

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

Wednesday, August 12, 2015, 4:00 P.M., Jenny Towers Library 711 E First Street, Merrill, WI

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

ABSENT: Mike Wilson, Rob Norton (Ex-Officio)

GUESTS: Several Jenny Tower residents

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

Public Comment Period: None.

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

Discussion and motion to approve Checks #17527 thru #17573 and Billings to date for July 2015: Wagner/Kostman. Motion passed unanimously by roll call vote: Wagner- aye, Kostman-aye, Humphrey-aye and Colclasure-aye.

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

Report on Jenny Tower Investments: LaDonna reported an overall decrease in the balance due to capital improvement draws and less interest being earned due to a smaller balance in that account. Motion to accept report and place on file. Wagner/Kostman. Motion passed unanimously.

Discuss and Approve 2nd Quarter Financial Statements for June 2015: LaDonna reported on a change in net position due to the purchase of the Fire Station property and the cost for the wiring project plans. We are under budget for expenses and are under where we had hoped to be in revenue due to some lower than expected assistance payments. Overall, we are operating at a profit before the depreciation is subtracted from the bottom line. Motion to accept and place on file the 2nd Quarter Financial Statement report for June 2015. Wagner/Kostman. Motion passed unanimously.

Report on California Street Remodel: LaDonna reported that Precision Builders was awarded the contract for this project. They have begun to work and plan on completing the project by the end of October. The project cost has been revised to reflect the change order to solid core doors and the direct purchase of windows from Hurd.

Report on Capital Improvement Scheduling: LaDonna reported on the status of each capital funds project. She asked approval to accept low bids for canopy awnings over the smoking areas at Park Place and Jenny Towers and the low bid for Seal Coat and Striping at Jenny Towers. Motion to give LaDonna the approval to accept the low bid for canopy awnings over the smoking areas at Park Place and Jenny Towers and the low bid for Seal Coat and Striping at Jenny Towers.

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

1. Commissioner Items/Comments – None.
2. Executive Director's Report – LaDonna reported that the lateral to the main city sewer hook-up at St. Paul has collapsed. Krueger Plumbing will be repairing this on Friday. LaDonna made Commissioners aware of the fact that the unpredictability of a problem of this type can occur at any time. We've been experiencing several plumbing issues at Jenny Towers over the past year and if anything significant were to develop pertaining to plumbing those costs could be extensive and would need to come from our Capital Investment Reserves.

The next regular meeting of the Commissioners of the Housing Authority will be held on **Wednesday, September 9th, 2015, 4:00 p.m. at Jenny Towers Library, 711 E. First Street, Merrill, WI.**

Motion to adjourn meeting at 4:42 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, August 12, 2015 4:42 P.M. Jenny Towers Library, Merrill, WI

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

ABSENT: Mike Wilson, Rob Norton (Ex-Officio)

GUESTS: Several Jenny Towers tenants.

PUBLIC HOUSING - PARK PLACE and WESTGATE MEETING called to order by Chairman Kathy Colclasure. Motion to excuse Mike Wilson and Rob Norton (Ex-Officio). Kostman/Humphrey. Motion passed unanimously.

Public Comment Period: None.

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

Discussion and motion to approve Checks #22291 thru #22338 and Billings to date for July 2015: Wagner/Kostman. Motion passed unanimously by roll call vote: Kostman-aye, Wagner-aye, Colclasure-aye and Humphrey-aye.

Move-ins and Move-outs for July 2015: LaDonna reported 3 Move-outs and 1 Move-in for July, and another Move-In for August 1st leaving 18 combined vacancies at Park Place and Jenny Towers. Motion to accept report and place on file. Wagner/Kostman. Motion passed unanimously.

Report on Park Place Investments: LaDonna reported that the investment continues to demonstrate consistency with small gains. Motion to accept and place on file the Park Place Investment report. Wagner/Humphrey. Motion passed unanimously.

Discuss and Approve 2nd Quarter Financial Statements for June 2015: LaDonna reported an increase in the net total net position due to the purchase of the Fire Department property. We are operating under budget for expenses and over budget for operating revenue; however that is a direct result of pulling 2013 Capital Funds into operating as allowed by HUD. Motion to accept and place on file the 2nd Quarter Financial Statement for June 2015. Wagnener/Humphrey. Motion passed unanimously.

Report on Horizon Development (Proposed Park Place Redevelopment): LaDonna reported that the AHP Loan application is currently under review. LaDonna was able to discuss the project with several prominent WHEDA contacts at the Conference she attended in Wausau last month. She also attended a RAD (Rental Assistance Demonstration) conference while there and was pleased to find several of our current team members serving on the leadership panel.

Update on RAD (Rental Assistance Demonstration) Application: LaDonna reported that the MHA RAD application has advanced and we have tentatively been approved to move forward. It will mean completing a great deal of paper work for now and additional training and education will be needed. Overall though, it should be a very good thing for MHA providing a steady stream of HUD funding similar to our current HAP contract on the Jenny Towers property. The RAD will also impact the next WHEDA application. Fortunately, we will have a solid network of people who have already been involved with and even completed a RAD conversion available to contact should questions arise regarding the conversion process.

Status Report on Fire Station: The locks have been changed and the property has been endorsed onto our current insurance policy. Additional possible usage and the feasibility of keeping the 1968 addition were discussed. Motion made and seconded by Wagner/Kostman to Approve MartinRiley proposal to complete comprehensive plans of the current station, prepare and advance through to construction the roof repairs and the fees associated with designing through construction of the remainder of the facility improvements with the following modifications:

- Provide cost differentials/payback of metal shingle tiles instead of fiberglass tiles
- Provide cost estimates of required repairs to the 1968 addition vs. demolition of the 1968 addition

Motion carried unanimously.

Motion to go into closed session pursuant to WI State Statutes 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility to conduct annual performance evaluation of Executive Director Fermanich at 5:04p.m. Wagner/Humphrey. Motion passed unanimously by roll call vote 4-0: Those attending closed session: Wagner, Kostman, Colclasure, Humphrey and Executive Director LaDonna Fermanich.

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

Motion to reconvene in open session at 5:38 p.m. Kostman/Wagner. Motion passed unanimously.

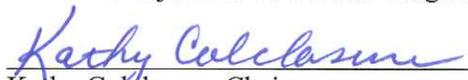
Motion to approve a 2.5% salary increase to Executive Director Fermanich. Humphrey/Wagner. Motion carried unanimously. (Commissioner Humphrey left after this item).

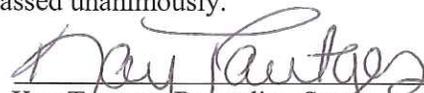
For the Good and Betterment of the Public Housing Program:

- A. Commissioner Items/Comments - Commissioner Wagner requested to be included in the Martin Riley walk-through of the fire station.
- B. Executive Director's Report – Park Place resident asked why all Board meetings are held at Jenny Towers. LaDonna will review the bi-laws then report back to the Commissioners for the next meeting as to whether or not the bi-laws should be amended to allow meeting at both facilities on a rotational basis. She also reported on HUD's huge push on Community Service Requirements and thanked Amanda for the list of volunteer opportunities already in the community. She reported that Lynn & Diane have attended training geared to this subject this past month. LaDonna also reported attending the "Home for Everyone" conference in Wausau and the Westside Redevelopment Renewal meeting at City Hall during July. She and Lynn will be attending the Fall WAHA conference in Wausau Sept. 16th & 17th.

The next regular meeting of the Commissioners of the Housing Authority will be held on **Wednesday, September 9, 2015, 4:00 p.m. at Jenny Towers Library, 711 E. First Street, Merrill, WI.**

Motion to adjourn at 5:43 P.M. Wagner/Kostman. Motion passed unanimously.


Kathy Colclasure, Chairman


Kay Tautges, Recording Secretary


LaDonna Fermanich, Executive Director