

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

**Wednesday, December 9, 2015, 4:22 P.M., Jenny Towers Library 711 E First Street, Merrill, WI**

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

**ABSENT:** Paul Wagner

**GUESTS:** Jenny Towers tenants

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

Public Comment Period: None.

Motion to approve the minutes of November 11, 2015 meeting and today's agenda. Humphrey/Erno. Motion passed unanimously.

Discussion and motion to approve Checks #22475 thru #22511 and Billings to date for November 2015: Erno/Humphrey. Motion passed unanimously by roll call vote: Kostman-aye, Colclasure-aye, Humphrey-aye and Erno-aye.

Move-ins and Move-outs for November 2015: Wayne reported that there have been five Move-Ins and no Move-Outs for the month. Staff have been working hard at setting/achieving goals to chip away at vacancies. Westgate will be full as of December 15<sup>th</sup> and Wayne noted that the overall vacancy rate is the lowest it has been all year. Motion to accept report and place on file. Humphrey/Erno. Motion passed unanimously.

Report on Park Place Investments: Wayne reported that gains continue to be small, but due to regulation there has to be a return with no risk for this type of account. Kostman/Erno. Motion passed unanimously.

Approve Resolution No. 399 "Baker Tilly RAD Consulting Service": Wayne reminded the board that there is a need to hire attorneys to monitor the progress of the RAD Conversion and represent MHA interests. Wayne signed and returned the contract from Baker Tilly. Motion to approve Resolution No. 399 "Baker Tilly RAD Consulting Service". Kostman/Erno. Motion passed unanimously by roll call vote: Kostman-aye, Colclasure-aye, Humphrey-aye and Erno-aye.

Approve Resolution No. 401 "2016 Public Housing Budget": Wayne reported that he does need to submit the 2016 Public Housing Budget to HUD soon or we will miss out on receiving capital funds. The budget is similar to last years with the negative balance being due to depreciation. Motion to approve Resolution No. 401 "2016 Public Housing Budget". Kostman/Erno. Motion passed unanimously by roll call vote: Kostman-aye, Colclasure-aye, Humphrey-aye and Erno-aye.

Motion to go into closed session at 4:34 p.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/Erno. Motion passed unanimously by roll call vote 4-0: Those attending closed session: Erno, Kostman, 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 6:02 p.m. Kostman/Humphrey. Motion passed unanimously.

Approval of Resolution No. 403 "Executive Director": Wayne reported that the selection committee choose Russell Grefe as the unanimous choice for the Executive Director position. Wayne stated that Russell best fit the profile of what we were looking for in an Executive Director. Russel had a solid work history, skills, and characteristics which made him well qualified for the job. Motion to approve Resolution No. 403 "Executive Director" (Offer of Executive Director Position to Russel Grefe). Kostman/Erno. Motion passed unanimously by roll call vote: Kostman-aye, Colclasure-aye, Humphrey-aye and Erno-aye.

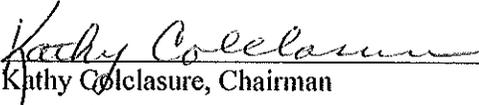
Continued Discussion on Capital Improvement Project – Fire Station: As per the request at the last meeting, Wayne handed out a packet of information from the architect which outlined possible options for the remodeling of the Fire Station. The document was to be viewed as food for thought and therefore no action was necessary.

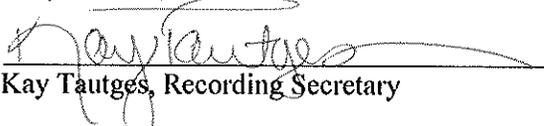
For the Good and Betterment of the Public Housing Program:

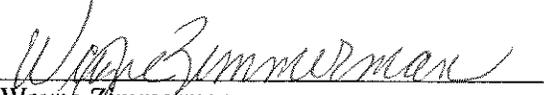
1. Commissioner Items/Comments – None.
2. Executive Director's Report – Wayne reported that the Christmas Party is next week at Park Place. Also, he has received some extremely good news that the MHA has been awarded and \$850,000.00 grant which will be used for the RAD conversion project.

The next regular meeting of the Commissioners of the Housing Authority will be held **Wednesday, January 13<sup>th</sup>, 2015, 4:00 p.m. at Park Place, 215 Grand Avenue, Merrill, WI.**

Motion to adjourn at 6:09 P.M. Kostman/Erno. 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, December 9, 2015, 4:00 P.M., Jenny Towers Library 711 E First Street, Merrill, WI**

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

**ABSENT:** Paul Wagner

**GUESTS:** Jenny Tower residents

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

Public Comment Period: Kay Gruett, # 712, commented that staff treat the tenants with respect and dignity. This has been appreciated by all. Mary Peters , #206, thanked Wayne for taking care of the maintenance problems. Jim Zellmer, 202, thanked Wayne for taking care of the problem he had.

Motion to approve minutes of Novemeber 11, 2015 meeting and today's agenda. Humphrey/Erno. Motion passed unanimously.

Discussion and motion to approve Checks #17705 thru #17742 and Billings to date for November 2015: Kostman/Humphrey. Motion passed unanimously by roll call vote: Kostman - aye, Erno-aye, Humphrey-aye and Colclasure-aye.

Discussion and Approval of Move-ins and Move-outs for November 2015: Wayne reported on a Move- Out who was given a 5 day notice to pay or leave, due to failure to report income. Jenny Towers has no vacancies and the scattered sites has two. Motion to accept report and place on file. Erno/Kostman. Motion passed unanimously.

Report on Jenny Tower Investments: Wayne reported that we continue to be financially healthy. Interest earned is similar to earnings in past months and there were no withdrawals made for capital expense needs/projects during the past month. Motion to accept report and place on file. Erno/Humphrey. Motion passed unanimously.

Discuss and Approval of Resolution No. 402 "2016 Section 8 New Construction Budget": Wayne reported that HUD requires filing of the 2016 budget by a specific date. Because of this, Wayne prepared and submitted a 2016 budget for review by the board. If necessary, revisions can be made to the 2016 budget in the new year. Motion to approve Resolution No. 402 "2016 Section 8 New Construction Budget". Erno/Humphrey. Motion passed unanimously by roll call vote: Kostman - aye, Erno-aye, Humphrey-aye and Colclasure-aye.

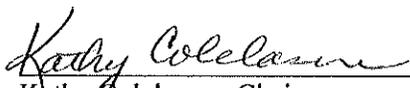
Continued Discussion on Capital Improvement Project – Wiring System: Wayne reported that as directed by the board, he contacted Martin/Riley to propose that the plans for the wiring project be divided into smaller projects in an attempt to attract more bids. Board members were given copies of the response from Martin/Riley. The new plan outlines another way of completing the project which would involve installing the wiring in the chase ways. The board will review this proposal and the project will be taken up at a later date.

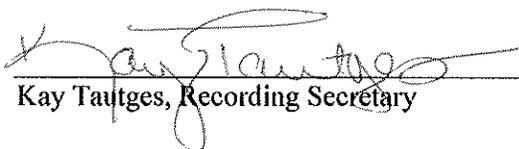
For the Good and Betterment of the Section-8 Housing Program:

1. Commissioner Items/Comments – None.
2. Executive Director's Report –A bill from the City of Merrill was recently received for S. Cleveland Street work. Payment for this work was in exchange for a parcel of land east of the old Fire Station. Although the bill was more than the approved amount, Wayne recommended payment because the increase was based on the actual cost rather than an estimate and was reasonable. Motion giving Wayne the authority to pay the bill. Erno/Humphrey. Motion passed unanimously. - Wayne reported that the tenant Christmas Party will be held tomorrow.

The next regular meeting of the Commissioners of the Housing Authority will be held on **Wednesday, January 13<sup>th</sup>, 2015, 4:00 p.m. at Park Place, 215 Grand Avenue, Merrill, WI.**

Motion to adjourn meeting at 4:22 p.m. Humphrey/Erno. Motion passed unanimously.

  
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Kathy Colclasure, Chairman

  
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Kay Taitges, Recording Secretary

  
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Wayne Zimmerman  
Interim Executive Director