

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

**Wednesday, January 14, 2015 4:00 P.M. Jenny Towers Library, Merrill, WI**

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

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

**GUESTS:** Scott Kwiecinski – Horizon Development, several Jenny Towers residents

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

Chairman Kathy Colclasure introduced newly appointed Tenant Commissioner Mike Wilson.

Public Comment Period: Some Jenny Tower tenants attended the meeting so they could meet Mike Wilson. They also asked what an Ex-Officio Board Member is and what qualifications a Commissioner must have and how they get appointed.

Motion to approve the minutes of December 10 meeting and today's agenda. Kostman/Wagner. Motion passed unanimously.

Horizon Development Progress Update (Proposed Park Place Redevelopment) – Scott Kwiecinski/Horizon: LaDonna, Scott and several Commissioners attended the City Planning Commission meeting on January 6<sup>th</sup> at City Hall to request that the MHA property (formally owned by Lincoln Community Bank) be rezoned from Commercial to Public. He has just received a letter from the city which states that the zoning request was formally approved at the Common Council Meeting on January 13, 2015. Scott explained that if the proposed redevelopment goes forward there would need to be a Lease Option Agreement to address other zoning issues. The lease option would state that the land will be leased and the building would be owned by the Equity Investors. This would allow the current "Public" zoning to remain in place. (Comm. Rob Norton arrived at meeting – 4:58 p.m.) Scott informed the Board that the Market Study will be finished January 23<sup>rd</sup>. LaDonna has emphasized to tenants and community members that the entire redevelopment project is reliant upon the Tax Credit approval which will not be known until April 30, 2015. Planning for construction cannot happen until that source of funding is approved. Some community members have raised concern about the future of the Warming Center if the redevelopment happens. LaDonna has assured Dee Olson from United Way/Homeless Task force that even if the redevelopment occurs, it was her belief the Board of Commissioners were interested in working to maintain a continued partnership between MHA and the Warming Center Task Force in some capacity. She has also met with the tenants at Park Place to update them on the overall progress as well. Once the application for Tax Credits is submitted, an on-site visit will be scheduled by the WHEDA underwriters to complete a walk-through of Park Place. This will allow them to further assess the need for redevelopment. A Horizon Project manager was also on-site to do high-level construction estimation for the budget. Aside from that, there is little more to share with the Community or the tenants until we know whether or not we have been chosen to receive the tax credit award at the end of April. Tax Credits applicants are competitively awarded.

Discuss and Approve Resolution No. 385: "Rental Assistance Demonstration (RAD) Application Authorization": The purpose of the RAD application at this time is to "get our place in line" so to speak. This is a new program with limited units of public housing approved for conversion from one type of funding to another. At this time, all of the allotted units have already been spoken for, but Congress is hoping to expand it to include additional units. Getting in line does not require any final commitment by MHA at this time and we can always decline should we get approved. If approved, the purpose of RAD would allow us to continue to offer income-based

rentals as we do today, however, the subsidized assistance we receive from the Federal Government would become more predictable and steady than our current Operating Subsidies and Capital Grants have been. Motion to approve Resolution No. 385 "Rental Assistance Demonstration (RAD) Application Authorization": Kostman/Wagner. Motion passed unanimously by roll call vote: Humphrey-aye, Kostman-aye, Coclosure-aye, Wagner-aye and Wilson-aye.

Discuss and Approve Resolution No. 386: "WHEDA Tax Credit Application with Lease Option Authorization": This motion provides Board authorization for LaDonna Fermanich to sign the necessary documents required to submit a WHEDA Tax Credit application on behalf of the MHA. Motion to approve Resolution No. 386: "WHEDA Tax Credit Application with Lease Option Authorization" Wagner/Kostman. Motion passed unanimously by roll call vote: Humphrey-aye, Kostman-aye, Coclosure-aye, Wagner-aye and Wilson-aye.

Discuss and Approve Resolution No. 387: "MHA – Rent Collection Policy": LaDonna reminded board members that in November 2014, they approved a revised fee schedule which included the change in late rent and NSF fees. The current rent collection policy needs to be revised to reflect the change in fees and updated rent collection policies. Motion to approve Resolution No. 387: "MHA-Rent Collection Policy" Wagner/Humphrey. Motion passed unanimously by roll call vote: Humphrey-aye, Kostman-aye, Coclosure-aye, Wagner-aye and Wilson-aye.

Discussion and motion to approve Checks #22006 thru #22048 and Billings to date for December 2014: LaDonna distributed a newly formatted report for Commissioners to review. The Board would prefer using the new report instead of the one that has been used in the past because it is more detailed. Wagner/Humphrey. Motion to accept and place on file the expenditure report passed unanimously by roll call vote: Humphrey-aye, Kostman-aye, Coclosure-aye, Wagner-aye and Wilson-aye.

Move-ins and Move-outs for December 2014: LaDonna reported that vacancies have grown overall from the end of last year to the end of this year, due in part to the aging of our long-time residents and also due to the continued difficulty renting the smaller units. All but the last 6 move outs have been approved by HUD to be taken off-line. Motion to accept report and place on file. Wagner/Kostman. Motion passed unanimously.

Report on Park Place Investments: LaDonna reported that we continue to see a small amount of interest earned each month on our investments. The overall monthly increase reflects both interest and rent deposits. The Board asked LaDonna to put the rent income and interest income into separate columns for reports in the new year. They also asked to have the report include interest earned year-to-date. Motion to accept and place on file the Park Place Investment report. Wagner/Humphrey. Motion passed unanimously.

Discuss & Approve 2015 Employee Performance Goals: LaDonna has completed staff evaluations and recommended goals for administrative and maintenance departments. She has also requested that the goals pertain to the many items already on the table by the staff as she doesn't feel anyone has the capacity to add much more to their plates. Board Members would like to see the following as goals for each department:  
Administrative: Hire a part-time property coordinator as soon as possible for the Park Place facility and for  
Maintenance: Improve turnaround time on vacant units. In order to determine what a reasonable turnaround time is, maintenance staff will need to log actual time taken to complete all aspects of the work conducted in a day, not just turnaround time. Amanda suggested that MHA consider more involvement on community task forces and committees to improve PR. LaDonna reminded board members that in their role as Commissioners, they are qualified and encouraged to represent MHA in these capacities as well.

Chairman Colclasure read the following statement: The Board may convene in closed session pursuant to Wisconsin State Statutes Section 19.85(1)(g), to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, to consider possible settlement related to pending litigation of former tenant:

Motion to go into closed session at 5:51 p.m. Wagner/Wilson. Motion passed unanimously by roll call vote 5-0: Those attending closed session: Humphrey, Kostman, Colclasure, Wagner, Wilson, Exec. Director, LaDonna Fermanich and Recording Secretary Kay Tautges.

The minutes from this closed session will be filed separately and confidentially.

The Committee may reconvene in open session for potential action(s) on closed session issues(s): No action taken. Motion to reconvene in open session at 5:55 p.m. Kostman/Wagner. Motion passed unanimously.

For the Good and Betterment of the Public Housing Program:

1. Commissioner Items/Comments: None
2. Executive Director's Report: LaDonna reported that HUD has released the preliminary figure for the 2015 Operating Subsidy. Preliminary numbers suggest the amount will be \$69,000 but final approval is still pending. A special meeting should be scheduled to finalize the lease option and discuss the tax credit financial agreement with our tax credit attorney via phone conference. This will need to occur prior to the filing deadline of Jan. 30<sup>th</sup>. Paul suggested we try to arrange for a tour of the fire station in conjunction with that meeting time. Commissioners agreed to meet **Wednesday, Jan. 28<sup>th</sup>, 2015, 4:00 p.m. at the fire station followed by the conference call at 4:30 p.m. at Jenny Towers.**

The next regular meeting of the Commissioners of the Housing Authority will be held on **Wednesday, Feb. 11, 2015, 4:00 p.m. at Jenny Towers Library, 711 E. First Street, Merrill, WI.**

Motion to adjourn and take a five minute recess at 6:00 P.M. 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, January 14, 2015, 6:03 P.M., Jenny Towers Library 711 E First Street, Merrill, WI**

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

**GUESTS:** Several Jenny Tower residents

**SECTION-8 HOUSING- JENNY TOWERS and SCATTERED SITES MEETING** called to order by Chairman Kathy Colclasure. Motion to approve minutes of December 10, 2014 meeting and today's agenda. Kostman/Humphrey. Motion passed unanimously.

Public Comment Period: Kay Lewis, (Jenny Tower tenant) asked the board for permission to form a Resident Council. Commissioners and LaDonna informed Ms. Lewis that she can meet with fellow tenants whenever she chooses to. Suggestions/concerns can be brought to board meetings through Tenant Commissioner Mike Wilson. Ms. Lewis asked Mike Wilson to act as the Chairman at the meetings. Jim Zellmer (Jenny Tower tenant) informed the board of a maintenance issue which he did not believe was taken care of in a timely or professional manner. LaDonna assured Jim that we have been made aware of the problem and are addressing it.

Discussion and motion to approve Checks #17246 thru #17294 and Billings to date for December 2014: Wilson/Wagner. Motion passed unanimously by roll call vote: Colclasure-aye, Humphrey-aye, Kostman-aye, Wilson-aye and Wagner-aye.

Discussion and Approval of Move-ins and Move-outs for December 2014: LaDonna reported no move-ins or move-outs in the month of December. We started out the year with 6 vacancies and we are ending the year with 6 vacancies. Motion to accept report and place on file. Wagner/Humphrey. Motion passed unanimously.

Report on Jenny Tower Investments: LaDonna reported on year end gains. We did have a net increase for the year despite withdrawing funds for various projects throughout the year. Board members would like to have future reports divided into three columns; one column for HAP deposits, one for Capital Fund or other expenditures and one for interest earned each month. Motion to accept report and place on file. Wilson/Wagner. Motion passed unanimously.

Fire Station purchase update: LaDonna has a check-list from HUD which specifies what needs to be done before that property purchase can be finalized. Among other things, we need to complete a Phase I Environmental Study, an appraisal and HUD needs a letter specifying what the plans are for that property and how it will be funded. LaDonna has already contacted the attorney who will be assisting with the closing. He suggested we also complete a Title Insurance Search. LaDonna will contact the city and Martin Riley to set up a date for Board members to do a walk-through of the building. She also noted that language in the actual bid states that there may be a PILOT payment. The bid does not state that a PILOT payment will be made.

Report on Elevator Project: LaDonna reported that the project has been completed as of today. A new part for the generator had to be ordered and installed as a result of the live-load transfer during testing. An inspection will be scheduled and LaDonna hopes to be able to have all of the final information needed to provide the full project report at the February meeting.

Report on Chase-Way/Wiring plans: LaDonna reported that Martin/Riley will hire an independent electrical engineer (Muermann Engineering of Kiel, WI) to complete the plans for this project. She has signed the contract for this project. Paul asked for an estimated time for plans to be completed.

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

1. Commissioner Items/Comments – None.
2. Executive Director's Report – LaDonna has received thank you letters from the three organizations who received donations from MHA (The Merrill Food Pantry, The Merrill Area Community Enrichment Center and The Merrill Area United Way Warming Center).

The next regular meeting of the Commissioners of the Housing Authority will be held on **Wednesday, Feb. 11<sup>th</sup>, 2015, 4:00 p.m. at Jenny Towers Library, 711 E. First Street, Merrill, WI.**

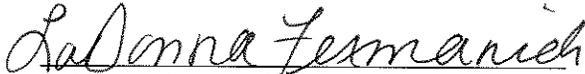
Motion to adjourn meeting at 6:40 p.m. Wagner/Humphrey. Motion passed unanimously.



Kathy Colclasure, Chairman



Kay Tautges, Recording Secretary

  
LaDonna Fermanich, Executive Director