

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

**Wednesday, September 9, 2015, 4:00 P.M., Jenny Towers Library 711 E First Street, Merrill, WI**

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

GUESTS: Several Jenny Tower residents

**SECTION-8 HOUSING- JENNY TOWERS and SCATTERED SITES MEETING** called to order by Chairman Kathy Colclasure.

Public Comment Period: None.

Motion to approve minutes of August 12, 2015 meeting and today's agenda. Wagner/Kostman. Motion passed unanimously.

Discussion and motion to approve Checks #17574 thru #17611 and Billings to date for August 2015: Wagner/Wilson. Motion passed unanimously by roll call vote: Wagner- aye, Kostman-aye, Humphrey-aye, Wilson- aye, and Colclasure-aye.

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

Report on Jenny Tower Investments: LaDonna reported that no capital draws were made last month and interest income is not recorded since we have not received the August bank statement. Motion to accept report and place on file. Wagner/Humphrey. Motion passed unanimously.

Report on Wiring Bids & Board Decision whether or not to proceed – Matt Wiedenhoef (Martin/Riley architects & engineers): Matt reported that there were no bids received for the project. Reasons why firms were not interested in bidding on the project included; the building being occupied, expecting the project to be messy with no easy in/out, liability associated with the required fire watch and difficulty getting numbers from contractors. Matt emphasized that the project was well advertised, and will provide a plan holder's list to LaDonna for. Martin/Riley's recommendation is to look at the possibility of re-bidding the project in conjunction with another project at a future time/date.

Report on Jenny Towers and Scattered Sites Capital Improvements: LaDonna reported on the status of each capital fund project. California Street is on schedule and work should be completed by the end of October. Canopy awnings will be installed by the end of October. Bids have been received for the Seal Coat/Striping and that project will be completed in spring. Three new pieces of furniture have been added to the lobby. Commissioner Wagner asked LaDonna to prepare a proposal for projects to be completed in the next year.

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

1. Commissioner Items/Comments – Commissioner Wagner would like to have board meetings scheduled at both Park Place and Jenny Towers. LaDonna will bring a proposal to update the By-laws so that meetings can be held at both buildings. Mike will not be at the next meeting.

2. Executive Director's Report – Staff have been working on general maintenance/cleaning in the building; cleaning handrails and carpets. Annual building/apartment inspections were completed today. Kay has scheduled a fall color tour ride for tenants and will be starting annual recertification meetings next week.

The next regular meeting of the Commissioners of the Housing Authority will be held on **Wednesday, October 14<sup>th</sup> 2015, 4:00 p.m. at Jenny Towers Library, 711 E. First Street, Merrill, WI.**

Motion to adjourn meeting at 4:34 p.m. Kostman/Humphrey. Motion passed unanimously.



Kathy Colclasure, Chairman



Kay Tautges, Recording Secretary



LaDonna Fermanich, Executive Director

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**Wednesday, September 9, 2015 4:34 P.M. Jenny Towers Library, Merrill, WI**

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

**GUESTS:** Several Jenny Towers tenants.

**PUBLIC HOUSING - PARK PLACE and WESTGATE MEETING** called to order by Chairman Kathy Colclasure.

Public Comment Period: None.

Motion to approve the minutes of August 12, 2015 meeting and today's agenda. Kostman/Wagner. Motion passed unanimously.

Status Report on Fire Station – roofing project presentation – Matt Wiedenhoef (Martin/Riley architects & engineers): Matt reported that measurements and drawings of the building are now complete. He presented cost differentials/performance details of asphalt and steel shingles. Motion to go with the asphalt shingles. Wagner/Wilson. Motion passed unanimously. Martin/Riley will distribute the roof project information on Monday and plans are to have bids back 2 weeks later with hopes to have the project completed by October or November. Matt provided board members with cost estimates of required repairs to the 1968 addition vs. demolition of the 1968 addition. Board members decided not to demolish the 1968 addition. Motion giving LaDonna the authorization to accept the lowest certified contractor's bid for the roofing project. Wagner/Wilson. Motion passed unanimously. (Matt Wiedenhoef left the meeting after this).

Status Report on Horizon Development (Proposed Park Place Redevelopment): LaDonna reported that she and Scott have been involved in conference calls with RAD team members. Conversion paperwork has been submitted. She will continue work with Scot and HUD on a required revision of the 5 year plan. Another public hearing will also need to be conducted. Scott has offered to attend the October Board meeting to bring everyone up to date on everything that has transpired since April and to answer questions the Board may have regarding the AHP loan application, the WHEDA tax credit application and the RAD conversion. The RAD Consulting Agreement paperwork from Baker/Tilly had not been received in time for today's meeting. Board Members would like to have Scott attend the next meeting.

Discuss an approve Resolution No. 399: "Execution of RAD Consulting Agreement with Baker Tilley": No action taken since the agreement paperwork has not yet been received.

Report on Park Place & Westgate Capital Improvements: LaDonna provided improvement/project updates and commented that discussions with Horizon and Baker Tilly both suggested any 2014/2015 Capital funds would be most beneficial if directed to the fire station improvements.

Discussion and motion to approve Checks #22339 thru #22376 and Billings to date for August 2015: Wagner/Kostman. Motion passed unanimously by roll call vote: Kostman-aye, Wagner-aye, Colclasure-aye, Wilson-aye and Humphrey-aye.

Move-ins and Move-outs for August 2015: LaDonna reported 2 Move-outs (including one eviction) and 1 Move-in for August and 4 Move-ins for Sept. 1 for a total of 16 vacancies at Park Place. Motion to accept report and place on file. Wilson/Humphrey. Motion passed unanimously.

Report on Park Place Investments: LaDonna reported that the investment continues to demonstrate consistency with small gains. She noted that the transfer of funds earlier in the month to replenish approved levels was just

slightly less than the amount of ACH rent deposited to the investment fund since the start of the year. Motion to accept and place on file the Park Place Investment report. Kostman/Wilson. Motion passed unanimously.

Approve Financial Audit for year ending 12/31/2014: LaDonna reported that there were no deficiencies or concerns reported. It was a good audit. Motion to accept report and place on file. Wagner/Humphrey. Motion passed unanimously.

For the Good and Betterment of the Public Housing Program:

A. Commissioner Items/Comments - Commissioner Wagner requested to have a closed session added to the October meeting agenda for the purpose of discussing a personnel issue.

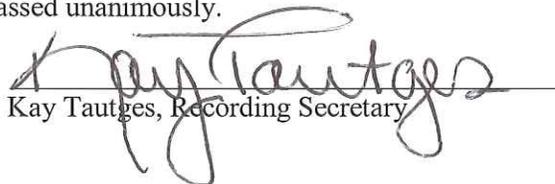
B. Executive Director's Report – Dianne is no longer working for Merrill Housing Authority. Kay has expressed interest in a full-time position. LaDonna will be attending an Antigo Housing Authority tax credit open house this month. Lynn and LaDonna will be attending the Fall WAHA conference in Wausau Sept. 16<sup>th</sup> & 17<sup>th</sup>. LaDonna will be taking vacation September 21 – 25 and some Friday afternoons.

The next regular meeting of the Commissioners of the Housing Authority will be held on **Wednesday, October 14, 2015, 4:00 p.m. at Jenny Towers Library, 711 E. First Street, Merrill, WI.**

Motion to adjourn at 5:28 P.M. Kostman/Wagner. Motion passed unanimously.



Kathy Coleclausure, Chairman



Kay Tautges, Recording Secretary



LaDonna Fermanich, Executive Director