

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

**Wednesday, September 14, 2016, 4:02 P.M., Main Office 100 E. First St., Merrill WI**

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

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

Public Comment Period: None.

Discussion and motion to approve Checks #18135 thru #18174 and Billings to date for August 2016: Wagner/Erno. Motion passed unanimously by roll call vote: Kostman - aye, Erno-aye, Wagner- aye, Humphrey and Wiesielewicz -aye.

Discussion and Approval of Move-ins and Move-outs for August 2016: Paul reported that we have one vacancy but will be at 100% occupancy by the end of this week. MAHA as a whole is currently at 97.64% and we have waiting lists for all apartments & family units. Motion to accept report and place on file. Wagner/Kostman. Motion passed unanimously.

Report on Jenny Tower Investments: Commissioners were given the investment report in a new format. Commissioners would like to see this format used for future reports. Board members were also given the hard copy annual audit report which includes a budget/spending for MAHA current/future projects. One of the projects is the school house. No contract has been signed for this yet, but Paul will be meeting with a lawyer and school representatives this week to finalize plans. MAHA has green space near the Westgate Apartments and plans are to move the house to this site when it is finished. The Westgate shelter location has a slab poured and the project should be finished by the end of this month. The Fire Department roof replacement and carpet/base board replacement at Jenny Towers projects scheduled for October. The 2017 projects include the RAD conversion, additional Jenny Tower projects and the Family Housing Initiative. Paul asked Commissioners to review the audit and bring it back to the October meeting. Questions/concerns will be addressed at that time. Motion to accept report and place on file. Wagner/Kostman. Motion passed unanimously.

Consider changes to selection criteria of MAHA Commissioners: Motion to approve and send to Merrill City Council for approval the revised City of Merrill Ordinance Section 2-155(a) to allow up to one nonresident citizen to be a member of the Merrill Area Housing Authority Commission. Wagner/Humphrey. Motion passed unanimously.

Parking Lot and Green Space Project: Paul has received the pricing information with contingencies from Martin Riley. The pricing has been broken down to detail specific costs. Paul asked the board to review and bring questions/concerns to the October meeting when the board will discuss this plan in greater detail and approve the entire project or consider if this project and/or the wiring project should be done in phases. Systems Technology is expected to have an estimate for the wiring project to us by the end of this week.

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

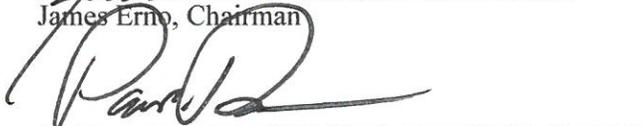
1. Commissioner Items/Comments – None.
2. Executive Director's Report:
  - a. Interior and Fire Station Update: The original Fire station building will be saved and the exterior restored to it's original configuration. Other buildings will be removed from the lot. We are currently working to have a digital design of the front door made to look like the original Fire Station door. The windows are in good condition as is the brick on the building.
  - b. Kay reported that there have been a variety of activities scheduled for the month; a DNR presentation on Wisconsin Furbearers, a Medical Alert presentation, Health Literacy Education, Sing Along, Neuropathy Education Bingo, Creative Coloring Fall Colors Tour.
  - c. Paul asked the board to consider approving a change in staff schedules. Many Housing Authorities allow staff to work 9 hour days on Monday through Thursday and until noon on Fridays. Commissioners agreed that scheduling of staff should be done at the discretion of the Executive Director since it falls under the day to day operation of the MAHA.

The next regular meeting of the Commissioners of the Housing Authority will be held **Wednesday, October 12<sup>th</sup>, 2016, 4:00 p.m. at Jenny Towers Library, 711 E. First St., Merrill, WI.**

Motion to adjourn meeting at 5:53 p.m. Kostman/Humphrey. Motion passed unanimously.

  
James Erno, Chairman

  
Kay Tautges, Recording Secretary

  
Paul Russell, Executive Director

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

**Wednesday, September 14, 2016, 4:37 P.M., Main Office, 101 E. First St., Merrill, WI**

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

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

Public Comment Period: None.

Discussion and motion to approve Checks #22897 thru #22956 Billings to date for August 2016: Kostman/Wagner. Motion passed unanimously by roll call vote: Kostman-aye, Kwiesielewicz-aye, Wagner-aye, Humphrey-aye and Erno-aye.

Move-ins and Move-outs for August 2016: Paul reported that we are above the 96% occupancy goal by .7. We will need to stay at 96% occupancy until we complete the closing paperwork for the RAD project and projections for the next 60 days are that we will remain there. A tenant meeting is scheduled for this week and the focus will be on the conversion. Board members questioned if there is an error on the report numbers since they do not add up. Paul will check on this to see if corrections need to be made. Motion to accept report with corrections and place on file. Wagner/Humphrey. Motion passed unanimously.

Report on Park Place Investments: Motion to approve report and place on file. Wagner/Humphrey. Motion passed unanimously.

Discussion of Investment Resolution and Executive Director Six Month Review – closed session: Motion to go into closed session at 4:45 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. 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 public business, whenever competitive or bargaining reasons require a closed session. Wagner/Humphrey. Motion passed unanimously. Those attending closed session: Wagner, Erno, Humphrey, Norton, Kwiesielewicz, and Kostman. Paul Russell and recording Secretary, Kay Tautges entered closed session for the Discussion of Investment Resolution.

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

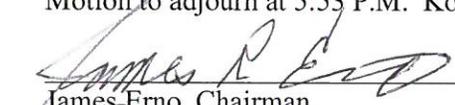
The Committee may reconvene in open session for potential action(s) on closed session issues(s): Motion to reconvene in open session at 5:42 p.m. Kostman/Wagner. Motion passed unanimously. Actions taken: Motion to increase Paul Wagner's salary effective on his six month anniversary due to excellent performance. Kostman/Wagner. Motion passed unanimously. Motion to approve Resolution 408, "Liquidation & Transfer of Investment Funds". Wagner/Kostman. Motion passed unanimously by roll call vote: Kostman-aye, Kwiesielewicz-aye, Wagner-aye, Humphrey-aye and Erno-aye.

For the Good and Betterment of the Public Housing Program:

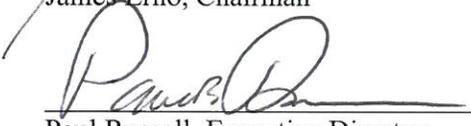
1. Commissioner Items/Comments – None
2. Executive Director's Report:
  - A. RAD Conversion Significant Amendment update: Paul reported on the estimated development schedule. Horizon is in the process of completing reports which still need to be submitted. We have submitted a letter from the City regarding the future PILOT which will be made to the City of Merrill and are working to complete a Relocation Plan and Subsidy Layering Review to submit to HUD upon completion. Approval from HUD for early construction is needed before we can begin demolition this fall. The Public Hearing on September 9 was held with no public attendance. Following the hearing, the advisory council met to discuss relocation plans.
  - B. Update Lincoln County Main Bank Parking lot lease: The City of Merrill will lease the lot to MAHA at no cost. MAHA will be responsible for snow removal/lawn care.
  - C. Westgate Shelter Project: Tenants attended the meeting which was held in the outside play area. The shelter construction will begin at the end of this month. Eventually, we will purchase a grill and picnic tables for use there. The shelter will also be used as a location for future family tenant meetings.

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Motion to adjourn at 5:53 P.M. Kostman/Humphrey. Motion passed unanimously.

  
James Erno, Chairman

  
Kay Tautges, Recording Secretary

  
Paul Russell, Executive Director