

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

Wednesday, November 11, 2015 4:05 P.M. Jenny Towers Library, Merrill, WI

PRESENT: Chairman Kathy Colclasure, Denise Humphrey, Rob Norton (Ex-Officio), James Erno, Wayne Zimmerman and Kay Tautges.

ABSENT: Amanda Kostman

GUESTS: Jenny Towers tenants

PUBLIC HOUSING - PARK PLACE and WESTGATE MEETING called to order by Chairman Kathy Colclasure. Amanda Kostman's absence was excused at the October meeting.

Wayne introduced James Erno as the new Resident Commissioner. He will replace the Mike Wilson.

Public Comment Period: None.

Motion to approve the minutes of October 14, 2015 meeting and today's agenda. Wagner/Humphrey. Motion passed unanimously.

Discussion and motion to approve Checks #22418 thru #22474 and Billings to date for October 2015: Wagner/Humphrey. Motion passed unanimously by roll call vote: Wagner-aye, Colclasure-aye, Humphrey-aye and Erno-aye.

Move-ins and Move-outs for October 2015: Wayne reported that there have been four Move-Ins on November 1st. He has worked together with maintenance staff to formulate an aggressive plan to cut vacancies in half and bring the vacancy rate above 93% during the next 3 months. Wayne discussed the status of off-line apartments with a HUD representative and reported that according to HUD, the practice of designating units as off-line is rapidly going away. Because of the future RAD conversion, HUD will no longer approve requests to take apartments off-line. Motion to accept report and place on file. Wagner/Humphrey. Motion passed unanimously.

Report on Park Place Investments: Wayne reported that the accounts are healthy and though gains are small, the account continues to show earnings. Wagner/Humphrey. Motion passed unanimously.

Discuss and Approve 3rd Quarter Financial Statements for September 2015: Wayne reported a substantial change in the net position due to the transfer of funds used to purchase the Fire Station. Besides this changing the bottom line, the report looks to be normal. Motion to accept and place on file the Park Place Investment report. Humphrey/Wagner. Motion passed unanimously.

Report from Scott Kwiecinski (Horizon Development): Scott gave an overview of the 2015 WHEDA application with details regarding the final score we received. He summarized what steps have been taken to improve the scoring on the 2016 WHEDA application. In December WHEDA will release more information regarding scoring of the 2016 applications and we will also find out if we have been awarded the Affordable Housing Program Grant which was applied for in June. Updates will be made to the application and details confirmed before the 2016 WHEDA application is submitted by January 29, 2016.

Report on the Status of the Executive Director Selection: Wayne reported that we have received over 40 applications. Advertisements were placed in a number of newspapers and on Career Builders. Kathy, Denise, and Wayne will be the members of the selection committee. All of the applications will be reviewed and the top candidates chosen for interviews. Board members are encouraged to review these applications

and to provide input as to which candidates will be offered an interview. The final step in the process is a discussion and vote at the Dec. 9th meeting.

Report on Capital Improvement Projects: Wayne reported on the status of capital improvement projects. Projects are in different stages of completion; some nearly complete, some awaiting bids/construction schedules and some not yet begun. Commissioners would like to see the 2015 & 2016 project schedules maintained. Wayne met with Martin/Riley to review initial plans for the Fire Station remodel. He feels that the newly hired director should be involved with and making decisions regarding plans for that project. Board members would like to review the plans before the December meeting. Commissioner Wagner received a phone call from the Sheriff Department. The Department is in need of warm storage space for some of their machines/vehicles. They would like MHA to consider renting the department some space in the old Fire Station bay. The board is agreeable to renting space. Wayne and Commissioner Wagner will discuss matters with the Sheriff Department and inform board members regarding the status/details of a possible rental agreement.

Motion to go into closed session at 5:10p.m. 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 as it pertains to board/tenant/staff concerns. Humphrey/Wagner. Motion passed unanimously by roll call vote 4-0: Those attending closed session: Wagner, Erno, Colclasure, Humphrey, Wayne Zimmerman and Recording Secretary, Kay Tautges.

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

The Committee may reconvene in open session for potential action(s) on closed session issues(s): Motion to reconvene in open session at 5:20 p.m. Wagner/Humphrey. Motion passed unanimously. Motion to approve the Merrill Housing Authority Employment Contract for Wayne Zimmerman. Wagner/Humphrey. Motion passed unanimously.

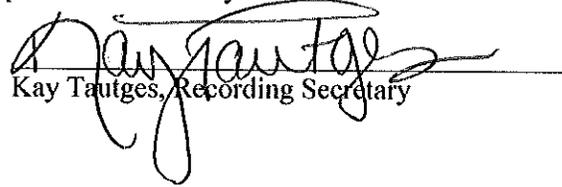
For the Good and Betterment of the Public Housing Program:

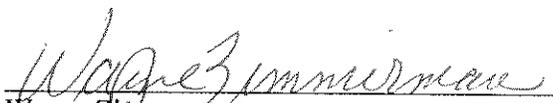
1. Commissioner Items/Comments – Commissioner Wagner asked if the maintenance concerns raised by tenants at the last meeting have been addressed. Wayne has personally visited these tenants and possibilities for resolving the thermal barrier problem are being investigated and discussed with maintenance staff. Overall, Wayne feels that the tenants are feeling like their concerns are being addressed.
2. Executive Director's Report – Wayne reported that the 45 year old female who assaulted the 78 year old man at Park Place earlier in the month is currently in jail. The Merrill Police Department has assured us that it is an isolated incident.

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

Motion to adjourn at 5:34 P.M. Wagner/Humphrey. Motion passed unanimously.


Kathy Colclasure, Chairman


Kay Tautges, Recording Secretary


Wayne Zimmerman
Interim Executive Director

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

Wednesday, November 11, 2015, 4:00 P.M., Park Place 215 Grand Avenue, Merrill, WI

PRESENT: Chairman Kathy Colclasure, Paul Wagner , Denise Humphrey, James Erno, Rob Norton (Ex-Officio), Wayne Zimmerman, and Kay Tautges.

ABSENT: Amanda Kostman

GUESTS: Jenny Tower residents

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

Public Comment Period: Mary Peters , #206, had some water back up in her kitchen sinks. Can something be done about this? What are the plans for updating the wiring in the building? Lucy Pehlke, #314, knows of two tenants (no names given) who have had water back up in their sinks.

Motion to approve minutes of October 14, 2015 meeting and today's agenda. Wagner/Humphrey. Motion passed unanimously.

Discussion and motion to approve Checks #17651 thru #17704 and Billings to date for October 2015: Wagner/Humphrey. Motion passed unanimously by roll call vote: Wagner- aye, Erno-aye, Humphrey-aye and Colclasure-aye.

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

Report on Jenny Tower Investments: Wayne reported that the BMO account shows a negative percent change due to the capital draw made in October. The October bank statement has not been received yet and so the amount of interest earned during the past month is not yet known but should offset the negative percent of change. Motion to accept report and place on file. Wagner/Humphrey. Motion passed unanimously.

Discuss and Approve 3rd Quarter Financial Statements for September 2015: Wayne reported that the net position was affected by the transfer of funds from Jenny Towers to Park Place. Otherwise, the report looks normal. Motion to accept and place on file the 3rd Quarter Financial Statement report for September 2015. Wagner/Humphrey. Motion passed unanimously.

Review of Capital Improvement Projects: Wayne gave an overview and status report for each project. His goal is to improve the vacancy rate at Park Place and so the Maintenance staff has been very busy getting apartments ready to rent. Because of this, there has been no time available for working on capital projects. Commissioner Wagner would like to see work on the capital projects continue. Wayne explained that there would need to be help hired to assist with this. Commissioner Wagner wants Martin/Riley to separate the Wiring project plan into separate, more manageable bids. Wayne will look into this.

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

1. Commissioner Items/Comments – None.
2. Executive Director's Report – Wayne reported that there was good attendance at the Halloween party this month. The canopy over the outside smoking area has been installed and looks very nice.

Motion to hold the next regular meeting of the Commissioners of the Housing Authority **Wednesday, December 9th, 2015, 4:00 p.m. at Jenny Towers Library, 711 E. First Street, Merrill, WI.**

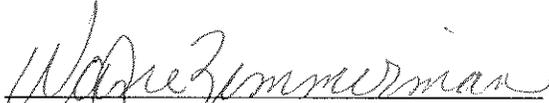
Motion to adjourn meeting at 5:50 p.m. Humphrey/Wagner. Motion passed unanimously.



Kathy Colclasure, Chairman



Kay Tautges, Recording Secretary



Wayne Zimmerman
Interim Executive Director