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

Wednesday, October 12, 2016, 5:06 P.M., Jenny Towers Library, 711 E. First St., Merrill, WI

PRESENT: Chairman James Erno, Paul Wagner, Nancy Kwiesielewicz, Paul Russell and Kay Tautges.

ABSENT: Amanda Kostman, Rob Norton (Ex-Officio).

PUBLIC HOUSING - PARK PLACE and WESTGATE MEETING called to order by Chairman James Erno. Motion to excuse Amanda Kostman and Rob Norton. Wagner/Kwiesielewicz. Motion passed unanimously. Motion to approve the minutes of September 14, 2016 meeting with correction made and today's agenda. Wagner/Kwiesielewicz. Motion passed unanimously.

Public Comment Period: None.

Discussion and motion to approve Checks #22957 thru #23005 Billings to date for September 2016: Wagner/Humphrey. Motion passed unanimously by roll call vote: Kwiesielewicz-aye, Wagner-aye, Humphrey-aye and Erno-aye.

Move-ins and Move-outs for September 2016: Paul reported that we are at the 96% occupancy goal. A new report was generated from the HDS software. Board members recommended sending only the Occupancy Summary Report and the Summary of /Certifications Actions for future reports. Theresa has been meeting with the Resident Advisory Board to discuss/work on the relocation plan. Residents have been surveyed twice to determine who would like to move to the new building. The number of residents who will need to be moved is very close to the number of residents who are interested in moving. Motion to accept report with corrections and place on file. Wagner/Kwiesielewicz. Motion passed unanimously.

Discussion of Resolution 412 – "Significant Amendment RAD Project": Motion to adopt Resolution 412 Significant Amendment Rental Assistance Demonstration (RAD) Significant Amendment. Wagner/Kwiesielewicz. Motion passed unanimously by roll call vote: 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. Westgate Shelter Project: Commissioner Wagner asked if picnic tables and grill/grills are going to be purchased for use at the shelter location. Paul will consider/research this.

   B. Bluejay Build Team Project: Project status was discussed earlier. MAHA can continue to help the school obtain additional sponsors for this project.

   C. Health, Morale & Welfare: We continue to see good communication with few complaints from Tenants. The Maintenance Department has been very busy and doing a great job with turning over apartments. Theresa continues to hold monthly Movie Nights and had a Halloween Decorating Day and a Baking Day.

The next regular meeting of the Commissioners of the Housing Authority will be held **November 9th, 2016, 4:00 at Park Place Badger Room, 215 Grand Avenue, Merrill, WI.**

Motion to adjourn at 5:56 P.M. Wagner/Kwiesielewicz. 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, October 12, 2016, 4:00 P.M., Jenny Towers Library 711 E. First St., Merrill WI

PRESENT: Chairman James Erno, Denise Humphrey, Paul Wagner, Nancy Kwiesielewicz, Paul Russell, Kay Tautges and Mary Rajek (guest).

ABSENT: Amanda Kostman, Rob Norton (Ex-Officio)

SECTION-8 HOUSING- JENNY TOWERS and SCATTERED SITES MEETING called to order by Chairman James Erno. Motion to excuse Amanda Kostman. Wagner/Humphrey. Motion passed unanimously. Motion to approve minutes of September 14 meeting and today's agenda. Humphrey/Wagner. Motion passed unanimously.

Public Comment Period: None.

Discussion and motion to approve Checks #18175 thru #18210 and Billings to date for September 2016: Wagner/Humphrey. Motion passed unanimously by roll call vote: Erno-aye, Wagner- aye, Humphrey and Kwiesielewicz -aye.

Discussion and Approval of Move-ins and Move-outs for September 2016: Paul reported that we currently have two vacancies but will have several more in the months to come. Two tenants are moving out due to a need for increased care, one tenant has received warnings for smoking and decided to live somewhere else and there were two deaths. Paul stated that HUD is getting close to mandating a non-smoking policy which includes the elimination of outside smoking areas. Paul is working to establish a MAHA resource for staff training and grief counseling. Commissioner Kwiesielewicz has the name of a provider who her office works with and will get this information to Paul. Motion to accept report and place on file. Wagner/Kwiesielewicz. Motion passed unanimously.

Report on Jenny Tower Investments: Paul gave Commissioners an overview of the MAHA Investment/Project Summary Report. The transfer of funds for the RAD project will be transferred to Lincoln Community Bank this week. The picnic shelter at Westgate is complete and photos of it will be put on the MAHA website. The Fire Station roof repair is scheduled for the end of this month. Jenny Tower carpet installation will begin next week. Construction of the MAPS House has begun. The project sign with sponsors noted is scheduled to be installed on the school building site this Friday and Paul is planning an on-site press release at future date. A change in the overall cost for the RAD conversion is due to an adjustment in the tax credit from a change in equity. The Fox Point Family Housing proposal was selected by the City Council. Approval was given with the condition that additional garages be added to the project plan. A Tax Credit application for this project will need to be filed by January and we will apply for the same grant which we received for the RAD building project. Motion to accept report and place on file. Wagner/Humphrey. Motion passed unanimously.

Consider Resolution 409, 410 & 411 – "Allowance for Doubtful Accounts": Motion to adopt Resolution No. 409 Allowance for Doubtful Accounts. Wagner/Humphrey. Motion passed unanimously by roll call vote: Erno-aye, Wagner- aye, Humphrey and Kwiesielewicz -aye. Motion to adopt Resolution No. 410 Allowance for Doubtful Accounts. Humphrey/Kwiesielewicz. Motion passed unanimously by roll call vote: Erno-aye, Wagner- aye, Humphrey and Kwiesielewicz -aye. Motion to adopt Resolution No. 411 Allowance for Doubtful Accounts. Kwiesielewicz/Humphrey. Motion passed unanimously by roll call vote: Erno-aye, Wagner- aye, Humphrey and Kwiesielewicz -aye.

Consider changes to selection criteria of MAHA Commissioners: Merrill City Council has approved the revised City of Merrill Ordinance Section 2-155(a) to allow up to one non-resident citizen to be a member of the Merrill Area Housing Authority Commission. The Mayor will send his recommendation for a new MAHA Commissioner to the council for approval next week.

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

1. Commissioner Items/Comments – Commissioner Wagner asked if we have followed up on the Security Camera proposal. Paul reported that the first part of the project is complete with two cameras installed in specific locations. The estimates for installation of cameras at Jenny Towers need to be reviewed and then decisions will be made on where cameras will be installed. Systems Technology has been outstanding to work with.
2. Executive Director's Report:
    a. The MAHA 5-year plan includes two long-range housing projects; Veteran Housing and Senior Housing. Mary Rajek, Economic Development Associate from Redevelopment Resources was introduced and presented the Board with a Planning Proposal for Veteran-based housing. The Proposal is divided into 4 steps. The first step includes laying down the foundation for the project through the development of a Market Study. If the Market Study results indicate that the project is not viable, the plan ends. Motion to enter into contract with Redevelopment Resources/Hoffman Planning, Design & Construction, Inc. for the completion of Step 1, feasibility study of Veteran Housing based on the Proposal dated July 29, 2016. Wagner/Kwiesielewicz. Motion passed unanimously.
    b. Jenny Tower Parking Lot Project: Project cost estimates prepared by Martin/Riley were distributed at the last meeting for Commissioner review. Financing for this project would not be through grants. Paul has spoken to the Director of the Appleton Housing Authority about the possibility of contracting with their on-staff Grant writer to prepare/submit grants for some of our projects. The Jenny Tower Parking Lot Project and the Fox Point Family Housing Project will need to be discussed in closed session at the next meeting.
    c. Paul reported that the tenants were pleased to hear of plans to install security cameras in the building at the last tenant meeting. They asked to have a light installed on the East side of the building. Maintenance has decided to install an outdoor light on the exterior wall of the building. We are going to try advertising in some new ways; Cosmo Theatre will be running an add on screen, Magnet Logos are going to be placed on MAHA vehicles, the Website is up and running and applications have come to us on-line, tenants have been expressing interest in the MAHA clothing, so Lynn is preparing some information for distribution and BAHA's has prepared an estimate for grocery bags with our logo on them. Pumpkins & cards from MAHA were given to families with children and they were well received by tenants. Plans are to distribute grocery bags to tenants at Christmas. The Board was in agreement with that plan. Kay reported on activities held during the past month; Sing Along, Neuropathy Education Bingo, Creative Coloring, Fall Colors Tour and Oktoberfest. Commissioner Erno is organizing a bus trip to a Milwaukee Bucks game on December 3rd. Paul distributed a flyer with trip details to the Board.

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Motion to adjourn meeting at 5:06 p.m. Wagner/Kweisielewicz. Motion passed unanimously.

James Erno, Chairman

Kay Tautges, Recording Secretary

Paul Russell, Executive Director