

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

**Wednesday, February 12, 4:00 P.M. Jenny Towers Library, Merrill, WI**

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

**ABSENT:** Paul Wagner

**PUBLIC HOUSING - PARK PLACE and WESTGATE MEETING** called to order by Chairman Kathy Colclasure. Motion to excuse Paul Wagner. Humphrey/Colclasure. Passed unanimously. Motion to approve the minutes of January 15, 2014 meeting and today's agenda: Humphrey/Wiessinger. Motion passed unanimously.

Discussion and motion to approve Checks #21567 thru #21604 and Billings to date for January 2014 with attached list of expenditures: Kostman/Humphrey. Passed unanimously by roll call vote: Humphrey-aye, Colclasure –aye, Kostman-aye and Weissinger-aye.

Move-ins and Move-outs for January 2014: Motion to accept report and place on file. Kostman/Humphrey. Motion passed unanimously.

Report on short-lease turn-arounds: LaDonna went back two years to compile a report on the number of and reasons given for short-lease turn-arounds during that time period and how those lease breaches impact the Housing Authority financially including any HUD funding. Commissioners felt that the information proved helpful.

Report on Park Place Investments: LaDonna reported on investment performance during the past month and over the past year and reminded Commissioners of the change in investments that occurred midyear. (See handout for summary of account balances.) Motion to accept and place on file the Park Place Investment report. Kostman/Humphrey. Passed unanimously.

Quarterly/Year-End Reports for year ending 12/31/2013: LaDonna reported on quarterly and year-end numbers. We did receive operating subsidy from HUD in 2013. In 2012 there was no subsidy received. Expenses were up slightly due to increased utilities. A prior year adjustment was made due to a depreciation error discovered during last year's audit. Overall the bottom line shows that we operated at a net gain before depreciations and investment losses. (See handout for report details). Motion to accept and place on file the Quarterly/Year-End Reports for year ending 12/31/2013. Wiessinger/Kostman. Passed unanimously.

Update on Westgate Door Replacement Project: LaDonna reported that the project has taken much longer than anticipated. Problems have been found with the veneer on the door jams. All door jams need to be removed and replaced. The manufacturer will replace these at no cost to MHA but it will further extend the length of the project.

For the Good and Betterment of the Public Housing Program:

1. Commissioner Items/Comments: None.
2. Executive Director's Report:
  - An email received from Charter was shared with the Commissioners. Charter appears reluctant to give definitive answers to most of the questions asked regarding the need for a wiring

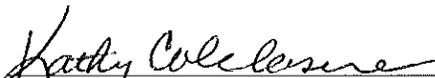
upgrade and costs associated for the project. After the completion of the needs assessment, LaDonna feels that we will be in a better position to make some decisions regarding this matter.

- Notification was received from Sprint that the tower will be removed on 8/31/2014 and no payments to MHA will be received after that date.
- LaDonna attended RAD training and sees few if any negatives to including a RAD conversion as part of any redevelopment down the road. Public Housing is far more regulated than Section 8 and the HAP subsidies are more reliable than operating subsidies.
- LaDonna met with Matt from Martin Riley regarding the Green Physical Needs Assessment. HUD will require the assessment to be completed every 5 years. Ultimately, this will take into account the age/time of installation of every part of MHA the property. Information will be entered into a data base and used to generate a timeline for scheduling and budgeting for capital improvement projects.
- LaDonna would like to begin consideration/development of a revised smoking policy at a future date.
- The Rhinelander Housing Authority Executive Director has agreed to offer her services on a consulting basis.
- Office staff will be attending the Landlord Law training course at the end of this month. In speaking with a number of Housing Authority Directors LaDonna found that most work with their City Attorney regarding legal matters. Merrill's City Attorney told LaDonna that he would be willing to answering questions on legal matters, but suggested we contract with a law firm for any legal services. LaDonna will work on setting up a contract for counsel after attending the Landlord Law course. She plans on collaborating with Wausau Housing Authority to work on updating the lease since they are working on lease updates also.

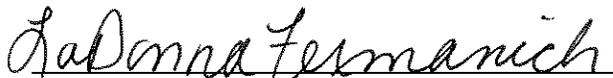
3. Public Comment Period: None

The next regular meeting of the Commissioners of the Housing Authority will be held on **Wednesday, March 12, 2014, 4:00 p.m. Jenny Towers Library, 711 E. First Street, Merrill, WI.**

Motion to adjourn at 4:30 P.M. and open Section-8 Housing - Jenny Towers Meeting. Kostman/Wiessinger. 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, February 12, 2014, 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. Kostman/Humphrey. Passed unanimously. Motion to approve minutes of January 15, 2014 meeting and today's agenda: Humphrey/Weissinger. Passed unanimously.

Discussion and motion to approve Checks #16782 thru #16834 and Billings to date for January 2014 with attached list of expenditures: Kostman/Humphrey. Passed unanimously by roll call vote: Colclasure-aye, Kostman- aye, Humphrey-aye, and Weissinger-aye.

Approve PILOT transfer: Motion to approve transfer of \$30,227.00 for PILOT. Kostman/Humphrey. Passed unanimously.

Discussion and Approval of Move-ins and Move-outs for January 2014: Motion to accept report and place on file. Kostman/Wiessinger. Motion passed unanimously.

Report on Jenny Tower Investments: LaDonna reported on modest gains for the month and reported on year-end performance. (See Investment Report Handout). We continue to see modest gains and the subsidy from HAP averages \$19,000.00 each month. Motion to accept and place on file the Investment Report. Kostman/Wiessinger. Passed unanimously.

Quarterly/Year-End Reports for year ending 12/31/2013: LaDonna reported that our rent income was down due to increased vacancies. Total operating expenses were also down for the year. Overall the bottom line reflects a net gain before depreciation and investment losses. (See handout for report details). Motion to accept and place on file the Quarterly/Year-End Reports for year ending 12/31/13. Kostman/Weissinger. Passed unanimously.

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

1. Commissioner Items/Comments – None.
2. Executive Director's Report – LaDonna received notice that the market rate will increase from \$490.00 to \$498.00. We have received additional bundling rebates of \$6,522.00 from FOE for the projects completed in December. Elevators problems continue and Otis and Schindler have been asked to submit quotes for maintenance contracts and equipment updates. Both companies feel that the elevators have operated in excess of typical life expectancy. Equipment updates could potentially exceed \$150,000.00 based on preliminary quotes.
3. Public Comment - None.

The next regular meeting of the Commissioners of the Housing Authority will be held on **Wednesday, March 12, 2014, 4:00 p.m. Jenny Towers Library, 711 E. First Street, Merrill, WI.**

Motion to adjourn meeting at 4:50 p.m. Kostman/Wagner. Motion passed unanimously.

  
Kathy Colclasure, Chairman

  
Kay Tautges, Recording Secretary

  
LaDonna Fermanich, Executive Director