

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

Wednesday, June 12, 4:02 P.M. Jenny Towers Library, Merrill, WI

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

PUBLIC HOUSING - PARK PLACE and WESTGATE MEETING called to order by Chairman Kathy Colclasure. Motion to approve today's agenda and minutes of May 15th, 2013 meeting. Wagner/Kostman. Motion passed unanimously.

Discussion and motion to approve Checks #21233 thru #21272 and Billings to date for May 2013 with attached list of expenditures: Humphrey/Wagner. Passed unanimously by roll call vote: Kostman - aye, Colclasure - aye, Wagner - aye, Wiessinger - aye and Humphrey - aye. LaDonna explained that the Check Register report is presented to the Board to report all monthly expenses and deposits, allowing her to highlight anything out of the ordinary. HABCO currently provides a more detailed, line-item report on monthly income and expenditures relative to budget figures which are in turn, summarized in the Quarterly reports. These quarterly reports are also provided to the Board on a regular basis. Any Commissioner desiring a copy of the regular monthly HABCO report in addition to the standard Board reports may request them from LaDonna. LaDonna also explained to the Commissioners how current, monthly reconciliation reports are set up to reconcile all accounts or to identify and investigate any discrepancies between MHA and HABCO.

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

Report on Park Place Investments: LaDonna reported that the Vanguard Fund shows a loss over the past month of \$21,552.48. Motion to accept the Investment report and place on file: Kostman/Wiessinger. Motion passed unanimously.

Review Investor RFP options: LaDonna received a number of responses from investors regarding the management/investment of funds. The investors who were familiar with HUD regulations did not believe that our current investment fund was appropriate by HUD standards. HUD's primary investment purpose is to have a safe, secure place for funds. Investment should also be fully backed by FDIC and in a place where they could be easily liquidated. The majority of institutions/investors were not interested in managing the fund because there would not be enough income generated for it to be worth their time. Instead, suggestions were made to place the investment money into CD's and/or Money Market accounts. The total amount could be split into a number of different accounts to insure that the entire investment would be FDIC insured. Based on all of the information gathered, LaDonna recommended that we have local banks place the funds into appropriate CD and/or Money Market accounts. Commissioners asked LaDonna to call local banks to get current interest rates and report back.

Report on Insurance Bid selection (PP & JT): LaDonna accepted the lowest bid which was from Church Mutual. In the future, she would like to have only one policy for MHA. This would make it much easier to review comparable, annual bids, etc. Church Mutual has agreed to review current policies to see exactly what our policy covers and to determine if the current coverage is adequate. Eventually, LaDonna would like to have all insurance policies up for renewal at the same time. She will check into changing the auto, WC and D&O policy renewal dates to coincide with the property/gl policy.

Request to Approve Westgate Improvements Bid: LaDonna reported that bids will come in on July 2nd. She asked for the authority to accept the low bid. Motion to give LaDonna the authority to accept the low bid. Humphrey/Wiessinger. Passed unanimously.

Report on current Policies and Possible Revisions: LaDonna recommended that revisions should begin with several specific policies, especially those relating to the upcoming Park Place project, but that in reality, they all should be reviewed regularly. Commissioners agreed to begin work on policy revisions at each monthly meeting.

HUD Vacancy Update/Discussion: The monthly progress report was handed out and reviewed. HUD is pleased about the progress made to date. Assuming the RFQ is approved, LaDonna will begin notifying tenants of the future plans. She will also begin looking for an attorney who is familiar with tax credits to represent the Housing Authority when needed.

Approval of Park Place Renovation RFQ: LaDonna provided Commissioners with a copy of the RFQ. LaDonna, Amanda and Paul modified the RFQ's from Wausau and Antigo to meet our specific situation and requirements. She also presented a "Scope of Project" Summary to the Board to ensure everyone was on the same track with what was being requested. Motion to approve the RFQ with an issue date of June 21, 2013. Kostman/Wagner. Passed unanimously.

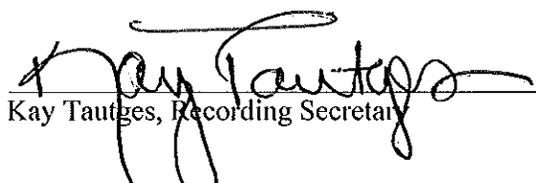
For the Good and Betterment of the Public Housing Program:

1. Commissioner Items/Comments: None.
2. Executive Director's Report: LaDonna reported that Kay held Ice Cream socials at both buildings and that Lynn is working on annual recertifications and all is going well with that. LaDonna will be in Minnesota the last week in June for Public Housing Manager Certification. Due to a merge with another firm, the accounting firm we use has changed their name from HABCO to Hawkins, Ash, CPAs.
3. Public Comment Period: None

The next regular meeting of the Commissioners of the Housing Authority will be held on **July 10, 2013, 4:00 p.m., Jenny Towers Library, 711 E. 1st Street, Merrill, WI.**

Motion to adjourn at 5:19 P.M. and open Section-8 Housing - Jenny Towers Meeting. Kostman/Wagner. 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, June 12, 2013, 5:19 P.M., Jenny Towers Library, Merrill, WI 54452

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

SECTION-8 HOUSING - JENNY TOWERS and SCATTERED SITES MEETING called to order by Chairman Kathy Colclasure. Motion to approve minutes of May 15, 2013 meeting and today's agenda: Wiessinger/Kostman. Motion passed unanimously.

Discussion and motion to approve Checks #16376 thru #16420 and Billings to date for May 2013 with attached list of expenditures: Humphrey/Kostman. Passed unanimously by roll call vote: Colclasure-aye, Kostman-aye, Humphrey-aye, Wiessinger-aye, and Wagner-aye.

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

Report on Jenny Tower Investments: LaDonna reported that the BMO Harris Bank Trust Investment lost \$8,106.00 during the past month. Motion to accept and place on file the Investment Report: Humphrey/Wagner. Motion passed unanimously.

Report on transition from BMO to RVB: LaDonna informed Commissioners that paperwork for the transition has been completed. Deposits for the remainder of this month will be made at BMO. After that, funds will be moved to and business conducted through River Valley Bank.

Request to Approve Recommendation RE: Kitchen Project request from HGM: Paul and LaDonna reviewed the contract. They did confirm that no changes were made by HGM in writing, and no requests for payments were received. Contractually MHA is not obligated to pay HGM any additional funds. Motion to refuse payment of any additional funds to HGM. Wagner/Humphrey. Passed unanimously.

Close-out Report on Kitchen Construction: LaDonna reported on the final figures for the Kitchen Construction Project explaining that the \$24,521 overrun could be directly attributed to electrical safety and code upgrades unforeseen at the onset of the project. She informed Commissioners that there was roughly \$6,000 in expenses that were paid directly from the general fund without making additional transfers from investments to cover them. She felt there was no need to make a transfer to cover these costs at this time, however, the need could arise down the road with the seal coating or some of the other smaller, approved projects being invoiced. Motion to **not** transfer those expenditure costs from the investment account into the general funds. Wagner/Kostman. Passed unanimously.

Personnel Review – Closed Session: Motion to go into closed session for purposes of employee evaluation. Humphrey/Kostman. Passed unanimously. Closed Session attended by Colclasure, Humphrey, Kostman, Wiessinger, Norton and Wagner. Motion to increase wages of Executive Director as detailed in the original offer of employment letter dated 6/11/12. Wagner/Kostman. Directives were given to LaDonna to set annual goals for herself and the Housing Authority for the August meeting. The board submitted a partial listing which is to include developing a process for future evaluations, passing the Public Housing Manager Certification, and enrolling in the Understanding Section 42 Tax Credit course. Motion to exit closed session and return to open session. Kostman/Wagner. Passed unanimously.

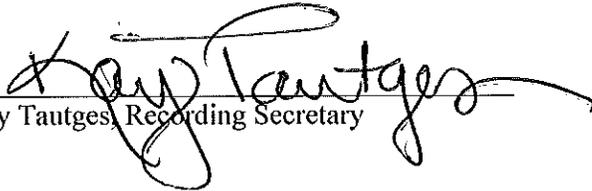
For the Good and Betterment of the Section-8 Housing Program:

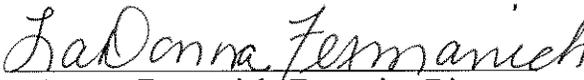
1. Commissioner Items/Comments – None.
2. Executive Director's Report – Kay is planning picnics and our last bed bug inspection was all clear.
3. Public Comment - None.

The next regular meeting of the Commissioners of the Housing Authority will be held on **Wednesday, July 10, 2013, 4:00 p.m. Jenny Towers Library, 711 E. 1st Street, Merrill, WI.**

Motion to adjourn at 6:25 P.M.: Humphrey/Wiessiger. Motion passed unanimously.


Kathy Coleclasure, Chairman


Kay Tautges, Recording Secretary


LaDonna Fermanich, Executive Director