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

Wednesday, May 14, 2014 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. No absences.

PUBLIC HOUSING - PARK PLACE and WESTGATE MEETING called to order by Chairman Kathy Colclasure . Motion to approve the minutes of April 16, 2014 meeting and today's agenda: Wagner/ Humphrey. Motion passed unanimously.

Discussion and motion to approve Checks #21679 thru #21712 and Billings to date for April 2014 with attached list of expenditures: Wagner / Kostman. Passed unanimously by roll call vote: Humphrey-aye, Wagner–aye, Kostman-aye, Coclasure-aye, and Weissinger-aye.

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

Report on Park Place Investments: LaDonna reported that we continue to make small but consistent gains on the investments. Next month, there will be a noticable increase in the account balance because we will begin to direct deposit rent into this account. Motion to accept and place on file the Park Place Investment report. Wagner/Kostman. Passed unanimously.

Discuss and Approve 1st Quarter Financial Statements: LaDonna reported that we are ahead in operating revenue mainly due to the transfer of operating funds from the 2012 Capital Funds account. Expenses are under budget despite the higher utility bills from the cold winter. Overall, we are on track with the budget. LaDonna found an error with number in the report sent from the accountant. Under the Operating Income (Loss) After Depreciation line, column Variance, it should have $95.84 instead of $19,399.80. She has confirmed the error with our accounting firm.

Resolution No. 373 "Establishing &Reviewing Flat Rents, Utility Allowances and Maximum Rents:" LaDonna gave Commissioners an overview of the current flat market rates and utility allowances which are used to determine rent amounts. These figures have not been adjusted in over eight years and are significantly misaligned with the current Fair Market Rents for Lincoln County. The 2014 House Appropriations Act requires PHAs to bring those flat rents to 80% or more of the current FMRs. Motion to adopt Resolution No. 373. Kostman/Wagner. Passed unanimously by roll call vote: Humphrey-aye,Wagner–aye, Kostman-aye, Coclasure-aye, and Weissinger-aye.

Discuss revised Utility Allowances & Flat Rents: LaDonna reported that HUD is currently in the process of making a ruling which would mandate increasing flat rents to 80% of the FMR amount. A final ruling on that has not yet been made, but appears likely. Regardless of the ruling, LaDonna would suggest that the Board conduct an annual review of the flat rents and utility allowances from this point on. Consideration of changes/no changes could then be made as necessary. A 45-day Public Comment Period for those affected is also required. Motion to approve and adjust the flat rents as proposed to become effective 10/1/14 contingent upon HUD's approval of a final ruling. Humphrey/Wagner. Passed unanimously.

Approval to Revised and Reissue the Park Place Redevelopment RFQ Deadlines and Scope of Project: LaDonna gave Commissioners a revised timeline and Scope of Project proposal with a revised closing date of June 20, 2014. Motion to approve and issue the Revised RFQ Deadlines and Scope of Project for Park Place Redevelopment. Wagner/Kostman. Passed unanimously.

Authorization to Accept Lowest Bid for Park Place Insurance Coverage: LaDonna reported that the bid packets are due on May 21 and the policies expire May 31, 2014. This means she will need approval to renew the policy prior to the next scheduled meeting. Commissioners asked to have the bid results sent to them via Email. They also requested to have bids prepared earlier next year and available for review at the May meeting. Motion giving LaDonna authorization to accept the lowest bid for Park Place Insurance Coverage. Kostman/Wagner. Passed unanimously.

Update Report on Charter/Dish (PP&JT): LaDonna signed a three year contract with Dish Network for both Park Place and Jenny Towers. Dish technicians were on site today and they anticipate no problems with having the full conversion up and running before Charter's June 15th cut-off date. Office internet services have already been changed from Charter to Frontier. Tenants will be informed of the transition at upcoming tenant meetings.

Discuss & Approve Cancellation of MHA Subsidized Charter Services to Westgate & Scattered Sites: Westgate and Scattered Sites will no longer qualify for bulk cable rates due to the cancellation of Charter services at Park Place and Jenny Towers. Since MHA is not required to provide cable services and because the cost of doing so would significantly increase, LaDonna recommends that tenants of those facilities subscribe to cable services directly if they so choose. Motion to cancel MHA subsidized Charter Services to Westgate and Scattered Sites effective June 15, to credit any tenant payments received as necessary and to pay any cancellation fee if required. Wagner/Humphrey. Passed unanimously.

Discuss Draft & Implementation of a No Smoking/Flame Free Policy for PP & JT: LaDonna presented a No Smoking/Flame Free Policy to the Board for review. Commissioners asked to have the PP & JT policy adapted for Westgate and Scattered Sites as well so that the policy can be implemented throughout the Authority. They recommend proceeding with implementation of the No Smoking/Flame Free Polices policies at all sites. LaDonna will be presenting the policy at tenant meetings this week and then a 45 day period of public comment is needed before the policy can be formally adopted and put into effect. LaDonna advised that some grounds improvements might be required to provide an appropriate smoking area outside of Park Place and hoped that the Board would also entertain offering in-house smoking cessation programs. Commissioners agreed with those ideas and suggested contacting the Health Dept. to schedule quit-smoking programs.

Discuss Restructuring of Maintenance Department: LaDonna reported that she continues to move forward with the Maintenance Department Restructuring and informed Commissioners as to where she is currently at with that plan. They had no concerns with her underlying rational and urged her to continue moving forward with it.

Discuss Five-Year Planning Requirements: LaDonna gave Commissioners a PHA Five Year Plan timing chart. Specific dates for preparations, plan development, drafts and public hearings are indicated on the chart. Everything needs to be complete by the October Board meeting. LaDonna asked the Board to consider what they would like to see included in that plan. She has already asked staff for input and will be asking the tenants for their input as well. The GPNA should be finished by the end of this month and should provide MHA with very specific areas of need to be included.

For the Good and Betterment of the Public Housing Program:

1. Commissioner Items/Comments: Paul asked the Board to consider setting up specific subcommittees for different needs to better streamline the work of the Board and also serve to offer additional support and assist to LaDonna as well. LaDonna will bring a list of possible sub-committees to be considered.
2. Executive Director's Report:
   - Results from the REAC inspection were good. We passed the inspection and have been elevated from to the status of "sub-standard" to "standard" performer. There will be a REAC inspection at JT in August.
   - Work with the attorney retained to represent MHA has proved to be helpful. LaDonna will be attending an eviction hearing this week with representation.

- LaDonna finds that working with Nancy has helped her not only to review and establish appropriate policy, but to provide opportunity for a lot of "what if" discussions. Nancy plans to bill MHA quarterly, but has not yet done so.

3. Public Comment Period: None

The next regular meeting of the Commissioners of the Housing Authority will be held on **Wednesday, June 11, 2014, 4:00 p.m. Jenny Towers Library, 711 E. First Street, Merrill, WI.**

Motion to adjourn at 5:10 P.M. and open Section-8 Housing - Jenny Towers Meeting. Kostman/Wagner. Passed unanimously.

Kathy Colclasure

Kathy Colclasure, Chairman

Kay Tauges

Kay Tauges, Recording Secretary

LaDonna Fermanich

LaDonna Fermanich, Executive Director

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

Wednesday, May 14, 2014, 5:10 P.M., Jenny Towers Library, Merrill, WI 54452

PRESENT: Chairman Kathy Colclasure, Denise Humphrey, Amanda Kostman, Richard Weissinger, Paul Wagner, Rob Norton (Ex-Officio), LaDonna Fermanich and Kay Tautges. No absences.

SECTION-8 HOUSING- JENNY TOWERS and SCATTERED SITES MEETING called to order by Chairman Kathy Colclasure. Motion to approve minutes of April 16, 2014 meeting and today's agenda: Wagner/Kostman. Passed unanimously.

Discussion and motion to approve Checks #16921 thru #16955 and Billings to date for April 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 April 2014: Motion to accept report and place on file. Kostman/ Wagner. Motion passed unanimously.

Report on Jenny Tower Investments: LaDonna reported a significant gain for the month but noted that withdrawls will be made to pay for GPNA expenses as previously approved. Motion to accept and place on file the Investment Report. Kostman/Humphrey. Passed unanimously.

Discuss and Approve 1st Qtr. Financial Statements: LaDonna reported that we are a little bit ahead of what was budgeted for operating revenue and under budget in overall expenses. Motion to accept and place on file the 1st Quarter Financial Statements. Kostman/Humphrey. Passed unanimously.

Authorization to Accept Lowest Bid for Jenny Towers Insurance Coverage: Motion to give LaDonna authorization to accept the lowest bid for Jenny Towers Insurance Coverage prior to next meeting to prevent lapse in coverage prior to the next meeting due to expiration dates. Kostman/Wagner. Passed unanimously. Commissioners asked to have next year's bids available for review at the May meeting.

Update on Elevator, St. Paul Drive and Wiring plans & bidding:

- Elevator - LaDonna & Paul reviewed plans for the upgrades. Marin-Riley A & E will be sending out bids for that project so that they can be reviewed prior to next month's meeting.
- St. Paul Drive – LaDonna expects to have plans back and ready to send out for bids by May 28th. Contact will then be made with local contractors for bidding due back prior to June meeting.
- Wiring plans & bidding – LaDonna reported that the Engineer has suggested that due to the high costs associated with it, that MHA consider having wiring plans completed in a two-phase basis instead of having complete plans drawn up now for all future wiring. Commissioners feel that it will be more cost effective to have plans drawn up for all of the possible projects at one time instead of having them drawn up each time a project is approved. LaDonna and Paul will set up a time to discuss this with the Engineer.

Closed Session: Legal matters and Property concerns: Motion to go into closed session and to include Kay Tautges in the closed session at 5:26 p.m.. Kostman/Wagner. Passed unanimously. Minutes from the closed session will be filed separately and confidentially. Closed session attended by: K. Colclasure, D. Humphrey, P. Wagner, R. Weissinger, R. Norton, L. Fermanich and K. Tautges. Motion to return to open session at 5:38 p.m.. Wagner/Humphrey. Passed unanimously.

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

1. Commissioner Items/Comments – Paul heard a rumor about bedbugs at Jenny Towers. LaDonna assured him that we continue to inspect for bedbugs, that the case in question was a false alarm and that there are none in the building.
2. Executive Director's Report – In an effort to provide additional safety and security to our tenants, the building is now locked 24/7 as is Park Place. We are still going through an adjustment period which involves informing/training vendors, tenants and visitors how to get use the call/intercom system to get into the building. Overall the change is going well. We will unlock and will continue to unlock two main entrance doors during all Commissioner Meetings to adhere to WI Open Meeting laws.
3. Public Comment - None.

The next regular meeting of the Commissioners of the Housing Authority will be held on **Wednesday, June 11, 2014, 4:00 p.m. Jenny Towers Library, 711 E. First Street, Merrill, WI.**

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

Kathy Colclasure, Chairman

Kay Tautges, Recording Secretary

LaDonna Fermanich, Executive Director