

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

**Wednesday, July 8, 2015, 4:00 P.M., Jenny Towers Library 711 E First Street, Merrill, WI**

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

**ABSENT:** Denise Humphrey

**GUESTS:** Matt Wiedenhoef of Martin/Riley Architects and Engineers, Several Jenny Tower residents

**SECTION-8 HOUSING- JENNY TOWERS and SCATTERED SITES 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 minutes of June 10, 2015 meeting and today's agenda. Kostman/Wilson. Motion passed unanimously.

Martin/Riley Presentation of Wiring Project: Matt from Martin/Riley presented a detailed Project Summary to the Board. Included were details regarding the architectural and electrical plans. The total project cost is higher than what was expected. LaDonna expressed concerns related to the cost involved and the overall extent to which the scope of the project has now been expanded. She reminded the board that the initial reason for consideration of a re-wiring project was to provide Charter cable, perhaps WIFI and security camera service in the building. She recommended that the Board consider intermediate options rather than continuing to pursue the full scope of the project as presented.

Discuss and Approve Wiring Project Recommendation: Discussion ensued as to whether the project could be broken down into smaller components instead of implementing all upgrades. Matt from Martin/Riley reminded commissioners that the current contract was written as a "full scope" contract from design through completion of construction for all systems specified. Motion to proceed with the project through to bidding in September and at that point in time make a decision on the extent and scope of the project we want to continue with. Wagner/Wilson. Wagner- aye, Kostman-aye, Wilson-aye and Colclasure-aye.

Discuss and Approve California Street Remodel Bid: LaDonna reported that Invitations to Bid were sent to seven or eight local contractors, three showed up for the pre-bid meeting and that Precision Builders was the only contractor who returned a bid for this project. Motion to continue with the base bid from Precision Builders but increase the bid to include the cost of installing solid doors, include option #1 for removal of asbestos and option #2 to purchase windows from a local vendor. Wagner/Kostman. Wagner- aye, Kostman-aye, Wilson-aye and Colclasure-aye. (Matt Wiedenhoef left at this point).

Discussion and motion to approve Checks #17488 thru #17526 and Billings to date for June 2015: Wagner/Wilson. Motion passed unanimously by roll call vote: Wagner- aye, Kostman-aye, Wilson-aye and Colclasure-aye.

Discussion and Approval of Move-ins and Move-outs for June 2015: LaDonna reported that we had 2 Move-ins for June, 0 Move-outs and 3 Move-ins on July 1 leaving us with 3 vacancies. Wilson/Wagner. Motion passed unanimously.

Report on Jenny Tower Investments: LaDonna reported an overall decrease in the balance due to capital improvement draws in the month of June. Motion to accept report and place on file. Wilson/Kostman. Motion passed unanimously.

Report on Capital Improvement Scheduling: LaDonna reported on the status of each capital funds project. Paul asked that a combined total of capital funds obligated and expended be included on this report so that the board can have a point of reference for how much money is remaining in the reserves account.

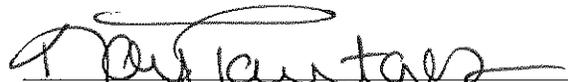
For the Good and Betterment of the Section-8 Housing Program:

1. Commissioner Items/Comments – None.
2. Executive Director's Report – LaDonna reported that 3 new water resistant pieces of furniture have been ordered for the lobby area. She sent a sympathy card to the family of Doris Raasch on behalf of the board. Doris served as a Commissioner on the board for many years when she lived at Jenny Towers. Kay has a picnic planned for July. Office staff will be meeting with staff from CCCW and ADRC in July to establish a better chain of communication and a better understanding of how and when to involve these agencies when we begin to have concerns/problems with tenants.

The next regular meeting of the Commissioners of the Housing Authority will be held on **Wednesday, August 12<sup>th</sup>, 2015, 4:00 p.m. at Jenny Towers Library, 711 E. First Street, Merrill, WI.**

Motion to adjourn meeting at 5:54 p.m. Kostman/Wagner. Motion passed unanimously.

  
Kathy Colclasure, Chairman

  
Kay Tautges, Recording Secretary

  
LaDonna Fermanich, Executive Director

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**Wednesday, July 8, 2015 5:54 P.M. Jenny Towers Library, Merrill, WI**

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

**ABSENT:** Denise Humphrey

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

Public Comment Period: None. (No Public in Attendance)

Motion to approve the minutes of June 10, 2015 meeting and today's agenda. Kostman/Wagner. Motion passed unanimously.

Discussion and motion to approve Checks #22254 thru #22290 and Billings to date for June 2015: Wilson/Kostman. Motion passed unanimously by roll call vote: Kostman-aye, Wagner-aye, Colclasure-aye and Wilson-aye.

Move-ins and Move-outs for June 2015: LaDonna reported 1 Move-in and 0 Move-outs in June leaving 17 vacancies. Motion to accept report and place on file. Wilson/Kostman. Motion passed unanimously.

Report on Park Place Investments: LaDonna reported that the investment gains continue to be small but consistent. Motion to accept and place on file the Park Place Investment report. Kostman/Wagner. Motion passed unanimously.

Review and discuss Park Place ACOP Policy chapters 3, 4 (Humphrey), 7, 8 (Wagner), 16 (all) (tabled from June Mtg.): Paul reviewed chapters 7 & 8 and LaDonna reviewed chapter 16 with the board.

Discuss ACOP Public Hearing Comments and Approve Resolution No. 397 "Implementation of Revised Admission and Continued Occupancy Policy (ACOP)": LaDonna reported that no one showed up or submitted any comments for the required Public Hearing. One of the changes which will be most noted by tenants is the Community Service hours required for tenants who are not over the age of 62 or disabled. Amanda's office is compiling an updated list of volunteer opportunities for adults. This list will include hours needed and restrictions. She expects to have the list finished in August and will send a copy to LaDonna. Motion to approve Resolution No. 397 "Implementation of Revised Admission and Continued Occupancy Policy (ACOP)." Kostman/Wilson. Motion passed unanimously by roll call vote: Kostman-aye, Wagner-aye, Colclasure-aye and Wilson-aye.

Status Report on Fire Station acquisition: LaDonna has received/reviewed utility information and she has toured the property with staff. She asked the board to consider if they would like to work with Martin/Riley on the project. They have been good to work with and are familiar with HUD regulations. Board members asked LaDonna to have the locks changed and ask Martin/Riley for a proposal to complete drawings of the building.

Report on Horizon Development (Proposed Park Place Redevelopment): LaDonna reported that Scott continues to speak with a WHEDA to promote our project and find ways to tweak our submission for next year. He met with them to propose that a prorated approach to determining whether a project is "new construction" OR "rehabilitation" would be more equitable for all applicants considering a combined project such as ours rather than having to be just one or the other. We have also continued to work with Lincoln Community Bank on the FHLB AHP loan application and possibility of furthering our financial partnership with them as proposed in

Resolution No. 398. As there was no one other than the Board in attendance, they did not go into closed session to discuss the confidential letters of commitment pertaining to Resolution No. 398.

Approve Resolution No. 398 "Financial Partnership with Lincoln Community Bank (LCB)": Motion to approve Resolution No. 398 "Financial Partnership with Lincoln Community Bank (LCB)". Kostman/Wilson. Motion passed unanimously by roll call vote: Kostman-aye, Wagner-aye, Colclasure-aye and Wilson-aye.

Motion to go into closed session pursuant to WI State Statutes 19.85(1)(c) as it pertains to annual performance evaluation of Executive Director Fermanich at 6:36p.m. Wilson/Kostman. Motion passed unanimously by roll call vote 4-0: Those attending closed session: Wagner, Kostman, Colclasure, Wilson, Norton and Exec. Director LaDonna Fermanich.

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

Motion to reconvene in open session at 7:01 p.m. Wagner/Wilson. Motion passed unanimously. There were no formal actions taken during the closed session. The Board requested that LaDonna provide them with more information including her current job description prior to the August meeting and would table any actions until then.

For the Good and Betterment of the Public Housing Program:

1. Commissioner Items/Comments: Commissioner Wagner clarified that he was not present at the May Homelessness Task Force meeting so the information reported in their minutes as provided by him on behalf of the Housing Authority was not accurate.
2. Executive Director's Report: LaDonna reported that she would be attending a "Home for Everyone" conference in Wausau July 15<sup>th</sup> & 16<sup>th</sup> and the Westside Vision Planning meeting presented by the Redevelopment Authority on July 13<sup>th</sup>. MHA staff will also be hosting a tenant picnic for Park Place residents in July.

The next regular meeting of the Commissioners of the Housing Authority will be held on **Wednesday, August 12, 2015, 4:00 p.m. at Jenny Towers Library, 711 E. First Street, Merrill, WI.** Commissioner Wilson indicated he will be unable to attend the August meeting.

Motion to adjourn at 7:05 P.M. Kostman/Wilson. Motion passed unanimously.

  
Kathy Colclasure, Chairman

  
Kay Tautges, Recording Secretary

  
LaDonna Fermanich, Executive Director