

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

**Wednesday, May 11, 2016, 5:10 P.M., Jenny Towers, 711 East First St, Merrill, WI**

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

**PUBLIC HOUSING - PARK PLACE and WESTGATE MEETING** called to order by Chairman Kathy Colclasure. Motion to approve the minutes of March 9, 2016 meeting and today's agenda. Wagner/Erno. Motion passed unanimously. Motion to approve the minutes of March 9, 2016 meeting. Erno/Humphrey. Motion passed unanimously.

Public Comment Period: None.

Discussion and motion to approve Checks #22652 thru #22730 and Billings to date for March/April 2016: Paul reported that Capital Fund money was deposited into the general fund so that it would not be lost. Those funds are already designated for projects not yet completed. Kostman/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 March/April 2016: Paul reported that the trend is moving in the right direction with 2 May Move-Ins, 3 June Move-Ins and the two other Move-Ins to be scheduled. Paul is working to move two individuals out of family units and into single bedroom apartments since they no longer have children living with them. HUD has informed us that the goal of 96% occupancy needs to stay in place throughout the entire construction process. Motion to accept report and place on file. Kostman/Wagner. Motion passed unanimously.

Report on Park Place Investments: Paul reported that the balance consists of rent deposits and interest earned on the account. The board suggested combining the separate accounts into one, once the Public Housing program changes to Section 8 and if HUD approves. Motion to accept report and place on file. Wagner/Kostman. Motion passed unanimously.

Approve Resolution 406 "Naming Convention Change": Motion to approve Resolution 406 "Naming Convention Change". Wagner/Kostman. Motion passed unanimously by roll call vote: Kostman-aye, Colclasure-aye, Humphrey-aye, Wagner-aye and Erno-aye. Board members voted on their choice for a new logo.

For the Good and Betterment of the Public Housing Program:

1. Commissioner Items/Comments – Commissioner Wager expressed his appreciation for the weekly updates Paul sends to board members. Board members all agree that it is good way for them keep informed.
2. Executive Director's Report – Paul is currently working on a RAD underwriting piece, putting together design teams for the tax credit project and establishing credit for the RFPs. Next week, he has a meeting scheduled with HUD in Milwaukee and will provide board members with updates via email following the meeting.

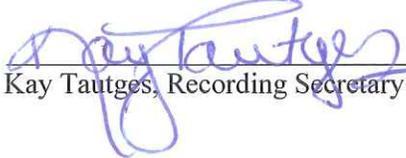
Paul reported that work continues on the new WEB design and a new voice over IP phone system has been installed which allows for leaving voicemails for specific staff members. The system also allows tenants to reach Maintenance Staff directly when they are on call. The exercise room has been painted and tenants are using the newly donated exercise equipment on a regular basis.

The next regular meeting of the Commissioners of the Housing Authority will be held **Wednesday, June 8<sup>th</sup>, 2016, 4:00 p.m. at Park Place, 215 Grand Avenue, Merrill, WI.**

Motion to adjourn at 5:55 P.M. Wagner/ Humphrey. Motion passed unanimously.

  
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Kathy Colclasure, Chairman

  
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Kay Tautges, Recording Secretary

  
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Paul Russell, Executive Director

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COMMISSIONERS OF THE CITY OF MERRILL, WISCONSIN**

**Wednesday, May 11, 2016, 4:00 P.M., Jenny Towers 711 East First St, Merrill WI**

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

**SECTION-8 HOUSING- JENNY TOWERS and SCATTERED SITES MEETING** called to order by Chairman Kathy Colclasure. Motion to approve minutes of March 9, 2016 meeting and today's agenda. Wagner/Humphrey. Motion passed unanimously.

Public Comment Period: Jim Zellmer #202, states he has tried for three years to get something done about the fumes from the hot water heater boilers which come out of the pipes under his window. Three-foot pipe extensions were installed last year, but he feels that this has not solved the problem. He understands that the fumes are not harmful, but can still smell the exhaust when his window is open.

Discussion and motion to approve Checks #17905 thru #17989 and Billings to date for March/April 2016: Humphrey/Wagner. 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 March/April 2016: Paul reported that we are above the 96% occupancy goal and will be full as of June 1<sup>st</sup>. Motion to accept report and place on file. Erno/Kostman. Motion passed unanimously.

Report on Jenny Tower Investments: Paul reported that once funds are transferred into the new construction account, the balance will be significantly lower. He will be meeting with an attorney next week to determine specifics in regard to how the finances are to be transferred and set up for the initial cost of site preparation and demolition. Paul presented the board with an overview of the quarterly report. He emphasized that the finances have a 3 tiered safety net because we are monitored by the HUD automated system, our own accounting firm and annually by an independent account agency. Due to a HUD reporting requirement, Paul will be preparing a new financial reporting document. He asked if the board wanted to continue to have the quarterly report overview at meetings. Commissioner Wagner would like to see the net revenue and net expense to see how we are doing in relationship to the budget. Paul will bring the new financial report to the next meeting. Wagner/Humphrey. Motion passed unanimously.

Jenny Tower Project near -term project update: Paul reported that the halls on each floor have been painted. A new panel for the security system is being installed tomorrow due to the high number of false alarms which have been occurring during the past few weeks. Systems Technology is coming next week to survey the building and prepare an estimate for their service. Parking lot signs have been installed and the contract for sealing/painting the lot has been amended to include the adjacent fire department lot. Sealing will be done when the weather warms up to the ideal overnight/day time temperatures. At tenant meetings concerns have been raised regarding the future of television with regard to the wiring project. Tenants were surveyed to determine how they feel about setting up/purchasing their own t.v. channels. The majority of tenants want to see the current \$10.00 package they have stay as is. 58 tenants are satisfied with what they have & 18 would like to purchase their own channels. Paul explained that the use of the title "wiring project" has been leading tenants to believe that there are problems with the electrical wiring in the building. If we rejuvenate the project in the future, he would suggest calling it something else and also phasing in/scheduling different parts of the project at different times as opposed to doing it all at once. The Woodbine duplex was rented to someone in immediate need of a place to live, so it will not be remodeled at this time.

Discussion of additional Maintenance/Project Staff – Closed Session: Motion to go into closed session at 4:20p.m. The Board may convene in 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. Discussion of acquiring additional section 8 family housing and parking – closed Session: The Board may convene in Closed Session pursuant to Wisconsin State Statutes 19.85(1) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified business, whenever competitive or bargaining reasons require a closed session. Wagner/Kostman. Motion passed unanimously by roll call vote 5-0: Those attending closed session: Wagner, Erno, Colclasure, Humphrey, Norton, Kostman, Paul Russell 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 4:53 p.m. Humphrey/Kostman. Motion passed unanimously. Motion to make a internal promotion and advertise for a part-time/possible full-time position. Wagner/Kostman. Motion passed unanimously. Motion to proceed with application for future Section 8 opportunities. Kostman/Humphrey. Motion passed unanimously.

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

1. Commissioner Items/Comments – Commissioner Colclasure wanted to express her thanks for the get well card signed by tenants at Jenny Towers. Commissioner Kostman applauded Paul’s effort and accomplishments in the two months he has spent on the job. Paul stated he has enjoyed every hour of every day.
2. Executive Director’s Report – Paul reported that we have accepted the lowest roofing bid from Kimmon’s construction for the Fire Department roofing project. The project should begin in late summer. The Fire Dept. Committee will meet at 4:00 p.m. at the Fire Station tomorrow. Matt from Martin/Riley will be in attendance to offer input on plans which have already been drawn up for that property and to offer suggestions for other possibilities for the site if the building were to be demolished. All ideas and possibilities will be put on the table.

Tenants have been active participants in group activities and there has been great attendance and two-way communication with tenants at the tenant meetings. Suggestion boxes were put out at both Jenny Towers and Park Place locations.

The Fire Department will be conducting Safety Training at both buildings this month. A Fire Drill will then be scheduled at a later date.

The next regular meeting of the Commissioners of the Housing Authority will be held **Wednesday, June 8<sup>th</sup>, 2016, 4:00 p.m. at Park Place, 215 Grand Avenue, Merrill, WI.**

Motion to adjourn meeting at 5:00 p.m. Kostman/Erno. Motion passed unanimously.

  
Kathy Colclasure, Chairman

  
Kay Tautges, Recording Secretary

  
Paul Russell, Executive Director