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

Wednesday, August 10, 2016, 4:20 P.M., Park Place 215 Grand Avenue, Merrill WI

PRESENT: Chairman Kathy Colclasure, Amanda Kostman, James Erno, Denise Humphrey, 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 June 15, 2016 meeting and today's agenda. Wagner/Humphrey. Motion passed unanimously.

Public Comment Period: None.

Discussion and motion to approve Checks #18035 thru #18134 and Billings to date for June/July 2016: Wagner/Kostman. Motion passed unanimously by roll call vote: Kostman - aye, Erno-aye, Wagner- aye, Humphrey and Colclasure-aye.

Discussion and Approval of Move-ins and Move-outs for June/July 2016: Paul reported that we are currently at 100% occupancy. Motion passed unanimously.

Report on Jenny Tower Investments: Paul combined this investment report with the Park Place Investment report.

Consider Resolution discussion on draft changes to MAHA current pet policy: Motion to approve revisions to the pet policy as indicated on updated pet policy handout. Wagner/Humphrey. Motion passed unanimously.

Consider Resolution discussion on draft changes and prospective new members – closed session: Motion to go into closed session at 4:30 p.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. Wagner/Erno. Motion passed unanimously by roll call vote 5-0: Those attending closed session: Wagner, Erno, Humphrey, 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 4:50 p.m. Wagner/Humphrey. Motion passed unanimously. Motion to close nominations and make a unanimous ballot to elect Jim Erno as chairman. Kostman/Wagner. Motion passed unanimously. Board members thanked Kathy Colclasure for her many years of service on the board.

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

1. Commissioner Items/Comments – Commissioner Wagner asked if System Technologies has completed the facility walk-through. Paul will call to set that up.
2. Executive Director's Report – Paul reported that the due to a problem with a local flooring vendor the installation of hallway carpet has been delayed. We are now in the process of obtaining a bid from a Rhinelander flooring company who we have worked with in the past. Paul plans on discussing Community Room furniture plans with Kay. Martin Riley will soon have information to

share with us regarding the Parking Lot/Fire Dept. property plan details. Activities have been well attended and there are 31 tenants signed up to ride the bus over to the concert tonight. Tenant meetings are going well and morale is good.

The next regular meeting of the Commissioners of the Housing Authority will be held **Wednesday, September 14th, 2016, 4:00 p.m. at MAHA Main Office, 101 E. First St., Merrill, WI.**

Motion to adjourn meeting at 5:04 p.m. Wagner/Humphrey. 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, August 10, 2016, 3:44 P.M., Park Place, 215 Grand Avenue, Merrill, WI

PRESENT: Chairman Kathy Colclasure, Amanda Kostman, James Erno, Paul Wagner, Paul Russell and Kay Tautges.

ABSENT: Rob Norton (Ex-Officio)

PUBLIC HOUSING - PARK PLACE and WESTGATE MEETING called to order by Chairman Kathy Colclasure. Motion to approve the minutes of June 15, 2016 meeting and today's agenda. Wagner/Kostman. Motion passed unanimously.

Public Comment Period: None.

Discussion and motion to approve Checks #22781 thru #22896 and Billings to date for June/July 2016: Wagner/Kostman. Motion passed unanimously by roll call vote: Kostman-aye, Colclasure-aye, Wagner-aye, Humphrey-aye and Erno-aye. Paul informed the board that the new MAHA website will include drone footage showing MAHA properties and also some footage from the concert/event planned for tonight. Paul will be able to address questions the board has regarding how the PILOT payment is determined after our attorney has completed his review of that process. Changes with new rent/utilities could bring changes in the PILOT amounts to be paid in the future. Payment for leasing the new office will be split between Jenny Towers and Park Place. Commissioner Wagner asked what the limit is for money that can be spent without prior approval from the board? Paul will check on that.

Move-ins and Move-outs for June/July 2016: Paul reported that a letter from HUD was received stating that 96% occupancy has been achieved. The goal is to be at only two vacancies by the end of the month. When we get paperwork completed on the closing date and are ready to begin the renovation/construction project, we will stop filling apartments to decrease the number of tenants who will need to be moved. HUD will accept a lower percentage of total occupancy at that time. Motion to accept report and place on file. Wagner/Humphrey. Motion passed unanimously.

Report on Park Place Investments: Paul briefed the management summary of Independent Auditor's report from Tostrud &Temp. S.C. Rob Norton arrived at 3:59 p.m.

Consider Resolution no. 407 to establish payroll account: Paul explained that passing this resolution will allow us to start processing the payroll electronically. Motion to pass Resolution no. 407 to establish payroll account. Kostman/Wagner. Motion passed unanimously by roll call vote: Kostman-aye, Colclasure-aye, Wagner-aye, Humphrey-aye and Erno-aye.

For the Good and Betterment of the Public Housing Program:

1. Commissioner Items/Comments – None
2. Executive Director's Report :
   A. RAD Conversion Significant Amendment update: The Public Hearing notice was placed in the Foto News. Plans are available for review at the Public Housing office. (Commissioner Kostman would like an electronic copy for review.) The Public Hearing is scheduled for September 9, 2016.

B. Existing Lincoln County Main Bank Parking lot lease: Dave Johnson has suggested that we pay the city $1000.00 each month to rent the parking lot. Paul and Board Members agreed that this is not acceptable. Paul will speak to the council to suggest that in the spirit of cooperation, MAHA should simply be allowed to use the parking lot during the construction/renovation process.

C. Health Morale & Safety: Morale has been outstanding. The tenant meetings and an increase in scheduled events are some reasons for this. Open lines of communication have translated into happier tenants. A surprise 99th birthday party is planned for Lenora Elhert on August 16th at 3:15. MPD officers will be there to honor her husband Elmer who was killed in the line of duty.

The next regular meeting of the Commissioners of the Housing Authority will be held **September 14th, 2016, 4:00 at the MAHA Main Office, 101 E. First St., Merrill, WI.**

Motion to adjourn at 4:20 P.M. Wagner/Erno. Motion passed unanimously.

Kathy Colclasure, Chairman

Kay Tautges, Recording Secretary

Paul Russell, Executive Director