

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

Wednesday, October 9, 4:00 P.M. Jenny Towers Library, Merrill, WI

PRESENT: Chairman Kathy Colclasure, Richard Weissinger, Amanda Kostman, Rob Norton (Ex-Officio), LaDonna Fermanich and Kay Tautges.

ABSENT: Paul Wagner and Denise Humphrey

PUBLIC HOUSING - PARK PLACE and WESTGATE MEETING called to order by Chairman Kathy Colclasure. Motion to excuse Paul Wagner from meeting. Kostman/Weissinger. Motion passed unanimously. Motion to approve the minutes of September 11th, 2013 meeting. Kostman/Weissinger. Motion passed unanimously.

Discussion and motion to approve Checks #21392 thru #21430 and Billings to date for September, 2013 with attached list of expenditures: Kostman/Weissinger. Passed unanimously by roll call vote: Kostman - aye, Colclasure -aye and Weissinger-aye.

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

Report on Park Place Investments: LaDonna reported that the two accounts realized a gain of \$225.61. This is a small gain, but we are following the investment guidelines from HUD. Motion to accept report and place on file. Weissinger/Kostman. Passed unanimously.

Review Annual Financial Audit for year ending December 31, 2012: LaDonna gave a brief overview of the audit, reminding Commissioners that in 2012, MHA did not get an operating subsidy from HUD. She reported that the audit was good, clean and unqualified. She referred Commissioners to pages 6-9, the contents of which give an overview of the financials and any circumstances that contributed to significant swings. Motion to accept report and place on file. Kostman/Weissinger. Passed unanimously.

Development Recap: Conversations with HUD & Commonwealth Development: LaDonna reported that she made some phone calls to find out why some of the developers did not reply to the RFQ. Commonwealth Developers said they did not reply because of their current work load. Horizon did not reply because they felt we would not score high enough on the current WHEDA application. While in attendance at the recent WAHA conference, LaDonna was able to speak to John Finger, (Milwaukee HUD Director) regarding the decision to put the current RFQ on hold. John agreed that under the circumstances the Board had made a wise decision.

Physical Needs Assessment Request: LaDonna read through the PNA hand-out. She requested board approval to seek out and hire an independent vendor other than our current firm who can perform a thorough PNA/GPNA that will: comply with current and pending HUD reporting requirements for PNA/GPNA, provide detailed guidance and direction for all of our properties (big picture planning), provide priority planning guidance, can be used by MHA for future redevelopment planning as well as on-going property maintenance and management planning. Motion to approve LaDonna's request. Kostman/Weissinger. Passed unanimously.

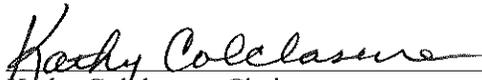
For the Good and Betterment of the Public Housing Program:

1. Commissioner Items/Comments: None.

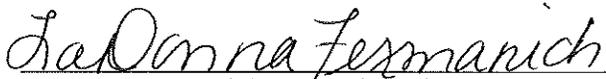
2. Executive Director's Report: LaDonna attended a Smoke-Free Housing Session while at the WAHA Fall Conference. Some MHA tenants have been asking about having a no smoking policy. MHA does have the right to limit smoking but HUD does not require a no smoking policy. The topic is addressed on a survey which will be given to each tenant. Also, included on the survey are questions asking for input on our facilities, services and activities. LaDonna took a course on-line for improving maintenance productivity. MHA was represented at the Healthy Life Style Expo held at the Marc and emphasized getting the word out about short waiting lists.
3. Public Comment Period: None

The next regular meeting of the Commissioners of the Housing Authority will be held on **Wednesday, November 13, 2013, 4:00 p.m., Jenny Towers Library, 711 E. 1st Street, Merrill, WI.**

Denise Humphrey said she would be arriving late and at this point in the meeting still had not arrived. Motion to excuse Denise Humphrey from the Park Place meeting. Kostman/Weissinger. Passed unanimously. Motion to adjourn at 4:30 P.M. and open Section-8 Housing - Jenny Towers Meeting. Kostman/Weissinger. Passed unanimously.


Kathy Colclasure, Chairman


Kay Tautges, Recording Secretary


LaDonna Fermanich, Executive Director

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COMMISSIONERS OF THE CITY OF MERRILL, WISCONSIN**

Wednesday, October 9, 2013, 4:30 P.M., Jenny Towers Library, Merrill, WI 54452

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

ABSENT: Paul Wagner

SECTION-8 HOUSING - JENNY TOWERS and SCATTERED SITES MEETING called to order by Chairman Kathy Colclasure. Motion to excuse Paul Wagner from the meeting. Kostman/Weissinger. Passed unanimously. Motion to approve minutes of September 11, 2013 meeting and today's agenda: Kostman/Weissinger. Motion passed unanimously.

Discussion and motion to approve Checks #16597 thru #16635 and Billings to date for September 2013 with attached list of expenditures: Kostman/Weissinger. Passed unanimously by roll call vote: Colclasure-aye, Kostman-aye, Humphrey-aye, and Weissinger-aye.

Discussion and Approval of Move-ins and Move-outs for September 2013: Motion to accept report and place on file. Kostman/Weissinger. Motion passed unanimously.

Report on Jenny Tower Investments: LaDonna reported a gain of \$50,210.83 in the BMO Harris Bank Trust Investment. Motion to accept and place on file the Investment Report. Weissinger/Kostman. Passed unanimously.

Report of Miscellaneous Projects (to date): LaDonna reviewed the costs of previously approved miscellaneous projects on a handout provided to Commissioners.

Summary of Financial transfer: LaDonna provided a list of larger expenses incurred to date, including the miscellaneous projects report, insurance costs, and security deposit refunds which had been paid out of the general funds. She requested authorization to transfer the costs from the JT investment funds into the general funds to cover those expenditures and replenish the general funds to the levels required by the current Investment Policy. Motion to approve a transfer of \$26,493.00 from the investment fund to the general fund. Kostman/Weissinger. Passed unanimously.

Request to pursue Focus on Energy Incentive Programs: LaDonna reviewed the Direct Install project and the Incentive programs available to MHA through the Focus on Energy Programs. FOE staff will be replacing current bulbs, showerheads and faucet aerators for more energy efficient ones and has provided MHA with the estimated savings in utility costs. FOE also suggested converting the current electric water heaters at Jenny Towers to energy efficient gas water boilers and replacing or retrofitting hallway and exit light fixtures converting them from T12 to T8 and to LED. In order to qualify for the incentives, the projects must be completed before year-end. Motion to give LaDonna approval to proceed with the incentive programs and to accept the lowest vendor bids for the lighting and water heater replacement projects to be completed before year-end. Kostman/Weissinger. Passed unanimously.

Discussion of Scattered Site Maintenance concerns: LaDonna reported that two of the scattered sites will be vacant as of 10/31. Both of these sites are in need of bathroom and kitchen updates however, the bathrooms would be a priority. She would like to complete any improvements before moving new tenants in if possible. Motion made for LaDonna to complete a needs assessment of the two units and bring estimates for improvements to future meeting for approval. Kostman/Weissinger.

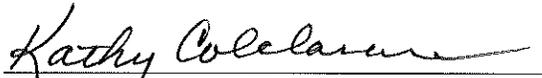
Closed Session: Personnel Matters regarding 2014 Wage Ranges and Legal Matters: Motion to go into closed session at 4:55 p.m. Kostman/Weissinger. Passed unanimously. Minutes from Closed Session to be filed separately and confidentially. Closed Session attended by: K. Colclasure, A. Kostman, D. Humphrey, R. Weissinger, R. Norton & L. Fermanich. Motion to exit Closed Session at 5:10 p.m. and return to Open Session. Kostman/Humphrey. Passed unanimously.

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

1. Commissioner Items/Comments – None.
2. Executive Director's Report – Kay attended & completed an Excel computer course, staff asked to set goals as part of their upcoming evaluation.
3. Public Comment - None.

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Motion to adjourn meeting at 5:15 p.m. Weissinger/Kostman. Motion passed unanimously.


Kathy Colclasure, Chairman


Kay Tautges, Recording Secretary


LaDonna Fermanich, Executive Director