

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

Wednesday, June 15, 2016, 4:00 P.M., Park Place, 215 Grand Avenue, Merrill, WI

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

ABSENT: Denise Humphrey, Rob Norton

PUBLIC HOUSING - PARK PLACE and WESTGATE MEETING called to order by Chairman Kathy Colclasure. Motion to excuse Denise Humphrey and Rob Norton. Wagner/Erno. Motion passed unanimously. Motion to approve the minutes of May 11, 2016 meeting and today's agenda. Wagner/Erno. Motion passed unanimously.

Public Comment Period: None. Rob Norton arrived at 4:10 p.m.

Discussion and motion to approve Checks #22731 thru #22780 and Billings to date for May 2016: Motion passed unanimously by roll call vote: Kostman-aye, Colclasure-aye, Wagner-aye and Erno-aye.

Move-ins and Move-outs for May 2016: Paul reported that the trend continues to move in the right direction. Currently, we are at 91% occupancy. There are 5 Move-Ins and 3 Move-Outs scheduled for June, which will put us at 6 vacancies. In July, we have no planned Move-Outs and 3 Move-Ins scheduled. Theresa has been very busy and is doing a good job with moving tenants in. Motion to accept report and place on file. Erno/Wagner. Motion passed unanimously.

Report on Park Place Investments: Paul reported that balances from the Section 8 and Public Housing accounts can be combined once Public Housing changes to Section 8. After that happens, finances from that account can be used for anything such as Park Place Development and/or for the Development of new property. Paul will be meeting with Lincoln Community Bank next week to establish the account for the RAD funds. Motion to accept report and place on file. Erno/Wagner. Motion passed unanimously.

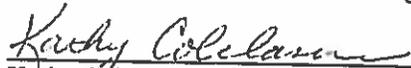
Consider Resolution approval of RAD significant amendment to the 5 year plan: Paul reported that he has submitted a report to HUD which consists of an attachment to the 5 Year Plan. The bulk of the amended portion has to do with policy changes needed during the conversion process, which will serve to protect tenant's rights and will align with HUD requirements. To date we have not heard back from HUD with an approval. When we receive an approval from HUD per procedure, the plan needs will be posted for 45 days and advertised to the public. A public hearing will be scheduled at the end of the 45 day posting required by HUD. Ariel photographs of both the Public Housing and Section 8 properties were distributed to Board members and will be provided to HUD for a required Property Inventory Control report. Specific Amendments for changes at properties include: Integrating the Section 8 and Public Housing programs, saving the original brick Fire Department building and demolition of all buildings/garages on Fire Department property and demolition of the garage built by MHA and converting that area to green space and a covered parking lot and construction of a Maintenance shop at the Park Place parking lot after the completion of the conversion. Paul will send Board Members a copy of the amended 5 year plan for their review and asked them to provide a vote for their approval or disapproval of the plan to him via email by Friday, June 24th.

For the Good and Betterment of the Public Housing Program:

1. Commissioner Items/Comments – Commissioner Wager asked who has been hired to design/develop a consolidated computer network. Paul informed the board that he has been working with a local IT company who is looking at installing a small server with back-up at an alternate location. Plans for this project, when completed, will be sent to Board Members for comment.
2. Executive Director's Report :
 - A. Health Morale & Safety – Paul reported that Fire Department staff conducted an in-house Fire Safety Training here last month and yesterday we had an actual fire drill with great cooperation from tenants and in cooperation with the Merrill Fire Department. We will continue to conduct drills on an annual basis. Activities for the month included Bingo, a Cinco de Mayo party and an adult coloring activity. A picnic lunch is planned for July and a City Band concert for MHA tenants is planned for August. The public will also be invited to attend the concert.

Paul asked the Board to consider combining July and August business into one meeting. The next regular meeting of the Commissioners of the Housing Authority will be held August 10th, 2016, 3:30 at Park Place, 215 Grand Avenue, Merrill, WI. Board Members are encouraged to attend the 5:30 band concert at Cenotaph park following the meeting.

Motion to adjourn at 5:03 P.M. Wagner/Erno. Motion passed unanimously.


Kathy Colclasure, Chairman


Kay Tautges, Recording Secretary


Paul Russell, Executive Director

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

Wednesday, June 15, 2016, 5:03 P.M., Park Place 215 Grand Avenue, Merrill WI

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

ABSENT: Denise Humphrey

SECTION-8 HOUSING- JENNY TOWERS and SCATTERED SITES MEETING called to order by Chairman Kathy Colclasure. Motion to excuse Denise Humphrey. Wagener/Erno. Motion passed unanimously. Motion to approve minutes of May 11, 2016 meeting and today's agenda. Wagner/Kostman. Motion passed unanimously.

Public Comment Period: None.

Discussion and motion to approve Checks #17990 thru #18034 and Billings to date for May 2016: Wagner/Kostman. Motion passed unanimously by roll call vote: Kostman - aye, Erno-aye, Wagner - aye and Colclasure-aye.

Discussion and Approval of Move-ins and Move-outs for May 2016: Motion to accept report and place on file. Wagner/Erno. Motion passed unanimously.

Report on Jenny Tower Investments: Paul reported that the funds for the Park Place renovation will be transferred out of this account in allotments. However, once the total amount is withdrawn, there will be a significant decrease in the amount of interest being earned. Wagner/Kostman. Motion passed unanimously.

Consider Resolution 407 Capitalization Limits: Paul reported that the annual audit was completed last week with very good results and no major deficiencies. We did discover the need for a Capitalization Policy. Motion to approve Resolution #407, "Capitalization Policy". Wagner/Kostman. Motion passed unanimously by roll call vote: Kostman - aye, Erno-aye, Wagner - aye and Colclasure-aye.

Discussion of acquiring additional section 8 family housing – Closed Session: Motion to go into closed session at 5:20 p.m.: The Board may convene in Closed Session pursuant to Wisconsin State Statutes 19.85(1)(e) 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. Kostman /Wagner. Motion passed unanimously by roll call vote 4-0: Those attending closed session: Wagner, Erno, Colclasure, Norton, Kostman, Paul Russell and recording Secretary, Kay Tautges.

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

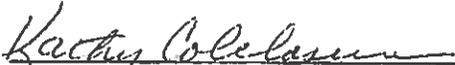
The Committee may reconvene in open session for potential action(s) on closed session issues(s): Motion to reconvene in open session at 5:35 p.m. Kostman/Erno. Motion passed unanimously. No action taken.

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

1. Commissioner Items/Comments – Commissioner Wagner asked where we are in the process of hiring a Part-Time Maintenance person and if System Technologies has completed the facility walk-through. Paul informed the board that the Part-Time Maintenance Job posting was sent to the paper today and the walk-through with Systems Technologies needed to be postponed.
2. Executive Director's Report – Paul reported that the Fire Training and Drill were completed this past month and went very well. Activities here included a Cinco de Mayo party, Adult Coloring and an Ice Cream Social.

The next regular meeting of the Commissioners of the Housing Authority will be held Wednesday, August 10th, 2016, 3:30 p.m. at Park Place, 215 Grand Avenue, Merrill, WI.

Motion to adjourn meeting at 5:43 p.m. Wagner/Erno. Motion passed unanimously.


Kathy Solclasure, Chairman


Kay Tautges, Recording Secretary


Paul Russell, Executive Director