

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

**Wednesday, March 12, 2014, 4:25 P.M., Jenny Towers Library, Merrill, WI 54452**

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

**ABSENT:** Kathy Colclasure

**SECTION-8 HOUSING- JENNY TOWERS and SCATTERED SITES MEETING** called to order by Vice-Chairman Denise Humphrey. Motion to excuse Kathy Colclasure. Wagner/Kostman. Passed unanimously. Motion to approve minutes of February 12, 2014 meeting and today's agenda: Kostman/Wagner. Passed unanimously.

Discussion and motion to approve Checks #16835 thru #16884 and Billings to date for February 2014 with attached list of expenditures: Wagner/Kostman. Passed unanimously by roll call vote: Wagner-aye, Kostman-aye, Humphrey-aye, and Weissinger-aye.

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

Report on Jenny Tower Investments: LaDonna reported that the PILOT payment made to the City of Merrill came out of our investments in February which is why we have a smaller gain on investments for the month. Motion to accept and place on file the Investment Report. Kostman/Wagner. Passed unanimously.

Charter Cable Rates: LaDonna reported on the preliminary Charter costs & contract requirements associated with rewiring the building for HD service. Commissioners asked LaDonna to have Martin-Riley draw up plans for rewiring for cable as well as options for intercom, security cameras, internet and any other potential wiring concerns so that there is adequate information to make the best decision regarding future system/wiring upgrades. LaDonna was also asked to find out what other Housing Authorities are charging their tenants for cable.

Discussion and Approval of 2014 Capital Improvement Projects: LaDonna presented a 2014 Capital Funding Proposal to Commissioners. (Refer to hand-out). Commissioners expressed concern about proceeding with all of the proposed projects and requested removing some of them from the submitted proposal until additional information could be requested. Motion to amend and approve the 2014 Capital Funding Proposal to include only Elevator Modernization, St. Paul Kitchen, Bath & Misc. Improvements and associated fees and costs as well as the fees & costs for the GPNA study. Kostman/Wagner. Passed unanimously. Possible modifying of Unit #205 will be considered at the next meeting if the apartment still remains vacant at that time. Upgrades to the intercom/access system and cable wiring will be looked at in conjunction with other wiring projects based on requested plans and proposals from Martin-Riley.

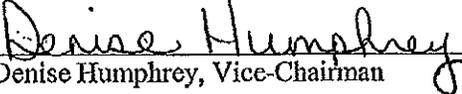
Closed Session: Judicial, Bargaining, and Personnel matters: Motion to go into closed session and to include Kay Tautges in the closed session. Kostman/Wagner. Passed unanimously. Motion to go out of closed session. Kostman/Wagner. Passed unanimously. Motion giving LaDonna the authority to retain counsel for MHA legal issues. Wagner/Kostman. Passed unanimously.

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

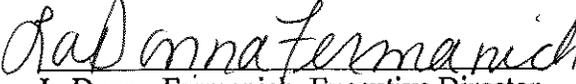
1. Commissioner Items/Comments – None.
2. Executive Director's Report – None.
3. Public Comment - None.

The next regular meeting of the Commissioners of the Housing Authority will be held on **Wednesday, April 16, 2014, 4:00 p.m. Jenny Towers Library, 711 E. First Street, Merrill, WI.**

Motion to adjourn meeting at 5:50 p.m. Kostman/Wagner. Motion passed unanimously.

  
Denise Humphrey, Vice-Chairman

  
Kay Tautges, Recording Secretary

  
LaDonna Fermanich, Executive Director

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COMMISSIONERS OF THE CITY OF MERRILL, WISCONSIN**

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

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

**ABSENT:** Kathy Colclasure

**PUBLIC HOUSING - PARK PLACE and WESTGATE MEETING** called to order by Vice-Chairman Denise Humphrey. Motion to excuse Kathy Colclasure. Kostman/Wagner. Passed unanimously. Motion to approve the minutes of February 12, 2014 meeting and today's agenda: Kostman/Wagner. Motion passed unanimously.

Discussion and motion to approve Checks #21605 thru #21645 and Billings to date for February 2014 with attached list of expenditures: Kostman/Wagner. Passed unanimously by roll call vote: Humphrey-aye, Wagner-aye, Kostman-aye and Weissinger-aye.

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

Report on Park Place Investments: LaDonna reported that we continue to make small gains on the investments. (See handout for summary of account balances.) Preparation for ACH rent collection has begun. Rent collected in this manner will be put into the Money Market Account at River Valley then transferred into the LCB general checking account as needed. Motion to accept and place on file the Park Place Investment report. Kostman/Wagner. Passed unanimously.

Report on pending inspections & GPNA progress: LaDonna has been updating/informing tenants about upcoming inspections. These include the canine inspection later this week, annual apartment and building inspection to be completed prior to the REAC inspection scheduled for Mid-April and the Green Physical Needs Assessment to be done by Martin-Riley, scheduled for the week of 3/24.

Update on Westgate Door Replacement Project: LaDonna reported that Tim met with John Lee and the door manufacturer. The manufacturer realizes that there is a problem with the glue used on the door jams and is in negotiations with J&J Lee on how many to replace. LaDonna has asked to have all of them replaced. They are also negotiating who will do the work and when. To date we remain just under what was budgeted for this project.

Approval of the 2012 Capital Funds appropriations: LaDonna explained that a 5 year plan was developed for the years 2010 – 2015. She gave commissioners an overview of the projects and estimated budget amounts designated for the 2012 Capital Fund Grant. (See Capital funding Program hand-out). Motion to approve the 2012 Capital Fund projects as submitted. Kostman/Wagner. Passed unanimously.

For the Good and Betterment of the Public Housing Program:

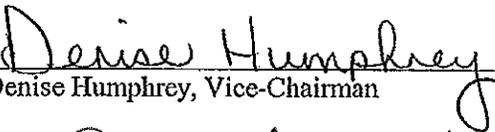
1. Commissioner Items/Comments: None.
2. Executive Director's Report:
  - Nancy McKenzie, Rhinelander HA Director, will meet with LaDonna for 10-12 hours/month on a consulting basis beginning in April.

- The MHA website has now been up for close to one year. During that time, there have been over 1,600 visits. Some visitors have sent back applications via Email and fax. It seems to be a good investment.
- LaDonna would like to get back to discussing and reviewing the RFQ for the Park Place development project next month and get the whole process back in motion again.
- LaDonna will attend the WAHA Spring Conference April 8-10. Since she will be out of town on 9<sup>th</sup> for the conference she asked to have the next meeting moved to April 16<sup>th</sup>. Commissioners rescheduled the meeting for April 16<sup>th</sup>.
- LaDonna asked who she could contact to inquire if a flashing light/sign could be placed at the crosswalk to the parking lots. Commissioners suggested that she speak to Tom Hayden.
- The landlord/tenant training seminar attended by staff was timely because a number of the state laws have recently changed. Overall the seminar gave good insight into what we are doing correctly and areas we should work on. It also provided additional contacts to consider for legal counsel purposes for the MHA.

3. Public Comment Period: None

The next regular meeting of the Commissioners of the Housing Authority will be held on **Wednesday, April 16, 2014, 4:00 p.m. Jenny Towers Library, 711 E. First Street, Merrill, WI.**

Motion to adjourn at 4:25 P.M. and open Section-8 Housing - Jenny Towers Meeting. Kostman/Wiessinger.  
Passed unanimously.

  
Denise Humphrey, Vice-Chairman

  
Kay Tauges, Recording Secretary

  
LaDonna Fermanich, Executive Director