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

Wednesday, October 8, 2014 4:00 P.M. Jenny Towers Library, Merrill, WI

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

ABSENT: Rob Norton and Denise Humphrey

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

Motion to approve the minutes of September 10, 2014 meeting and today's agenda. Kostman/Wagner. Motion passed unanimously. (Denise Humphrey arrived.)

Discussion and motion to approve Checks #21884 thru #21925 and Billings to date for September 2014 with attached list of expenditures: Wagner/Humphrey. Motion passed unanimously by roll call vote: Humphrey-aye, Kostman-aye, Coclasure-aye, Wagner-aye and Weissinger-aye. LaDonna reminded commissioners to expect a budget shortfall due to the loss of antenna tower income.

Move-ins and Move-outs for September 2014: LaDonna reported that she has filed a request with HUD to have 8 additional units taken off line due to Market conditions. Motion to accept report and place on file. Humphrey/Kostman. Motion passed unanimously.

Report on Park Place Investments: LaDonna reported that the bulk of the net increase in the investment fund continues to be due to the ACH rent deposits. A small amount of interest was earned during the past month. Motion to accept and place on file the Park Place Investment report. Kostman/Humphrey. Motion passed unanimously.

Approve Resolution No. 376: "PHA 5-year and Annual Plan" for Public Housing (sent separately): Motion to approve Resolution No. 376 "PHA 5-year and Annual Plan" for Public Housing. Kostman/Wagner. Motion passed unanimously by roll call vote: Humphrey-aye, Kostman-aye, Coclasure-aye, Wagner-aye and Weissinger-aye.

(Note: Res. No. 377 applies to JT only and shows up in that portion of the agenda)

Approve Resolution No. 378: "MHA Parking/Vehicle Policy" for Park Place (and Jenny Towers): LaDonna expects that this policy will help staff manage parking in a fair and consistent basis. It should help tenants better understand parking expectations/rules as well. Motion to approve Resolution No. 378: "MHA Parking/Vehicle Policy" for Park Place (and Jenny Towers). Wagner/Humphrey. Motion passed unanimously by roll call vote: Humphrey-aye, Kostman-aye, Coclasure-aye, Wagner-aye and Weissinger-aye.

Horizon Development Progress Update: LaDonna updated Commissioners as to where we are at in this point in the development process and referred Commissioners to the Horizon Development Status Update included in the meeting packet. The next crucial step is to determine if HUD will approve using JT funds for the Park Place project. Horizon does not want to move forward with the market study until we know if we can use the JT investment funds. Paul spoke with the county Economic Development representatives about other building site possibilities. He suggests that we keep the option of working with the city at alternative locations on the table until we know what the market study has to say. Board members agreed that we should not lock into one proposed plan until the market study has been completed. Motion to proceed with the market study and pay for

it out of MHA general funds if we do not have an answer from HUD regarding the availability of Multi-Family funds by October 24, 2014. Wagner/Humphrey. Motion passed unanimously.

Update on office expansion, smoking, shelter/no smoking implementation: LaDonna reported that specifications have been drawn up for the office expansion. These will go out for bids on October 13, with a mid-October return date and a mid-December finish date. The no smoking policy went into effect 10/1/14. The outdoor shelter is finished and some tenants have been using it. LaDonna met with staff to discuss how the policy will be monitored and enforced.

Update on Dish (PP & JT): LaDonna reported that we continue to have a problem with 2 channels at Jenny Towers. We have been told that two new receivers will be installed and should correct the problem. LaDonna has received a bill from Dish with charges going back to July. She has informed Dish that she will not be paying for the months of July & August due to on-going problems/lack of service during that time.

For the Good and Betterment of the Public Housing Program:

1. Commissioner Items/Comments: Richard Weissinger resigned from the board. Commissioners thanked him for his service.
2. Public Comment Period: None
3. Executive Director's Report: LaDonna suggested that the Board go into closed session to discuss events leading up to Richard's resignation. Motion to go into closed session. Wagner/Kostman. Motion passed unanimously. Motion to return to open session. Wagner/Kostman. Motion passed unanimously. Motion to remove Richard Weissinger authorization to sign checks from applicable accounts. Wagner/Kostman. Motion passed unanimously. Motion to authorize Kathy Colclasure, Denise Humphrey, and LaDonna Fermanich for check signing and if possible, also Amanda Kostman and Paul Wagner as well so that all community commissioners have signing authority. Kostman/Wagner. Motion passed unanimously. A thank you will be sent to Richard for his service on the board.

   LaDonna informed the board that Tim is preparing the truck and plow for winter weather. The plow is in need of repairs at an estimated cost of $1000.00.

The next regular meeting of the Commissioners of the Housing Authority will be held on **Wednesday, November 12th, 2014, 4:00 p.m. Jenny Towers Library, 711 E. First Street, Merrill, WI.**

Motion to adjourn at 5:08 P.M. and open Section-8 Housing - Jenny Towers Meeting. Kostman/Wagner. Motion passed unanimously.

Kathy Colclasure

Kathy Colclasure, Chairman

Kay Tautges

Kay Tautges, Recording Secretary

LaDonna Fermanich

LaDonna Fermanich, Executive Director

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

Wednesday, October 8, 2014, 5:08 P.M., Jenny Towers Library, Merrill, WI 54452

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

ABSENT: Richard Weissinger and Rob Norton

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

Motion to approve minutes of September 10, 2014 meeting and today's agenda. Wagner/Kostman. Motion passed unanimously.

Discussion and motion to approve Checks #17121 thru #17162 and Billings to date for September 2014 with attached list of expenditures: Wagner/Kostman. Motion passed unanimously by roll call vote: Colclasure-aye, Humphrey-aye, Kostman-aye and Wagner-aye. LaDonna informed the board that the Schindler elevator maintenance contract will end November 30th. We will have a free 2 year maintenance contract with Otis concurrent with the elevator upgrade.

Discussion and Approval of Move-ins and Move-outs for September 2014: Motion to accept report and place on file. Wagner/Kostman. Motion passed unanimously. Paul Wagner asked Commissioners to give some thought to the units that have been taken off-line during the year and how they will be taken into consideration when determining year-end performance bonuses since the bonus was to be based on the number of vacancies. LaDonna will email a copy of the bonus policy to commissioners for review prior to the next meeting.

Report on Jenny Tower Investments: LaDonna noted that while this report shows a gain of over $9,000.00 for the month, in actuality, compared to the monthly HAP contract deposit amount, there was an overall loss realized in the investment fund during the past month. Humphrey/Kostman. Motion passed unanimously.

Approve Resolution No. 377: "5-Year Capital Improvement Plan" for Jenny Towers: LaDonna reminded Commissioners that HUD does not require a plan for the Multifamily side, but it will be used by MHA as a planning tool. Paul Wagner suggested including project cost estimates for each project in the future for budgeting reasons. This would help when allocating funds for future projects. Motion to approve Resolution No. 377, "5-Year Capital Improvement Plan" for Jenny Towers. Wagner/Kostman. Motion passed unanimously by roll call vote: Colclasure-aye, Humphrey-aye, Kostman-aye and Wagner-aye.

Report on St. Paul and Elevator projects – no action required: LaDonna reviewed the current status of projects with Commissioners. St. Paul is now occupied and the project has come in $4,711.00 under budget. Otis is scheduled to begin work on the elevator project October 27th. Power will need to be shut down in the entire building for several hours to make modifications to the current power supply panels. Tenants will be notified in advance both with a tenant meeting and with a letter, which they will be asked to sign and return to the office. The letter will emphasize that the elevator will be unavailable for use during the power outage and also advise tenants to think about and prepare for the effects which the outages might have on their own personal needs.

Tenants will need to plan ahead, possibly spending time with family or friends. Police and Fire Departments will also be notified. Board members asked LaDonna to email them a copy of the letter going out to tenants.

Closed Session for purposes of discussing Personnel Matters regarding 2015 Wage Ranges and Benefits and Legal Matters. Motion to go into closed session at 5:35pm. Wagner/Humphrey. Motion passed unanimously. Motion to return to open session at 6:10pm. Wagner/Humphrey. Motion passed unanimously. Motion to approve proposed minimum starting wages and revisions as discussed during session. Wagner/Humphrey. Motion passed unanimously.

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

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

The next regular meeting of the Commissioners of the Housing Authority will be held on **Wednesday, November 12th, 2014, 4:00 p.m. Jenny Towers Library, 711 E. First Street, Merrill, WI.**

Motion to adjourn meeting at 6:15 p.m. Wagner/Humphrey. Motion passed unanimously.

Kathy Colclasure, Chairman

Kay Tautges, Recording Secretary

LaDonna Fermanich, Executive Director