. Motion to approve projects 1,2,3,4 & 7 (from Proposed Projects for Jenny Towers & Scattered Sites for 2013 hand-out). Kostman/Wagner. Motion passed unanimously.

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 is back working Full-Time. LaDonna informed Commissioners that Security Health had released information to the County which indicates that health insurance premiums could increase by as much as 30% next year. LaDonna reminded Commissioners that her 1 year job performance evaluation is due in July. She will send a copy of her job description to Commissioners per their request.
3. Public Comment - None.

The next regular meeting of the Commissioners of the Housing Authority will be held on **Wednesday, June 12, 2013, 4:00 p.m. Jenny Towers Library, 711 E. 1st Street, Merrill, WI.**

Motion to adjourn at 6:20 P.M.: Wagner/ Humphrey. Motion passed unanimously.


Kathy Colclasure, Chairman


Kay Tautges, Recording Secretary


LaDonna Fermanich, Executive Director