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

Wednesday, May 13, 2015 5:26 P.M. Jenny Towers Library, Merrill, WI

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

ABSENT: Kathy Colclasure

GUESTS: Jenny Tower residents

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

Public Comment Period: Barb Bauer (Jenny Towers tenant), expressed concern over visitors who have been parking in the tenant assigned parking spaces. She would like to see more signage so visitors are aware that they are parking in private spaces. She was also concerned with some tenants living there that might be more appropriate at other types of facilities stating that "this isn't a nursing home". Kay Lewis (Jenny Towers tenant), expressed concern over some tenants who are experiencing incontinence. She has concerns over furniture in public places being used and possibly soiled by these individuals.

Motion to approve the minutes of April 8, 2015 meeting and today's agenda. Wagner/Kostman. Motion passed unanimously.

Discussion and motion to approve Checks #22171 thru #22206 and Billings to date for April 2015: Wagner/Kostman. Motion passed unanimously by roll call vote: Kostman-aye, Humphrey-aye, Wagner-aye and Wilson-aye.

Move-ins and Move-outs for April 2015: LaDonna reported that currently, we have 18 vacancies. Motion to accept report and place on file. Wilson/Wagner. Motion passed unanimously.

Report on Park Place Investments: LaDonna reported that $69,000.00 from the capital funds was transferred to the investment account. Board members were pleased with the new report format. Motion to accept and place on file the Park Place Investment report. Kostman/Wilson. Motion passed unanimously.

Discuss and Approve Financial Reporting for 1st Quarter ending 3/31/2015: LaDonna reported a net increase in revenue for the year as a direct result of the Capital Funds being drawn into the Operating Funds. A net decrease in total operating expenses reflects an overall increase in net position, but doesn't reflect the true picture given the capital infusion offsetting loss of rent due to vacancies and loss of antenna rental income. This is not the basis we will be able to continue to operate at over the long haul. Kostman/Wilson. Motion to accept the 1st Quarter Financial Report ending 3/31/2015. Motion passed unanimously.

Authorization to accept low bid for Property & Liability Insurance (June 1 renewal date): Authorization for bid was included in motion for Jenny Towers Property & Liability Insurance bid. See Jenny Towers May 13th Minutes.

Report on Horizon Development (Proposed Park Place Redevelopment): LaDonna reported that although we were not awarded the Tax Credit this year, we were very close. LaDonna and Horizon both feel that we can address the areas where we lost points and be in a good position for next year's application. Alternative funding options will be discussed soon with potential local partners to regain some of the points lost on this year's WHEDA application. A press release was sent out and LaDonna also discussed the final result and future expectations on a recent "Our Town" radio segment.

Report on Staffing Changes – no action required: LaDonna reported that she hired Pete Turner on May 4th to fill the Maintenance position. She offered Diane Hutchins the part-time property coordinator position at Park Place on May 4th, which she has accepted. We will now need to pay a buy-out to fee Westphal Staffing to compensate for a shortened temp-to-hire contract with them.

Review and discuss Park Place ACOP Policy chapters 1-10: Board Members asked to table this until the next meeting. LaDonna will email the rest of the policies out to everyone before the end of May. All of the policies can them be reviewed at the June meeting. LaDonna has met with Park Place residents regarding the ACOP revisions, lease revisions and change in housing delegation. This provides the required 45 day comment period prior to a public hearing scheduled for July 1st. Any public comment submitted during the hearing will be forwarded to the Commissioners prior to final approval of the ACOP at the July Board Meeting.

For the Good and Betterment of the Public Housing Program:

1. Commissioner Items/Comments: Amanda has heard from Park Place tenants that there are people (not living at Park Place) who leave dogs run and defecate on Park Place property. LaDonna explained that this is a public nuisance issue since, this is occurring on city owned propery (Cenatoph Park). Tenants have been advised to call the Merrill Police Department when they see this happening. Mike said he felt that he was enlightened at the WAHA conference. Much of the educational information was over his head but he did leave knowing that there are problems/issues similar to what MHA has at many other housing authorities. There are also many knowledgeable people out there to provide housing authorities with help. Commissioners asked LaDonna to send them the date/location of the next WAHA conference.

2. Executive Director's Report: LaDonna reported that we are in the process of evicting a tenant for not complying with the smoking policy. The eviction process does take some time and that can seem frustrating to tenants who complain of smoking in the building. Hopefully, this will send a strong message to other tenants that we are serious about this policy.

The next regular meeting of the Commissioners of the Housing Authority will be held on **Wednesday, June 10, 2015, 4:00 p.m. at Jenny Towers Library, 711 E. First Street, Merrill, WI.**

Motion to adjourn at 6:00 P.M. Wagner/Wilson Motion passed unanimously.

Denise Humphrey, Vice-Chairman

Kay Thurges, Recording Secretary

LaDonna Fermanich

LaDonna Fermanich, Executive Director

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

Wednesday, May 13, 2015, 4:00 P.M., Jenny Towers Library 711 E First Street, Merrill, WI

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

ABSENT: Kathy Colclasure

GUESTS: Several Jenny Tower residents

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

Public Comment Period: Jim Zellmer, a Jenny Towers tenant, stated that nothing has been done about the fumes from exhaust pipes located directly under his window coming into his apt. when his window is open. He would like to see something done to fix this problem. Kay Lewis asked the board to write a thank you letter to the VFW because a VFW member exchanged the fraying flag with a new, larger flag. Kay Lewis stated she has already made a request for and is asking again to have a box and blank maintenance request forms placed outside the office window for tenants to write out maintenance requests at any time.

Motion to approve minutes of April 8, 2015 meeting and today's agenda. Kostman/Wagner. Motion passed unanimously.

Discussion and motion to approve Checks #17415 thru #17446 and Billings to date for April 2015: Kostman/Wagner. Motion passed unanimously by roll call vote: Humphrey- aye, Kostman-aye, Wilson-aye and Wagner-aye.

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

Report on Jenny Tower Investments: LaDonna reported that the investment transfer made was used for final payment for the elevator project and to purchase the washers and dryers. Motion to accept report and place on file. Wagner/Kostman. Motion passed unanimously.

Discuss and Approve Financial Reporting for 1st Qtr. Ending 3/31/15: LaDonna reported a net decrease in operating revenue, a net decrease in operating expense and a net increase in investment income resulting in an overall increase in net position compared to last year . Motion to accept and place on file the 1st Quarter Financial Report for the Quarter ending 3/31/15. Wagner/Kostman. Motion passed unanimously.

Authorization to accept low bid for Property & Liability Insurance (June 1 renewal date): LaDonna informed Commissioners that bids are due back May 22nd. She will send Commissioners the initial RFQ and all bids received for review. Motion to tentatively approve acceptance of low bid for Property & Liability Insurance based on review of the bids received on May 22nd. Wagner/Wilson. Motion passed unanimously.

Discuss and Approve Resolution No. 393 'Liquidation of Funds to Purchase 701 E. 1st Street (the old fire station) and Transfer of Property to Public Housing ACC': LaDonna informed the board that in the future, this business will be on the Park Place agenda since HUD has required that the property be part of Park Place Public Housing ACC contract. Motion to approve Resolution No. 393 'Liquidation of Funds to Purchase 701 E. 1st Street (the old fire station) and Transfer of Property to Public Housing ACC'. Kostman/Wagner. Motion passed unanimously by by roll call vote: Humphrey- aye, Kostman-aye, Wilson-aye and Wagner-aye.

Discussion of Revisions to Capital Improvement Scheduling and A/E Services: LaDonna revised the report so that all capital improvement projects are shown on one report and in order of estimated start dates. She reported that the additional smoke detectors will be installed in June in conjunction with the Westgate & Scattered Sites annual inspections. The California Street property needs more renovation than originally planned. All windows, doors and flooring will need to be replaced. Commissioners requested quote options for remediating verses encapsulating asbestos tiles. They also requested that Martin/Riley provide more detailed time estimates for the various project phases such as design, bidding, construction, and occupancy dates and to schedule a walk-through date for the old fire station property. Plans for a temporary office expansion are no longer needed as adjustments to current office space have been made and should work out ok for the short-term duration. Paul asked LaDonna to include project timeframes (duration and deadlines) on future reports.

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

1. Commissioner Items/Comments–Amanda Kostman has had tenants contact her with some concerns and she has also had discussions with people who told her that they are not interested in moving in because they have heard the environment is not welcoming. She wants to see that small projects are taken care of first with safety matters taking priority. Following are a list of things she would like to see addressed:
   - -check and replace the water cooler filter if needed
   - -prepare a plan to address the concern about venting under apt. #202 window
   - -assess the heating in Community Room and create/implement a plan for correction if that is needed
   - -assess the heating unit in the Laundry Room and create/implement a plan for correction if needed
   - -replace and/or clean the rocker and chair pads in common room if needed
   - -provide a garbage bin and recycling bin in the library

   Amanda also brought up suggestions for more training for MHA personnel. She feels that MHa should focus on providing a welcoming, stress-free environment for tenants. LaDonna and Board Members felt that the personnel concerns/suggestions should be discussed in the future in Closed Session. Amanda suggested having future meetings where tenants can discuss concerns with board members without LaDonna present. She thanked LaDonna for attending the Nutrition meeting.

   Mike Wilson shared that he is glad that he was able to attend the Commissioner training at the WAHA Conference. He feels that he knows more about how to do his job as a Commissioner.

   Rob Norton asked for permission to have floor privileges. Motion to give Rob Norton floor privileges. Kostman/Wagner. Motion passed unanimously. Rob shared a recommendation made by the City of Merrill (see below) which would give MHA the free and clear ownership of Lot 3, Block 5 (currently used by MHA for JT resident parking) in exchange for paying the costs for repaving and improvements of the one block portion of Cleveland Street (adjacent to the old fire station) between Main and Fist Streets. The estimated cost provided by the City is $16,114.00. The actual cost for the repairs will depend on the street repair bidding accepted by the City on June 2, 2015.

   Motion to pay $16,114.00 to the City of Merrill for the following Cleveland Street repaving to include

   - Remove Existing Pavement 672 SY @ $3.00 / SY $ 2,016.00

- Remove Existing Curb and Gutter 319 LFY @ $3.00 / LF $ 957.00
- Adjust Man Holes 2 Each @ $200.00/ Each $ 400.00
- Curb and Gutter 30" Type D 319 LF @ $15.00 / LF $ 4,785.00
- Asphaltic Surface 117 Tons @ $68.00 / Ton $ 7,956.00
- **Cleveland Street Total = $16,114.00**

in exchange for the free and clear ownership of Lot 3 Block 5. Wagner/Wilson. Motion passed unanimously. (Note: if the actual repair costs from the City come back higher after their bid opening, additional conversations may be needed).

2. Executive Director's Report – LaDonna stated that she agrees with Amanda that there is always room for improvement. But she also knows that her staff members do a wonderful job of being respectful of tenants and their needs and completing work which needs to be done. She asked the board to direct tenants with concerns back to her or staff because they cannot address concerns unless they know they exist, what they are and who they involve and they should be given the opportunity to address them before they become a matter of public record. She would suggest a closed session be used in the future to talk about specific concerns which have just now been brought to her attention by board members, as many are not appropriate to be discussed in this forum. She also noted that she has had applicants state they would not move in because of the way some tenants treat one another. This too, has direct impact on creating a "welcoming environment".

   Financial Audits will be completed in May. Pete Turner has been hired to fill the maintenance position. LaDonna was asked by board members to report on the process for maintenance requests and completion of those requests.

The next regular meeting of the Commissioners of the Housing Authority will be held on **Wednesday, June 10th, 2015, 4:00 p.m. at Jenny Towers Library, 711 E. First Street, Merrill, WI.**

Motion to adjourn meeting at 5:24 p.m. Wilson/Kostman. Motion passed unanimously.

Denise Humphrey, Vice-Chairman

Kay Tautges, Recording Secretary

LaDonna Fermanich, Executive Director