

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

**Wednesday, July 9, 2014 4:00 P.M. Jenny Towers Library, Merrill, WI**

**PRESENT:** Chairman Kathy Colclasure, Denise Humphrey, Richard Weissinger, Amanda Kostman, Paul Wagner, LaDonna Fermanich and Kay Tautges.

**ABSENT:** Rob Norton (Ex-Officio)

**PUBLIC HOUSING - PARK PLACE and WESTGATE MEETING** called to order by Chairman Kathy Colclasure . Motion to excuse Rob Norton from meeting. Kostman/Wagner. Motion passed unanimously.

Public Comment Period: None

Motion to approve the minutes of June 14, 2014 meeting and today's agenda: Kostman/Humphrey. Motion passed unanimously.

Discussion and motion to approve Checks #21757 thru #21792 and Billings to date for June 2014 with attached list of expenditures: Wagner/Kostman. Passed unanimously by roll call vote: Humphrey-aye, Kostman-aye, Colclasure-aye, Wagner-aye and Weissinger-aye.

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

Report on Park Place Investments: LaDonna explained that the monthly balance indicated on the investment report is actually obtained by combining information from multiple reports. The interest earned on the investments is reinvested each month into the various CDRS accounts, not the money market account the ACH rent transactions are now going into. Motion to accept and place on file the Park Place Investment report. Kostman/Humphrey. Passed unanimously.

Update Report on Charter/Dish (PP&JT): LaDonna reported that the Dish Satellite installation has been postponed due to a backorder on equipment. The original date for installation was 6/25 but has now been changed to the week of 7/21. Tenants have been patient. Commissioners asked LaDonna to e-mail them when Satellite has been installed.

Discuss and Approve Res. No. 374: "No Smoking/Flame Free Policy" for Park Place and Jenny Towers: LaDonna reported results from a 2013 tenant survey which indicate that the majority of tenants prefer a non-smoking building. A summary of tenant comments received during the RAB meeting and comment sheets were also provided. Amanda suggested that we contact the Health Dept. to see what smoking cessation programs are available and to inquire if we can provide some in-house educational/cessation programs for our tenants. Motion to approve Resolution No. 374 "No smoking/Flame Free Policy" effective October 1, 2014 at Park Place and effective January 1, 2015 at Jenny Towers. Kostman/Wagner. Passed unanimously by roll call vote: Humphrey-aye, Kostman-aye, Colclasure-aye, Wagner-aye and Weissinger-aye.

Motion to make the necessary facility improvements for the outdoor smoking areas to include; pouring a concrete slab and sidewalk from building to designated smoking area, erecting some type of wind break and roof, adding seating and exterior lighting at the Park Place area, and at Jenny Towers installation of an exterior power door leading to the smoking area on SE end of building and installation of a wind break barrier to keep smoke from directly entering windows, and signage at both buildings. Kostman/Wagner. Motion passed unanimously.

Discuss and Approve Res. No. 375: "No Smoking/Flame Free Policy" for Westgate Apartments and Scattered Sites: Motion to approve Resolution No. 375 "No Smoking/Flame Free Policy" for Westgate Apartments and Scattered Sites. Kostman/Wagner. Kostman/Wagner. Passed unanimously by roll call vote: Humphrey-aye, Kostman-aye, Coclosure-aye, Wagner-aye and Weissinger-aye.

Discuss Five Year-Planning items – no action required: LaDonna provided Commissioners with a laundry list of projects to be included. The list is not in any order of priority and even if there is no re-development done, the projects listed will still need to be completed. Board Members asked to have some additional details added to the list such as the age of items needing to be replaced. They would also like to see the list broken down by facility; all Park Place then all Westgate. The Commissioners requested more background information as to when some of these issues had last been addressed and a better tracking record going forward. LaDonna will obtain a very general overview of that type of information, but because of the way it has been tracked in the past, it is not readily available in one, convenient location. She hopes to modify and streamline the current system going forward and noted that the GPNA tool will also include this type of information.

Close-out report on Westgate Door Project - no action required: LaDonna reported that the project has been completed and came in \$576.00 under the amount budgeted and approved by the Board on 7/10/13.

Closed Session: For purposes of discussion Bargaining Issues and Personnel Matters: Motion to go into closed session at 4:55 p.m. and to include Kay Tautges in the closed session to record notes. Kostman/Wagner. Motion passed unanimously. Minutes from the closed session will be filed separately and confidentially. Closed session attended by: K. Colclasure, D. Humphrey, R. Weissinger, P. Wagner, A. Kostman, L. Fermanich and K. Tautges. At 5:20, Kay was excused from close session regarding Personnel Matters. At 5:30 LaDonna was excused and brought back in at 6:10. Motion to return to open session at 6:25 p.m. Kostman/Humphrey. Motion passed unanimously.

**Actions discussed during closed session – motions made in open session:**

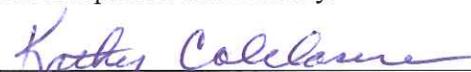
- Motion to proceed with Horizon Development Group for the Park Place Redevelopment project. Wagner/Kostman. Motion passed unanimously. The Board instructed LaDonna to speak with the Mayor and the City Administrator to express their interests in the former East Side Fire Department property.
- Motion to continue working on the proposal to lease the LCB Drive-through bank building to the United Way for use as a warming center and to have a lease reviewed by legal counsel. Wagner/Kostman. Motion passed unanimously.
- Motion to give LaDonna a positive two-year review and a 3% raise effective 7/1/14. Kostman/Wagner. Motion passed unanimously.

For the Good and Betterment of the Public Housing Program:

1. Commissioner Items/Comments: Paul asked to see the Park Place drawings done by Martin Riley.
2. Executive Director's Report: LaDonna reported that both roof antennas are scheduled to be removed from our building so we will not be receiving income from them for much longer. Our Westgate furnace replacement project received \$2,200.00 in rebates from Focus on Energy.

The next regular meeting of the Commissioners of the Housing Authority will be held on **Wednesday, August 13<sup>th</sup>, 2014, 4:00 p.m. Jenny Towers Library, 711 E. First Street, Merrill, WI.**

Motion to adjourn at 6:30 P.M. and open Section-8 Housing - Jenny Towers Meeting. Kostman/Humphrey. Motion 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, July 9, 2014, 6:30 P.M., Jenny Towers Library, Merrill, WI 54452**

PRESENT: Chairman Kathy Colclasure, Denise Humphrey, Richard Weissinger, Amanda Kostman, Paul Wagner, LaDonna Fermanich and Kay Tautges.

ABSENT: Rob Norton (Ex-Officio )

**SECTION-8 HOUSING- JENNY TOWERS and SCATTERED SITES MEETING** called to order by Chairman Kathy Colclasure. Motion to excuse Rob Norton from meeting. Kostman/Wagner. Motion passed unanimously.

Public Comment Period: None

Motion to approve minutes of June 11, 2014 meeting and today's agenda: Wagner/Humphrey. Motion passed unanimously.

Discussion and motion to approve Checks #16997 thru #17038 and Billings to date for June 2014 with attached list of expenditures: Kostman/Wagner. Passed unanimously by roll call vote: Kostman- aye, Humphrey-aye, Colclasure-aye, Wagner-aye and Weissinger-aye. The board advised LaDonna to not renew the quarterly elevator service contract with Schindler after August.

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

Report on Jenny Tower Investments: LaDonna gave Commissioners an overview of the report noting that the net decrease from last month was a result of the approved funds withdrawn for insurance and physical needs assessment fees. Motion to accept and place on file the Investment Report. Kostman/Humphrey. Motion passed unanimously.

Discuss Five-Year Planning items – no action required. LaDonna explained that the Section 8 program is not required to submit a Five –Year plan to HUD. However, completing a plan will help us in the long range planning process for future projects. Commissioners requested the same, more detailed information by property for Jenny Towers and the scattered sites.

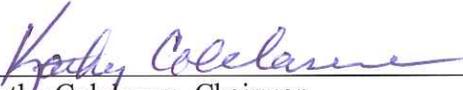
Report on St. Paul and Elevator projects – no action required: LaDonna reported that a Pre-Construction meeting was held with Precision Builders at the St. Paul property. Work is scheduled to begin next week and should be finished by the end of August. The project includes replacing flooring, remodeling the kitchen and bathroom and replacing or repairing concrete in the garage. MHA has signed a contract with Otis elevator. Equipment has been ordered and the elevator project is now scheduled to begin in late October and is expected to be completed before year-end.

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

1. Commissioner Items/Comments – Paul asked about the status of the Chase Way drawings.
2. Executive Director's Report – LaDonna plans on taking vacation the last week of August.

The next regular meeting of the Commissioners of the Housing Authority will be held on **Wednesday, August 13<sup>th</sup>, 2014, 4:00 p.m. Jenny Towers Library, 711 E. First Street, Merrill, WI.**

Motion to adjourn meeting at 6:43 p.m. Kostman/Humphrey. Motion passed unanimously.

  
Kathy Colclasure, Chairman

  
Kay Taufges, Recording Secretary

  
LaDonna Fermanich, Executive Director