

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

Wednesday, August 14, 4:00 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 July 10th, 2013 meeting. Kostman/Wagner. Motion passed unanimously.

HUD Vacancy Update/Discussion: The monthly progress report was handed out and reviewed. Commissioners learned a lot from the tour at the Rhinelander Housing Authority. The next priority is to hire a tax credit attorney. LaDonna will conduct interviews with attorneys next week and will let Commissioners know what she thinks. RFQs from developers are due August 19th. LaDonna will create score sheets and deliver them along with the RFQs to Commissioners August 20th. They need to be returned by August 30th. Commissioners would prefer to have interviews with developers scheduled no earlier than 3pm if possible. LaDonna and Lynn attended a Tax Credit Program Webinar. They felt the program provided them with a good starting point for becoming familiar with how the program works.

Discussion and motion to approve Checks #21307 thru #21348 and Billings to date for July 2013 with attached list of expenditures: Kostman/Humphrey. Passed unanimously by roll call vote: Kostman - aye, Colclasure - aye, Wagner - aye, Wiessinger - aye and Humphrey - aye.

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

Report on Park Place Investments: LaDonna reported that a final dividend check was received from Vanguard. All funds have now been placed at River Valley Bank. A small Money Market account was opened in conjunction with the ICS account for in/out transactions with the remaining investment funds placed in the ICS account. Overall these accounts realized a gain of \$564.85 during the past month. LaDonna provided the Commissioners with an updated summary of Merrill Housing Authority active and closed accounts.

Approval of Resolution No. 367 "Merrill Housing Authority Investment Policy": Motion to approve Resolution No. 367. Kostman/Wagner. Passed unanimously by roll call vote: Kostman - aye, Colclasure - aye, Wagner - aye, Wiessinger - aye and Humphrey - aye.

Review Quarterly Report for Financial period ending June 30, 2013: LaDonna gave Commissioners an overview of the quarterly report. Expenses came in under budget but we are seeing a lower Rent Revenue due to the number of vacancies. A negative change in our net position is a direct reflection of the losses we incurred in the Vanguard Investments during May and June. Motion to accept and place on file the Quarterly Report for Financial period ending June 30, 2013, Kostman/Wagner. Passed unanimously.

Report and Approval of Westgate Project Revision: LaDonna reported that based on recommendations made by Public Service following the Focus on Energy evaluation, she would entertain a motion to do nothing with the attic insulation at Westgate and instead apply the cost savings to offset the project overruns previously approved by the Board. Commissioners decided to wait to hear what the actual cost of the insulation will be before a decision is made not to add the insulation.

For the Good and Betterment of the Public Housing Program:

1. Commissioner Items/Comments: None.
2. Executive Director's Report: LaDonna reported that she passed the HUD Public Housing Management course. She sent Amanda some suggestions for possible UW group projects.
3. Public Comment Period: None

The next regular meeting of the Commissioners of the Housing Authority will be held on **September 11, 2013, 4:00 p.m., Jenny Towers Library, 711 E. 1st Street, Merrill, WI.**

Motion to adjourn at 4:32 P.M. and open Section-8 Housing - Jenny Towers Meeting. Wagner/Kostman.
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, August 14, 2013, 4:32 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 July 10, 2013 meeting and today's agenda: Kostman/Humphrey. Motion passed unanimously.

Discussion and motion to approve Checks #16500 thru #16546 (RVB) and Billings to date for July 2013 with attached list of expenditures: Kostman/Wagner. 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 July 2013: LaDonna reported that several tenants have moved out due to need for additional health related services. Motion to accept report and place on file. Wagner/Kostman. Motion passed unanimously.

Report on Vacancy Actions implemented: LaDonna reported that due to the number of vacancies a number of strategies have been employed. We are in the process of updating our brochure, LaDonna was on "Community Chat" to emphasize that we now have openings, letters have been sent to applicants who were "On Hold" status, and plans for scheduling meetings with various agencies to get the word out about what we have available and to discuss collaboration of services are also in the works.

Report on Jenny Tower Investments: LaDonna reported a gain of \$36,229.78 in the BMO Harris Bank Trust Investment. Motion to accept and place on file the Investment Report. Kostman/Wagner. Passed unanimously.

Review Quarterly Report for Financial period ending June 30, 2013: LaDonna gave Commissioners an overview of report. Changing market conditions again had a negative impact on our overall net position. Vacancies will not help the situation and need to be first priority. Motion to accept and place on file the Quarterly Financial Report for period ending June 30, 2013. Kostman/Wagner. Passed unanimously.

Personnel Issues – Closed Session: Motion to go into closed session. Kostman/Wagner.

In closed session LaDonna provided her list of goals for the next twelve month period. She also provided information regarding the one year performance review for Lynn Ross, Executive Secretary. Motion to approve the wage recommendations made for Lynn effective 8/20/13 by Weissinger/Humphrey. The Board recommended implementing a more goal oriented/objective reviewing process for employees.

Motion to leave closed session and go into open session Kostman/Wagner.

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

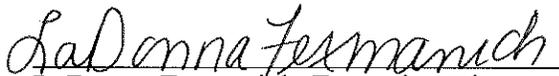
1. Commissioner Items/Comments – None.
2. Executive Director's Report – Executive director reported good turnout at the tenant picnics held at both buildings. Also, Financial Audits for the year ending 12/31/12 were handed out to Commissioners for review prior to next month's meeting. LaDonna asked Commissioners to email any questions relative to the audit to her in advance of the next meeting so that she would be able to have the answers ready should she need to follow up with the auditors for clarification.
3. Public Comment - None.

The next regular meeting of the Commissioners of the Housing Authority will be held on **Wednesday, September 11, 2013, 4:00 p.m. Jenny Towers Library, 711 E. 1st Street, Merrill, WI.**

Motion to adjourn Kostman/Weissinger. 5:35 p.m. Motion passed unanimously.


Kathy Colclasure, Chairman


Kay Tautges, Recording Secretary


LaDonna Fermanich, Executive Director