

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

**Wednesday, November 9, 2016, 4:00 P.M., Eagles Club, 1205 Lake St., Merrill WI**

PRESENT: Chairman James Erno, Denise Humphrey, Paul Wagner, Nancy Kwiesielewicz, Rob Norton (Ex-Officio), Paul Russell, Kay Tautges and Jim Wedemeyer (guest).

**PUBLIC HOUSING - PARK PLACE and WESTGATE MEETING** called to order by Chairman James Erno. Motion to approve the minutes of October 12, 2016 meeting today's agenda. Wagner/Humphrey. Motion passed unanimously.

Public Comment Period: None.

Discussion and motion to approve Checks #23006 thru #23051 Billings to date for October 2016: Commissioner Wagner asked if the check to American Screening is something new. Paul explained that this is a new way for us to complete more comprehensive background checks. Commissioner Kwiesielewicz stated the need for a policy to specify the procedure for completion of background checks on tenants & staff. Wagner/Humphrey. Motion passed unanimously by roll call vote: Kwiesielewicz-aye, Wagner-aye, Humphrey-aye, Kostman-aye and Erno-aye.

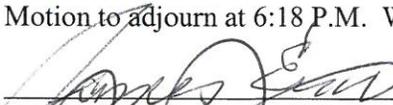
Move-ins and Move-outs for October 2016: Paul reported that we are 94% occupied. There has been a lot of activity with move-outs due to deaths and transfers to care facilities. One move out is an eviction. Motion to accept report and place on file. Kostman/Humphrey. Motion passed unanimously. Commissioner Humphrey needed to leave the meeting at this time. Paul and the board recognized and thanked her for her service on the board.

For the Good and Betterment of the Public Housing Program:

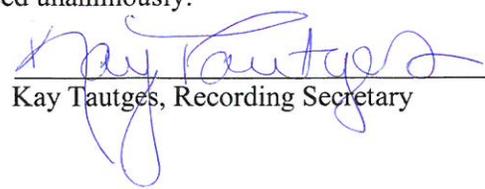
1. Commissioner Items/Comments – None
2. Executive Director's Report:
  - A. RAD Park Place Project Update: Paul has been working with Lincoln Community Bank for the construction loan/commitment of MAHA funds. U.S. Bank will handle the permanent/tax credit loan. All this paperwork is needed to complete the financing portion of the HUD plan. HUD will assign a MAHA transaction manager to our project by the end of this week.
  - B. Bluejay Build Team Project: A press conference was held last week. Since that time, Lincoln Wood has been added as a sponsor. They have agreed to donate all the windows needed. Paul is meeting with MHS tomorrow.
  - C. Health, Morale & Welfare: Morale at Westgate is extremely high. The shelter is greatly appreciated as were the pumpkins which were delivered last month. We purchased some used Little Tikes play toys which have been placed at Westgate and other family sites. Health Insurance quotes for 2017 have been received. Paul will have a meeting with staff to get input on which plan they would prefer. Annual evaluations have been scheduled for next week.

The next regular meeting of the Commissioners of the Housing Authority will be held **December 14<sup>th</sup>, 2016, 4:00 at Park Place Badger Room, 215 Grand Avenue, Merrill, WI.**

Motion to adjourn at 6:18 P.M. Wagner/Kostman. Motion passed unanimously.

  
James Erno, Chairman

  
Paul Russell, Executive Director

  
Kay Tautges, Recording Secretary

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PRESENT: Chairman James Erno, Denise Humphrey, Paul Wagner, Nancy Kwiesielewicz, Rob Norton (Ex-Officio), Paul Russell, Kay Tautges and Jim Wedemeyer (guest).

**SECTION-8 HOUSING- JENNY TOWERS and SCATTERED SITES MEETING** called to order by Chairman James Erno. Motion to approve minutes of October 12, 2016 meeting and today's agenda. Wagner/Humphrey. Motion passed unanimously.

Public Comment Period: None.

Discussion and motion to approve Checks #18211 thru #18251 and Billings to date for October 2016: Wagner/Humphrey. Motion passed unanimously by roll call vote: Erno-aye, Wagner- aye, Humphrey, Kostman-aye, and Kwiesielewicz -aye.

Discussion and Approval of Move-ins and Move-outs for October 2016: There are currently 5 vacancies and 2 more pending, due to deaths, need for increased care and a tenant who did not wish to comply with the no-smoking policy. Five apartments have move-ins scheduled. We are using new forms of advertising, and hope to build up a waiting list. Targeted ads may be needed in the future. Motion to accept report and place on file. Wagner/Kwiesielewicz. Motion passed unanimously.

Report on Jenny Tower Investments: Paul reported on the status of MAHA Investments and Projects. The picnic shelter at Westgate is complete. The Fire Station roof is finished. Jenny Tower carpet has been installed. Wisconsin Public Service will be paying for 30% of the lighting project. The Fox Point family housing project will go before zoning at tonight's City Council meeting for final approval. Motion to accept report and place on file. Kostman/Humphrey. Motion passed unanimously.

Consider Resolution 413 – related to Family Housing: Paul introduced Jim Wedemeyer who provided Commissioners with information specific to property owned by the City with benefits of sale going to the River District. Questions arose in regard to the purchase of this land. Paul will investigate and provide answers to these questions at the December meeting. Motion to table the consideration of Resolution #413 until next meeting. Kwiesielewicz/Wagner. Motion passed unanimously.

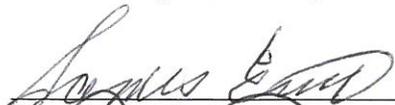
For the Good and Betterment of the Section-8 Housing Program:

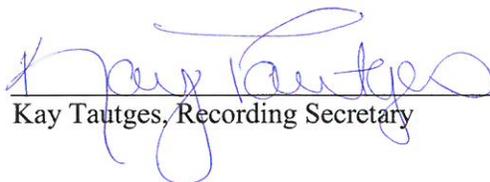
1. Commissioner Items/Comments – None.
2. Executive Director's Report:
  - a. Fire Station Roof and Update: The Park Place Maintenance Garage has been cleared with some items being stored at the Fire Station. The Fire Station building is on the Historic Preservation meeting agenda. Paul hopes to solidify some support from the historical society in securing funds for restoration/preservation of the building's exterior.
  - b. Jenny Towers Parking Lot Project: In order to move forward with this project, Paul needs approval from the board to begin survey work. Motion to continue working with REI to complete drawings for this project so that Marin/Riley can continue working on final plans for the site. Wagner/Kostman. Motion passed unanimously.
  - c. Health Morale and Safety: Maintenance is getting estimates for the installation of an outdoor light on the south exterior wall of the building. pictures of the grocery bags with our logo on them. Board Members approved of these. A MAHA property/projects packed which was used in a recent Rotary Club presentation was distributed to Commissioners. This will be used to inform future Commissioners as well as clubs & agencies about properties currently

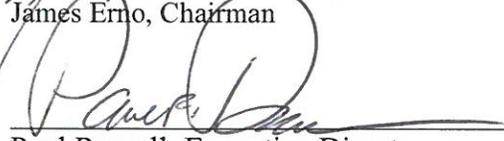
owned/managed by MAHA as well as projects in the work. Kay reported on activities held during the past month; Creative Coloring, Oktoberfest, Costume Party and Food Pantry presentation. Paul invited everyone to attend the "Raise The Flag Capital Campaign" on Veteran's day at the site for the future VFW facility.

The next regular meeting of the Commissioners of the Housing Authority will be held **Wednesday, December 14<sup>th</sup>, 2016, 4:00 p.m. at Park Place Badger Room, 215 Grand Avenue, Merrill, WI.**

Motion to adjourn meeting at 5:19 p.m. Wagner/Kostman. Motion passed unanimously.

  
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James Erno, Chairman

  
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Kay Tautges, Recording Secretary

  
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Paul Russell, Executive Director