

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

**Wednesday, March 11, 2015 4:01 P.M. Jenny Towers Library, Merrill, WI**

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

**ABSENT:** Denise Humphrey

**GUESTS:** Jenny Tower residents

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

Public Comment Period: None.

Motion to approve the minutes of February 11, 2015 meeting and today's agenda. Wagner/Wilson. Motion passed unanimously.

Discussion and motion to approve Checks #22095 thru #22133 and Billings to date for February 2015: Wilson/Wagner. Motion to accept and place on file the expenditure report passed unanimously by roll call vote: Kostman-aye, Colclasure-aye, Wagner-aye and Wilson-aye.

Move-ins and Move-outs for February 2015: LaDonna reported that 16 of the apartments are off-line. HUD will not approve taking the last 3 off-line at this time. 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. Motion to accept and place on file the Park Place Investment report. Wagner/ Wilson. Motion passed unanimously.

Discuss and Approve Year End Financial Report for year ending 12/31/2014: LaDonna reported that overall revenue was lower than last year but was higher than what was budgeted. This is due in part to additional amount of Capital Funds for Operations approved/received from HUD while reductions in Operating Subsidies occurred. Also, we no longer have the antenna revenue. Overall expenses were under budget and the bottom line is positive before depreciation. LaDonna suggested using the report format provided by HABCO in the future which is reflective of the same format used for last year's budget. Paul Wagner suggested a report which shows comparables in percent of change as well as dollar amounts. Motion to accept and place on file the Year End Financial Report for the year ending 12/31/2014. Motion passed unanimously.

Authorization to accept lowest bid for Financial Audit RFP: LaDonna is expecting to receive bids back from three accounting firms by Friday, March 13<sup>th</sup>. Motion to give LaDonna the authorization to accept the lowest bid for the Financial Audit RFP. Wagner/Wilson. Motion passed unanimously.

Authorization to revise the 2013 Capital Funds Budget: LaDonna explained the time constraints used to to obligate and spend Capital Funds. The 2013 funds need to be obligated by 9/8/15. As a small Housing Authority we have the option of putting that money all into CFP Operating Funds. Doing so at this time would allow us to offset the loss of income from the vacancies and the cell tower income, while moving us forward a year in obligating the 2014 and 2015 funds and projects. Commissioners asked LaDonna to

prepare/present a monthly Capital Fund Project Status Report which will show where we are with all the capital fund projects. Motion to move the 2013 Capital Funds into CFP Operating Funds. Wagner/Wilson. Motion passed unanimously.

Report/Review of PILOT payment for year ending: LaDonna reviewed how the computation of payments in lieu of tax (PILOT) is determined. The 2014 PILOT total is \$21,278.40 and has been paid to the City of Merrill.

Report on Horizon Development (Proposed Park Place Redevelopment): LaDonna reported that receipt of the RAD application has been acknowledged. The visit by the WHEDA application underwriter is scheduled for Wednesday, March 25<sup>th</sup>. In late April we will know if we have been approved/denied the tax credit. LaDonna asked the board to consider how we want to get information out to the public regardless of the outcome of the Tax Credit application. The board will also need to evaluate extending next year's lease for the Warming Center regardless of the outcome of the award at the April meeting. LaDonna will bring additional information from the Warming Center and Homelessness Task Force to the April meeting.

Report on Staffing Changes – no action required: LaDonna reported that she has conducted interviews for the maintenance position, but had not filled the vacancy yet. She continues to interview candidates for the part-time property coordinator position.

Discuss and Approve Resolution No. 390: "Revised Merrill Hosing Authority Personnel Policy": LaDonna sent the Personnel Policy to Commissioners prior to the meeting for their review and asked Commissioners for suggestions regarding the proposed changes. LaDonna will make the suggested revisions and asked that and any other suggestions should be emailed to her by Wed. March 18<sup>th</sup>. The Revised Policy will be brought back to the April meeting for final approval. The board would like to have a list of fringe benefits also prepared and brought to the next meeting.

Chairman Kathy Colclasure read the following statement:

The Board may convene in Closed Session pursuant to Wisconsin State Statutes 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 4:58p.m. Wilson /Kostman. Motion passed unanimously by roll call vote 4-0: Those attending closed session: Kostman, Colclasure, Wagner, Wilson and Exec. Director, LaDonna Fermanich, Secretary, Kay Tautges.

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

Motion to reconvene in open session at 5:03 p.m. Kostman/Wagner. Motion passed unanimously.

The Committee may reconvene in open session for potential action(s) on closed session issues(s): No Action taken.

Report on HUD required compliance for "General Occupancy" of Park Place and revision of ACOP Policy: LaDonna reported that through conversations with HUD regarding another matter, it has been brought to her attention that Park Place is designated as "General Occupancy" and is currently not operating in full compliance with that HUD designation. Overall, what that means is that Park Place can and must house anyone who applies and qualifies based on income regardless of their age. LaDonna has already updated our advertising to reflect the change. She is making revisions to the ACOP Policy and has prepared a Resolution to adopt the lease provided for Public Housing found in our HDS software. She presented

Commissioners with a timeline of steps which will need to be taken and completed to meet HUD required compliance with General Occupancy by the annual recertification date of October 1 2015.

Discuss and Approve Resolution No. 391: "Revised Public Housing Lease" as provided by Housing Data Services (HDS) Public Housing software to become effective April 1, 2015 for new move-ins and October 1, 2015 for current tenants. Motion to approved Resolution No. 391, "Revised Public Housing Lease". Wilson/Kostman. Motion passed unanimously by roll call vote: Kostman-aye, Coclosure-aye, Wagner-aye and Wilson-aye.

Discuss/Authorize WAHA Conference Attendance by Staff and Commisioner(s): LaDonna will be attending the WAHA conference at Waukesha in April. Commissioner Day at the conference will be Thursday, April 16<sup>th</sup> . Mike Wilson volunteered to attend the Conference as Commissioner. Expenses will be covered by MHA.

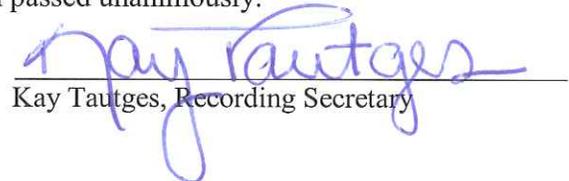
For the Good and Betterment of the Public Housing Program:

1. Commissioner Items/Comments: Paul Wagner thought the Grievance Hearing went well and attendees were made aware of the need for an updated ACOP policy.
2. Executive Director's Report: LaDonna reported that Kay has been working with Walgreens to organize a Health Fair for PP and JT tenants on Thursday, March 19<sup>th</sup> at Park Place.

The next regular meeting of the Commissioners of the Housing Authority will be held on **Wednesday, April 8, 2015, 4:00 p.m. at Jenny Towers Library, 711 E. First Street, Merrill, WI.**

Motion to adjourn at 5:22 P.M. Kostman/Wagner. Motion passed unanimously.

  
Kathy Coclosure, Chairman

  
Kay Tautges, Recording Secretary

  
LaDonna Fermanich, Executive Director

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COMMISSIONERS OF THE CITY OF MERRILL, WISCONSIN**

**Wednesday, March 11, 2015, 5:22 P.M., Jenny Towers Library 711 E First Street, Merrill, WI**

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

ABSENT: Denise Humphrey

GUESTS: Jenny Tower residents

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

Public Comment Period: Mary Peters, a Jenny Towers tenant, stated that the heater in the laundry room is not working and asked if it was going to be left that way.

Motion to approve minutes of February 11, 2015 meeting and today's agenda. Wagner/Wilson. Motion passed unanimously.

Discussion and motion to approve Checks #17342 thru #17379 and Billings to date for February 2015: Wilson/Kostman. Motion passed unanimously by roll call vote: Colclasure-aye, Kostman-aye, Wilson-aye and Wagner-aye.

Discussion and Approval of Move-ins and Move-outs for February 2015: Motion to accept report and place on file. Wagner/Kostman. Motion passed unanimously.

Report on Jenny Tower Investments: LaDonna reported that there was a withdrawal of funds for payment of the PILOT. The CD will mature in March and LaDonna provided Commissioners with available rates. River Valley currently offers the highest rate of interest. Motion to accept report and place on file and to offer Merrill Federal the opportunity to match the River Valley renewal rate on the CD and if they would not match it, then invest the money in a CD at River Valley. Kostman/Wagner. Motion passed unanimously.

Discuss and Approve Year End Financial Report for 2014: LaDonna reported an increase in operating revenue over last year. Total operating expenses were over the budgeted amount, but less than last year resulting in significant improvement in net position for the year. Motion to accept and place on file the Year End Financial Report for 2014. Wilson/Wagner. Motion passed unanimously.

Report/Review of PILOT payment for 2014: Payment in Lieu of Taxes in the amount of \$30,615.35 have been paid to the City of Merrill. The Board requested information regarding the origination agreement regarding the PILOT payment for future reference.

Report on Fire Station purchase update: LaDonna reported that she sent a letter of request to the City Administrator to conduct and pay for the Phase II study now required based on the findings of the Phase

I Environmental study. HUD will not consider approval on the purchase without it. The City inquired as to whether we had received a quote on the testing, and information was shared, but to date nothing further has been heard from the City. New utility markings in the area of the old fire station would suggest they may be moving ahead with the request.

Close Out Report for the Elevator project & 2014 Capital Expenditures: LaDonna reported that the Elevator project came in as contracted with change orders, but over estimates because of the generator issues that became tied into the overall scope of the project. Final payment will be completed as soon as the last of the paperwork has been processed. Capital Funds for 2014 projects were estimated at \$262,800, contracted out at \$278,771 and actual expenditures will come in at \$274,060.00

Approve Purchase of Washer & Dryers: LaDonna reported that the washer and dryers are 8-10 years old and are not commercial grade. Several repairs have been made to keep these in operation. LaDonna requested authorization to purchase 4 commercial grade washer and dryers. Motion to authorize the purchase of 3 commercial washers and 3 commercial dryers and 1 large capacity washer and 1 large capacity dryer if space allows. Wagner/Kostman. Motion passed unanimously. LaDonna noted that a majority of the refrigerators will need to be replaced during the next year and will be getting bids to present to the board at a later date.

Report on Chase-way/Wiring Plans: LaDonna reviewed estimates received for equipment and installation costs in addition to the plans. Motion to enter into a contract with Martin Riley and Muermann Engineering for plans, bidding and oversight of the wiring project. Wagner/Wilson. Motion passed unanimously.

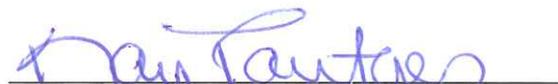
For the Good and Betterment of the Section-8 Housing Program:

1. Commissioner Items/Comments – Mike Wilson asked what has been done in regard to the heating problems reported by tenants. Paul Wagner and Tim Mueske have reviewed drawings with Martin Riley in order to trouble shoot problem areas. Martin Riley has given us some feedback and suggestions to help with heat in first floor areas. Apartment #205 and other second floor apartments that extend out over the first floor have been individually checked. Overall, the experts agree that there is no simple fix to the heating and cold flooring due to the way the building was originally constructed.
2. Executive Director's Report – None.

The next regular meeting of the Commissioners of the Housing Authority will be held on **Wednesday, April 8<sup>th</sup>, 2015, 4:00 p.m. at Jenny Towers Library, 711 E. First Street, Merrill, WI.**

Motion to adjourn meeting at 6:00 p.m. Kostman/Wilson. Motion passed unanimously.

  
Kathy Colclasure, Chairman

  
Kay Tauges, Recording Secretary

  
LaDonna Fermanich, Executive Director