

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

**Wednesday, August 13, 2014, 5:03 P.M., Jenny Towers Library, Merrill, WI 54452**

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

**ABSENT:** Amanda Kostman

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

Public Comment Period: None

Motion to approve minutes of July 9, 2014 meeting and today's agenda with the following change: Under For the Good and Betterment of the Section-8 Housing Program, it should read "LaDonna plans on taking vacation the last week of **July**", not August. Wagner/Humphrey. Motion passed unanimously.

Discussion and motion to approve Checks #17039 thru #17073 and Billings to date for July 2014 with attached list of expenditures: Humphrey/Weissinger. Motion passed unanimously by roll call vote: Humphrey-aye, Colclasure-aye, Wagner-aye and Weissinger-aye.

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

Report on Jenny Tower Investments: LaDonna explained that while the reports reflect a net gain from last month, it was due to the HAP income which offset a significant amount of the market losses during the month. Motion to accept and place on file the Investment Report. Wagner/Humphrey. Motion passed unanimously.

Discuss and Approve 2<sup>nd</sup> Qtr. Financial Statements: LaDonna reported a decrease in rent revenue due to vacancies but an increase in operating revenue due to Focus on Energy rebates. Expenses are in line with the budget and the YTD net position has improved in comparison to where we were last year at this time. Motion to accept and place on file the 2<sup>nd</sup> Quarter Financial Statement Report. Humphrey/Weissinger. Motion passed unanimously.

Updated Report on Five-Year Planning items – no action required. LaDonna gave Commissioners a timeline of Jenny Towers and Scattered Sites projects completed from 1969 – 1971. The information will be used in finalizing projects for the Five-Year plan.

Report on St. Paul and Elevator projects – no action required: LaDonna reported that everything has now been painted at St. Paul and contractors are working to install an underlayment for the floor. Everything has gone according to schedule and should be finished by the end of this month. Work on the elevators will begin at the end of October and should be done before Christmas. OTIS is working with electricians to determine if changes need to be made to the breaker panel.

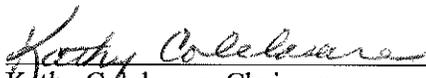
Report on status of wiring project as requested by Paul Wagner: LaDonna reported that to date no formal action has been taken by the board to move ahead on updating the wiring. As was discussed earlier in the year, the project plans could be done two ways; comprehensive plans for a total re-wiring of the building including the chase way or plans for the chase way only with wiring plans incorporated at a future date. Motion to hire Martin Riley to prepare a comprehensive re-wiring plan for Jenny Towers. Wagner/Humphrey. Motion passed unanimously.

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

1. Commissioner Items/Comments – None.
2. Executive Director's Report – LaDonna reported that the tenant picnics will be held this week and next week.

The next regular meeting of the Commissioners of the Housing Authority will be held on **Wednesday, September 10<sup>th</sup>, 2014, 4:00 p.m. Jenny Towers Library, 711 E. First Street, Merrill, WI.**

Motion to adjourn meeting at 5:25 p.m. Humphrey/Weissinger. 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, August 13, 2014 4:00 P.M. Jenny Towers Library, Merrill, WI**

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

**ABSENT:** Amanda Kostman

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

Public Comment Period: None

Motion to approve the minutes of July 9, and August 6, 2014 meetings and today's agenda. Humphrey/Wagner. Motion passed unanimously.

Discussion and motion to approve Checks #21793 thru #21834 and Billings to date for July 2014 with attached list of expenditures: Wagner/Humphrey. Motion passed unanimously by roll call vote: Humphrey-aye, Colclasure-aye, Wagner-aye and Weissinger-aye.

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

Report on Park Place Investments: LaDonna reported a net increase in the investment fund, due to the ACH rent deposits and the usual modest gains directly attributed to earned interest. Motion to accept and place on file the Park Place Investment report. Weissinger/Wagner. Motion passed unanimously.

Discuss and Approve 2<sup>nd</sup> Quarter Financial Statements: LaDonna reported that we continue to see higher operating revenue than what was budgeted, due to the transfer of operating funds from the 2012 Capital Funds account. Utility expenses are over budget due to bills from the cold winter. Overall, we continue to be on track and are ahead of where we were last year at this time in total net position. Wagner/Humphrey. Motion passed unanimously.

Discuss Horizon Development meeting, proposed schedule, and next steps by Board: LaDonna gave an overview of estimated Development Milestones as outlined by Horizon Developers. Horizon will be at the September Board meeting to discuss where they think we will score on a WHEDA application and possibilities for improving our score. The next step for us is to hire a tax attorney. Paul Dombroski is still available to work for us. LaDonna will check to ensure there will be no conflict of interest in having Paul work for us with Horizon Development. Board Members would like to have a cost estimate for legal fees prepared and brought to the next meeting so that expense can be included in next year's budget.

Update on United Way Lease – no action required: LaDonna reported that the lease has been reviewed by our attorney and advised revisions were made. Dee Olson is the United Way contact. The lease has been signed for September 1, 2014 – August 31, 2015. Some maintenance work was required to prepare the site for rental but it was minimal.

Update on Charter/Dish (PP & JT) – no action required: LaDonna reported that the transition from Charter to Dish has not gone as well as hoped from all parties involved. Dish is continuing to work with us to resolve problems. Dish staff was supposed to scan all tenant televisions to insure everything was working properly as

part of their installation service. Instead, maintenance staff worked overtime to scan tenant televisions. LaDonna passed the overtime cost on to Dish and they have agreed to reimburse MHA for that expense. The equipment room may be too warm for the satellite equipment and we may need to make changes to cool that area down. Tenants have not been happy with the channel selection and number of channels – and especially not being able to receive the Brewers games. They expected to receive the same services they were getting from Charter and are upset that they cannot add on individual packages. Tenants were reimbursed the cost of ½ a month without services (\$5.00 in Merrill Chamber Bucks). It was suggested that if wiring in the buildings is ever updated, consideration be given to wiring for all possible services, cable, dish, basic antenna and add on packages and then let the tenants purchase those services directly from the providers rather than being subsidized by the Housing Authority.

Updated Report on Five-Year Planning items – no action required: LaDonna gave Commissioners more detailed timelines of projects completed from 1969 – present for Park Place and Westgate. This information was taken into consideration when proposing the new Five-Year plan.

Discuss Revised job descriptions as requested by the Board at the July meeting: Board Members reviewed the revised job descriptions for administrative positions. Commissioners felt the revisions were in line with what they were looking for and would like to have LaDonna provide comparable pay rate information for the positions, get quotes for the office remodel, and set a projected timeline for posting and hiring for the newly created position. The board will act on approving a budget for the remodel and pay scales for the job descriptions at the September Board meeting.

Closed Session: For purposes of discussing Personnel Matters: Motion to go into closed session at 4:50 p.m. Humphrey/Weissinger. Motion passed unanimously. Minutes from closed session will be filed separately and confidentially. Closed session attended by: K. Colclasure, D. Humphrey, R. Weissinger, P. Wagner, R. Norton, and L. Fermanich. Motion to return to open session at 5:00 p.m. Wagner/Humphrey. Motion passed unanimously. No formal actions were taken during the closed session.

For the Good and Betterment of the Public Housing Program:

1. Commissioner Items/Comments: None.
2. Executive Director's Report: LaDonna reported that she and Lynn will be attending the WAHA conference September 16<sup>th</sup> & 17<sup>th</sup>. Kay will be joining them for one day.

The next regular meeting of the Commissioners of the Housing Authority will be held on **Wednesday, September 10<sup>th</sup>, 2014, 4:00 p.m. Jenny Towers Library, 711 E. First Street, Merrill, WI.**

Motion to adjourn at 5:03 P.M. and open Section-8 Housing - Jenny Towers Meeting. Wagner/Humphrey. Motion passed unanimously.

  
Kathy Colclasure, Chairman

  
Kay Tantges, Recording Secretary

  
LaDonna Fermanich, Executive Director