

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

Wednesday, February 11, 2015 4:00 P.M. Jenny Towers Library, Merrill, WI

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

ABSENT: Amanda Kostman

GUESTS: Jenny Tower Residents

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

Public Comment Period: Chairman Kathy Colclasure reminded everyone of the purpose and procedure of public comment periods before opening the floor to comment. Mary Peters, a Jenny Towers tenant, asked the board to investigate a heating system concern.

Motion to approve the minutes of January 14 and 28, 2015 meetings and today's agenda. Wagner/Wilson. Motion passed unanimously.

Discussion and motion to approve Checks #22049 thru #22094 and Billings to date for January 2015: Wagner/Humphrey. Motion to accept and place on file the expenditure report passed unanimously by roll call vote: Humphrey-aye, Coclasure-aye, Wagner-aye and Wilson-aye.

Move-ins and Move-outs for January 2015: LaDonna reported that Westgate apartments are now full. Park Place has 19 vacancies; all but two of those have been taken off-line due to Market Conditions. Motion to accept report and place on file. Wagner/Wilson. 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 and noted that the report format has been revised as requested by the Board at the January meeting. Motion to accept and place on file the Park Place Investment report. Humphrey/ Wagner. Motion passed unanimously.

Report on Horizon Development (Proposed Park Place Redevelopment): LaDonna reported that letters of support for the redevelopment project have been received from the City of Merrill, Senator Tom Tiffany, State Assembly Representative Mary Czaja and a large number of community support agencies. This is one of the Tax Credit application requirements. The Market Study was received and details were forwarded to MHA board members. We now know that of the 51 Tax Credit Applicants, 10 (including MHA) fall into the Preservation Category. Out of the ten, there should be a minimum of 3 applicants who will be awarded a Tax Credit. We will await an on-site visit from WHEDA underwriters prior to the awarding announcement of Tax Credits in late April. We will need to evaluate our options regarding extending the lease of the Warming Center for next year depending on the outcome of the tax credit awards. LaDonna will now be working with Horizon to complete the RAD application.

Chairman Colclasure read the following statements:

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.

The Board may convene in Closed Session pursuant to Wisconsin State Statutes 19.85(1)(b), for purposes of considering dismissal, demotion, licensing or discipline of any public employee or person licensed by board or commission or the investigation of charges against such person, or considering the grant or denial of tenure for university faculty member, and the taking of formal action on any such matter; provided that the faculty member or other public employee or person licensed is given actual notice of any evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action may be taken. The notice shall contain a statement that the person has the right to demand that the evidentiary hearing or meeting be held in open session, as it pertains to One MHA employee.

Motion to go into closed session at 4:20p.m. Wilson /Wagner. Motion passed unanimously by roll call vote 4-0: Those attending closed session: Humphrey, Colclasure, Wagner, Wilson and Exec. Director, LaDonna Fermanich.

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): Motion to reconvene in open session at 4:29 p.m. Wagner/Humphrey. Motion passed unanimously.

Discuss and Approve Resolution No. 389: "Final Action regarding employment status of Steve Saal" pursuant to the Closed Session Wisconsin State Statutes 19.85(1)(b): Chairman Kathy Colclasure read Resolution No. 389 upholding the letter of termination as jointly issued by the Executive Director and Board of Commissioners. Motion to approved Resolution No. 389 "Final Action regarding employment status of Steve Saal": Wagner/Wilson. Motion passed unanimously by roll call vote: Humphrey-aye, Colclasure-aye, Wagner-aye and Wilson-aye.

Report on Staffing changes – no action required: LaDonna reported that her first priority is to fill the Maintenance position vacancy. Next week she will be reviewing applications which have been provided by ABR Employment Services and hopes to have someone in place by late February or early March. Applicants for the PT Property Coordinator position have been difficult to come by, especially to find the right type of person for this position. She will continue to review possible candidates, but expressed apprehension for pushing to fill that position until April 30th when we will have a better handle on both the Fire House purchase and the Tax Credit application. The current personnel policy and suggested revisions have been sent to Board Members for review prior to the March meeting. LaDonna would like to have the policy updated to reflect the necessary corrections and changes already made by the Board before bringing in a new hire. She noted that there would most likely be additional clarifications and changes required down the road that have not been included in the policy to date.

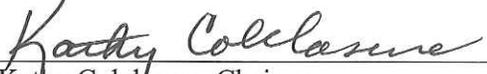
Overview of and Request for Applicant Admission Denial Hearing (hearing date/time/panel to be set): LaDonna reviewed the formal process which is in place for the Applicant Admission Denial Hearing. She explained that an applicant has requested a hearing and there needs to be 3 panel members for the hearing and review. One panel member needs to be a "non-interested third party". Paul Wagner and Mike Wilson will serve on the panel Friday, February 20th at 2:30 p.m. at Park Place. LaDonna will contact a third party and will send a 5-day notice out to the applicant as well as email the panel members a meeting reminder.

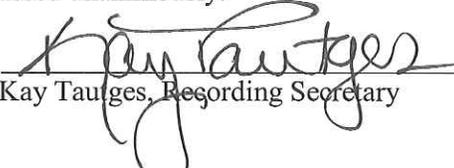
For the Good and Betterment of the Public Housing Program:

1. Commissioner Items/Comments: None
2. Executive Director's Report: LaDonna thanked Kathy for working on the REAC computer system. She thanked all of the Commissioners for all of their work and commitment to the MHA thanking Amanda for attending the January Homelessness Taskforce Meeting. She mentioned the various tenant activities Kay has been organizing and noted that many of the community service organizations housed in the former Lincoln Community Bank building will be moving to the Menard Center behind the hospital at the end of the month.

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

Motion to adjourn at 4:53 P.M. Wagner /Humphrey. Motion passed unanimously.


Kathy Colclasure, Chairman


Kay Tauges, Recording Secretary


LaDonna Fermanich, Executive Director

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COMMISSIONERS OF THE CITY OF MERRILL, WISCONSIN**

Wednesday, February 11, 2015, 4:53 P.M., Jenny Towers Library 711 E First Street, Merrill, WI

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

ABSENT: Amanda Kostman

GUESTS: Jenny Tower Residents

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

Public Comment Period: Mary Peters, Jenny Towers tenant, stated that there is a problem with the heating system in the building and she has reported this problem to staff in the past but feels that something else needs to be done. Emily Pfingston, Jenny Towers tenant, stated her bathroom feels cold when she gets out of the shower.

Motion to approve minutes of January 14, 2015 meeting and today's agenda. Wagner/Wilson. Motion passed unanimously.

Discussion and motion to approve Checks #17295 thru #17341 and Billings to date for January 2015: Wilson/Humphrey. Motion passed unanimously by roll call vote: Colclasure-aye, Humphrey-aye, Wilson-aye and Wagner-aye. Paul Wagner asked LaDonna to review the service contract we have with Walter Powers System and modify the contract to include an annual live-load transfer test to prevent future issues with transfer switches on the generators. A General Maintenance Technician should be here at the time of the test in case there is a problem.

Discussion and Approval of Move-ins and Move-outs for January 2015: LaDonna reported that we no longer have a waiting list at either facility and that it is an excellent time for anyone considering moving in to apply. She plans on increasing the amount of advertising in the monthly ADRC publication. Motion to accept report and place on file. Wagner/Humphrey. Motion passed unanimously.

Report on Jenny Tower Investments: LaDonna reported that the month end BMO report does not get to us before the meeting, so some of the information requested for the new report will not be seen until the following month. The CD will mature in March, so LaDonna will check on interest rates prior to the next meeting. Motion to accept report and place on file. Humphrey/Wagner. Motion passed unanimously.

Fire Station purchase update: LaDonna reported that REI found that two buried tanks were removed from the property in the late 1980's, but they have not been able to yet confirm if any soil sampling has taken place to eliminate the environmental concern as to whether or not they may have leaked at any point. The progress report provided to the Commissioners has also been sent to Dave Johnson and the Mayor to keep them informed as well. REI will continue reviewing records to find out if there will be a need for soil samples to be taken. If so, it would seem reasonable that the City should cover that testing cost as the seller. The appraisal for the property has come in and reflects that the offer price is within the margins of appraised market value based on comparable sales.

Report on Elevator Project: LaDonna gave the full project report and noted that we did pass the final inspection and are waiting for the license to arrive. The Large elevator has been making a groaning noise and OTIS will be here to fix that next week. We are awaiting one final bill from Otis to wrap up the elevator project.

Report on Chase-Way/Wiring plans: LaDonna reported that Martin/Riley and Muermann Engineering will be here Feb. 18th at 11:00 a.m. to do a walk-through of the building. LaDonna, Tim and Paul Wagner will also be present. Paul suggested we might also review the heating system plans with Martin Riley while on site to look into the heating concerns being expressed.

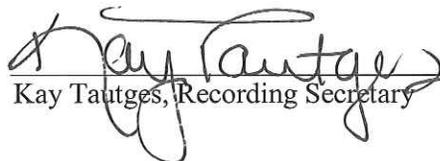
For the Good and Betterment of the Section-8 Housing Program:

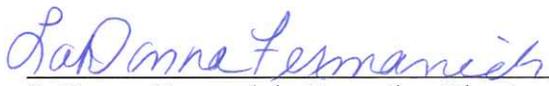
1. Commissioner Items/Comments – Mike Wilson has heard from tenants about ongoing problems with the heat at both Park Place and Jenny Towers. He reported that some tenants find their apartment too cold and some too hot. Can maintenance do something about this and/or do we need to hire a heating expert to do so? LaDonna explained that professionals have been brought in to look at both buildings, but there are multiple issues that impact the heat including trying to regulate large, concrete buildings in fluctuating temperatures with older, less efficient systems. Hopefully, some of the Park Place issues will be resolved as part of the redevelopment. At Jenny Towers the board suggested having someone come in to look at the zone heat system and check thermostats. Paul Wagner expects some of the Chase Way project rewiring to include things that can impact the heat in the building.
2. Executive Director's Report – LaDonna reported that she attended the tenant meeting which was set up by tenants at Jenny Towers so that everyone would have a chance to meet Commissioner Mike Wilson. At that meeting, tenants provided LaDonna with several good suggestions. LaDonna also stated she had received several comments from other JT tenants who feel like they are being pressured into coming to these meetings by some of the Jenny Towers residents. For this reason, she wanted to remind everyone to be mindful that people have the right to participate or not participate as they wish and that those who are enthusiastic about attending must remember to respect other tenants right to participate according to their level of comfort.

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Motion to adjourn meeting at 5:30 p.m. Wagner/Wilson. Motion passed unanimously.


Kathy Colclasure, Chairman


Kay Tautges, Recording Secretary


LaDonna Fermanich, Executive Director