

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

**Wednesday, March 9, 2016, 4:00 P.M., Park Place, 215 Grand Avenue, Merrill, WI**

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

**PUBLIC HOUSING - PARK PLACE and WESTGATE MEETING** called to order by Chairman Kathy Colclasure. Motion to approve the minutes of February 10, 2016 meeting and today's agenda. Wagner/Erno. Motion passed unanimously. Motion to approve the minutes of January 27, 2016 meeting. Wagner/Erno. Motion passed unanimously.

Public Comment Period: None.

Discussion and motion to approve Checks #22610 thru #22651 and Billings to date for February 2016: Wagner/Humphrey. Motion passed unanimously by roll call vote: Kostman-aye, Colclasure-aye, Humphrey-aye, Wagner-aye and Erno-aye.

Move-ins and Move-outs for February 2016: Paul reported that there were two unplanned move outs due to deaths. However, we are trending in the right direction which is to get to the HUD goal of 96% occupancy. Erno/Kostman. Motion passed unanimously.

Report on Park Place Investments: Paul reported that he continues to learn more about all the different accounts. This report indicates deposits and earned interest is normal. Wagner/Kostman. Motion passed unanimously.

Approve Resolution 405 "Allocation of Jenny Tower of Reserves for Park Place Redevelopment": Paul explained that this Resolution will update Resolution 388 with current dates of the Gap funding and the Federal Housing loan grant. It also accounts for a difference in the total amount allocated to account for inflation. Motion to approve Resolution 405 "Allocation of Jenny Tower of Reserves for Park Place Redevelopment". Wagner/Humphrey. Motion passed unanimously by roll call vote: Kostman-aye, Colclasure-aye, Humphrey-aye, Wagner-aye and Erno-aye.

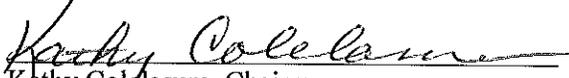
Fire Station Status: Paul has completed some historical research and reviewed the Resolution passed for the purchase of this property. Legal counsel has reviewed paperwork and determined that everything done to date has been lawful. He reported that we currently have one bid for the roofing project and are expecting 2 more to come back. Paul proposed that a planning committee, representative of MHA staff and tenants, city residents and community organizations be formed with the goal of considering all Fire Station project issues/possibilities. Recommendations will then be brought back to the board in 6 months. Commissioner Wagner would like to see consideration given to uses for the entire block.

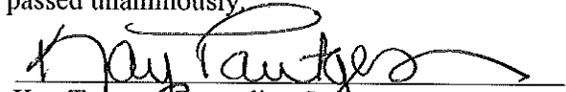
For the Good and Betterment of the Public Housing Program:

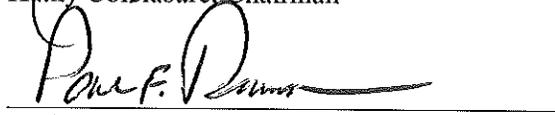
1. Commissioner Items/Comments – None.
2. Executive Director's Report – Paul reported that there is an advertisement for Property Coordinator listed in the local newspaper and with Westphal Staffing. Paul will be out of the office on unpaid leave the week of March 21<sup>st</sup>. He will attend a HUD training April 5-6 and the WAHA Conference April 19-21. Paul has been on WJMT educating and informing the public about MHA and plans to do this the first Monday of each month. He has met and will continue to meet with people associated with various Community organizations to establish a working relationship with them.

The next regular meeting of the Commissioners of the Housing Authority will be held **Wednesday, April 13<sup>th</sup>, 2016, 4:00 p.m. at Jenny Towers, 711 East First Street, Merrill, WI.**

Motion to adjourn at 4:17 P.M. Wagner/ Humphrey. Motion passed unanimously.

  
Kathy Colzasure, Chairman

  
Kay Tautges, Recording Secretary

  
Paul Russell, Executive Director

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

**Wednesday, March 9, 2016, 4:17 P.M., Park Place 215 Grand Avenue, Merrill, WI**

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

**SECTION-8 HOUSING- JENNY TOWERS and SCATTERED SITES MEETING** called to order by Chairman Kathy Colclasure. Motion to approve minutes of February 10, 2016 meeting and today's agenda. Wagner/Kostman. Motion passed unanimously.

Public Comment Period: None.

Discussion and motion to approve Checks #17866 thru #17904 and Billings to date for February 2016: Erno/Humphrey. Motion passed unanimously by roll call vote: Kostman - aye, Erno-aye, Humphrey-aye, Wagner - aye and Colclasure-aye.

Discussion and Approval of Move-ins and Move-outs for February 2016: Paul reported that there are 2 vacancies, but Move-Ins scheduled during March to fill these. He was able to participate in a Move- In with a new tenant and so has a good idea of the paperwork involved in this process. Motion to accept report and place on file. Wagner/Humphrey. Motion passed unanimously.

Report on Jenny Tower Investments: Paul reported that he has reviewed the account balances and all appears to be normal for these accounts. Wagner/Erno. Motion passed unanimously.

Signature card updates for financial institutions: Board members updated signatures for banks.

Jenny Tower Project near –term project update: Paul reported that the carpets have all been cleaned. A subcontractor has been hired to paint each floor and has begun work on the 7<sup>th</sup> floor. The parking lot resurface is scheduled for June, as warmer temperatures are needed to insure that work completely dries /seals. We are in the planning stages for determining which hallway carpets will need to be replaced. Plans are underway to remodel the vacant Woodbine duplex. Paul will update the information used in the California St. remodel to put together information for bids on this project.

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

1. Commissioner Items/Comments – None.
2. Executive Director's Report – Paul reported that a survey will be distributed next week asking tenants for feedback regarding the installation of vending machines. We have two vendors who are interested in doing this, but they will have to sell a minimum amount of merchandise each week in order to keep machines in the building. In regard to the recent letter to the editor; Paul wanted to say that he has spent a great deal of his time defending the freedom of expression and so does not condemn anyone for expressing their views in this manner. He has been communicating with tenants by scheduled group meetings and on a one on one basis and sees that many good things are going on with MHA. We are responding to tenant concerns and want to continue to do that at this level. Tenants have enjoyed movie nights and music events during the past month. Paul is planning on eating with the tenants during the noon meal on St. Patrick's Day. A staff teambuilding event was recently held at the new Brew Pub.

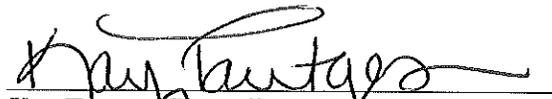
Wayne reported that he has spent the past month training Paul and now that will come to an end. He will be available to sign RAD conversion paperwork as needed and will be available to Paul by

phone. Overall, he feels it has been a productive month and Paul seems to have a good handle on things. He thanked the Board for the opportunity to serve the Merrill Housing Authority. Board members thanked Wayne for his help.

The next regular meeting of the Commissioners of the Housing Authority will be held **Wednesday, April 13<sup>th</sup>, 2016, 4:00 p.m. at Jenny Towers, 711 East First Street, Merrill, WI.**

Motion to adjourn meeting at 4:44 p.m. Wagner/Humphrey. Motion passed unanimously.

  
Kathy Colclasure, Chairman

  
Kay Tautges, Recording Secretary

  
Paul Russell, Executive Director