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

Wednesday, April 16, 4:00 P.M. Jenny Towers Library, Merrill, WI

PRESENT: Chairman Kathy Colclasure, Denise Humphrey, Richard Weissinger, Amanda Kostman, Paul Wagner, 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 the minutes of March 12, 2014 meeting and today's agenda: Wagner/ Kostman. Motion passed unanimously.

Discussion and motion to approve Checks #21646 thru #21678 and Billings to date for March 2014 with attached list of expenditures: Kostman/Wagner. Passed unanimously by roll call vote: Humphrey-aye, Wagner–aye, Kostman-aye, Colclasure-aye, and Weissinger-aye. ACH rent payments will begin on May 5th; with 15 tenants signed up to date.

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

Report on Park Place Investments: LaDonna reported that we continue to make small but consistent gains on the investments. Motion to accept and place on file the Park Place Investment report. Wagner/Kostman. Passed unanimously.

Westgate Updates – doors, furnace project: LaDonna reported that the contractor has worked everything out with the manufacturer regarding the replacement of all of the problem doors at Westgate. These are scheduled to be replaced the last week of April. Two bids were received for the heating project. Brandenburg Heating & Cooling will be doing the work. We will receive a $250.00 Focus on Energy rebate for each furnace installed. Limiting thermostats will also be installed in each unit as part of this project. Commissioners suggested that LaDonna should request to have an air balance report completed after the furnaces are installed.

GPNA Preliminary Information regarding Park Place & Westgate: LaDonna reported that the GPNA has been completed. She feels that information generated from this assessment will be helpful to us now and in the long run. The complete report will be ready for us by the end of May, but LaDonna wanted to share some of the concerns which Martin/Riley has already passed on to us. These include foundation problems under the Westgate additions, stairways outside at Woodbine leaning in and causing doors to rot, and concerns with tuck pointing at Jenny Towers.

Discussion of Charter Cable Service vs. Dish Network: LaDonna determined that it is up to the individual Housing Authorities to set cable rates. She suggested timing any future cable rate increases to coincide with the October lease updates. Charter informed LaDonna that they will not support our buildings because of concerns they have with our wiring and the potential for on-going service calls related to the wiring. At the present time, the office is converting internet service from Charter to Frontier. Frontier is associated with Dish Network. They have looked at the wiring and think that they could provide satellite service for television without upgrading the wiring. Motion to convert to Dish Network for Park Place. Kostman/Wagner. Passed unanimously. Cable service through Charter at Westgate and Scattered Sites will be dependent on whether or not bulk rates will remain in place.

Discussion of MHA Mission, Future of Housing in Merrill, RAD options: LaDonna sent a letter to HUD which reinforces the intent and plans for future redevelopment at MHA along with our current need/request for the vacancy waivers. In the letter, she also expressed interest in converting to RAD. To date, she has learned that

there would be many positive reasons for changing to that form of assistance (see RAD handout). Currently, the only downside to a RAD conversion seems to be the time involved for getting approval from HUD, since it is something many HAs are now applying for. LaDonna asked for input/direction regarding the MHA mission statement. The Board feels that our mission statement should include "provide affordable housing to meet the needs of Merrill." LaDonna noted that when a project developer is hired, they would then commission a Market Study to determine what the current and future housing needs are in the Merrill area.

Discussion of vacancy and redevelopment of Park Place – HUD input/RFQ: LaDonna reported that most of the applications she is currently receiving are for family housing. She feels that there is a market for low income family housing, ADA housing for families and housing for younger adults and/or vets who need ADA accessible units. LaDonna provided Commissioners with some additional information about Dimension Development . She has been asking other HA's for their references and she did have the opportunity to speak with Dimension Development at the recent WAHA convention. LaDonna also provided an overview of the steps to date Wisconsin Rapids Housing Authority has taken in going through the RFQ and tax credit application process with Dimension Development. LaDonna would like to get the RFQ out next month. She doesn't think the RFQ we currently have would need much revision. Commissioners asked to have the RFQ sent to them for final approval before it is sent out.

For the Good and Betterment of the Public Housing Program:

1. Commissioner Items/Comments: Amanda asked to have the smoking policy put back on the agenda for review.
2. Executive Director's Report:
   - LaDonna began meeting with Nancy McKenzie, Rhinelander HA Director on April 11th. They have been working on the ACOP policy revisions. She thinks it is a good tool; very in depth and clearly spells things out.
   - LaDonna attended the WAHA Spring Conference April 8-10 where she spoke with John Finger (HUD). He said that he would be willing to share information and answer questions about our redevelopment plans via phone conference call with Kathy.
   - The building is now locked 24 hours. There has been an adjustment period, but overall it is going well.
   - The REAC inspection will be next week on 4/23. Tim has been busy preparing for this and we hope to do well.
   - LaDonna informed Commissioners that we may be required to have a public comment period after any policy revision.
   - LaDonna has been working to complete Lease updates and amendments and would like to plan for having them signed in October to co-inside with the Annual Recertification process.
   - The date required for submission of a 5-year plan is coming up. We will have to have it ready by July/August.
3. Public Comment Period: None

The next regular meeting of the Commissioners of the Housing Authority will be held on **Wednesday, May 14, 2014, 4:00 p.m. Jenny Towers Library, 711 E. First Street, Merrill, WI.**

Motion to adjourn at 5:30 P.M. and open Section-8 Housing - Jenny Towers Meeting. Kostman/Wagner. 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, April 16, 2014, 5:30 P.M., Jenny Towers Library, Merrill, WI 54452

PRESENT: Chairman, Denise Humphrey, Amanda Kostman, Richard W, Paul Wagner, Rob Norton (Ex-Officio), LaDonna Fermanich and Kay Tautges. (There were no absences).

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

Discussion and motion to approve Checks #16885 thru #16920 and Billings to date for March 2014 with attached list of expenditures: Wagner/Kostman. Passed unanimously by roll call vote: Wagner-aye, Kostman- aye, Humphrey-aye, Colclasure-aye, and Weissinger-aye.

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

Report on Jenny Tower Investments: LaDonna reported that we had a small gain for the month. Motion to accept and place on file the Investment Report. Kostman/Wagner. Passed unanimously.

Further Discussion of Charter Cable Rates and Wiring Options: LaDonna reported that based on the information provided earlier in the meeting, she would recommend taking the same action here as was previously decided for Park Place. Motion to convert to Dish Network for Jenny Towers. Kostman/Wagner. Passed unanimously.

Update on Legal Counsel: LaDonna reported that she has been working with Mark Seidel at Seidel Law Services. She has found him to be helpful and easy to work with.

Closed Session: Legal matters and Property concerns: 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/Humphrey. Passed unanimously. Minutes of closed session filed separately and confidentially.

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

1. Commissioner Items/Comments – None.
2. Executive Director's Report – The Architect will have bids ready to go out very soon for the Elevator update and for the project at St. Paul. We should also be able to get some better ideas regarding what would be involved in planning for a large scale wiring project at Jenny Towers. The building doors will be locked 24/7 sometime early in May.
3. Public Comment - None.

The next regular meeting of the Commissioners of the Housing Authority will be held on **Wednesday, May 14, 2014, 4:00 p.m. Jenny Towers Library, 711 E. First Street, Merrill, WI.**

Motion to adjourn meeting at 5:55 p.m. Kostman/Wagner. Motion passed unanimously.

Kathy Colclasure, Chairman

Kay Tautges, Recording Secretary

LaDonna Fermanich, Executive Director