

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

Wednesday, December 14, 2016, 4:00 P.M., Park Place Badger Room, 215 Grand Avenue, Merrill, WI

PRESENT: Chairman James Erno, Kevin Cohrs, Paul Wagner, Amanda Kostman, Nancy Kwiesielewicz, 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 the minutes of November 9, 2016 meeting with correction (Amanda Kostman's name added to list of those present) and today's agenda. Wagner/Kwiesielewicz. Motion passed unanimously.

Public Comment Period: None.

Discussion and motion to approve Checks #18252 thru #18312 and Billings to date for November 2016: Wagner/Humphrey. Motion passed unanimously by roll call vote: Erno-aye, Wagner-aye, Cohrs-aye, Kostman-aye, and Kwiesielewicz-aye.

Discussion and Approval of Move-ins and Move-outs for November 2016: There are currently 4 vacancies. Two move-ins are scheduled. Currently, there is no waiting list for 3-bedroom family units or for 1 bedroom apartments at Jenny Towers. Motion to accept report and place on file. Kwiesielewicz/Cohrs. Motion passed unanimously.

Discussion on funding future housing projects and 2017 benefits – closed session: Motion to go into closed session at 5:10 p.m.: The Board may convene in Closed Session pursuant to Wisconsin 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. Kostman/Kwiesielewicz. Motion passed unanimously by roll call vote. Those attending closed session: Wagner, Erno, Cohrs, Norton, Kwiesielewicz, Kostman and Paul Russell.

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 5:45 p.m. Wagner/Kostman. Motion passed unanimously. Actions taken: Motion to contribute set amount to the employee HSA to be deposited on said date and authorize renewal of HDHP insurance. Kostman/Wagner. Motion passed unanimously. Motion to allow Paul Russell to put all employees on the same review cycle and to approve raises for those who have been evaluated. Kostman/Cohrs. Motion passed unanimously.

Approve Report on Investments: Commissioner Wagner asked to have the 2016 completed project amounts added to next month's report. He also suggested that the cost of land and entire VA housing project be moved to 2017. There are plans for a GAP analysis to be completed in January and Paul will send this information out to board members when it has been received. Paul invited all board members to future VA housing planning meetings. Commissioner Wagner would like Paul to check if there will be a storm shelter/cement basement worked into the Fox Point housing design plans. Motion to accept report and place on file. Wagner/Kostman. Motion passed unanimously.

Discuss and Approve Financial Reporting 3rd Quarter Ending 09/30/16: Motion to accept report and place on file. Wagner/Kwiesielewicz. Motion passed unanimously.

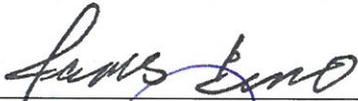
Approve Resolution No. 415, "2017 Section 8 New Construction Budget": Motion to approve Resolution No. 415, "2017 Section 8 New Construction Budget". Wagner/Kostman. Motion passed unanimously by roll call vote: Erno-aye, Wagner-aye, Cohrs-aye, Kostman-aye, and Kwiesielewicz-aye.

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

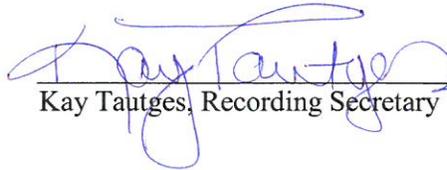
- A. Commissioner Items/Comments – Commissioner Wager asked if there has been any feedback on finding a grant writer? Paul stated he has not heard anything yet.
- B. Executive Director's Report:
 - i. Health Morale and Safety: Paul reported that the Holiday Event was awesome and attended by 85% of the tenants. Tenants had a good time, the entertainment was a big hit and the tote bags were very much appreciated. Holiday decorating at both buildings has been a team effort between both staff and tenants. Families will be receiving a grocery store gift card and a tote bag. Parties will be planned at the new shelter in the future. Families will be notified of MAHA meetings when we have them scheduled at the main office so they can attend public comment period as required. Once the video teleconference is setup, residents will be able to participate from the community rooms at the two high rise facilities.

The next regular meeting of the Commissioners of the Housing Authority will be held **January 11th, 2017, 4:00 at the Main Office, 101 E. 1st Street, Merrill, WI.**

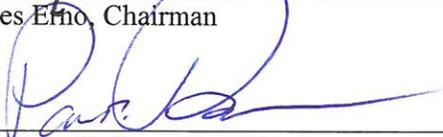
Motion to adjourn meeting at 6:00 p.m. Kostman/Cohrs. Motion passed unanimously.



James Erno, Chairman



Kay Tautges, Recording Secretary



Paul Russell, Executive Director

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

PUBLIC HOUSING - PARK PLACE and WESTGATE MEETING called to order by Chairman James Erno. Chairman Erno welcomed Kevin Cohrs to the board and stated that going forward, only one meeting each year will be held at Park Place and one meeting at Jenny Towers. All other meetings will be at the Main office location. Motion to approve the minutes of November 9, 2016 meeting with correction (Need to add Amanda Kostman to list of those present) and today's agenda. Wagner/Kostman. Motion passed unanimously.

Public Comment Period: None. Paul Russell stated that notifications of all MAHA Board meetings are posted on the MAHA website. The goal is to eventually have all meetings available to Park Place and Jenny Towers tenants via teleconferencing.

Discussion and motion to approve Checks #23052 thru #23105 Billings to date for November 2016: Wagner/Humphrey. Motion passed unanimously by roll call vote: Kwiesielewicz-aye, Wagner-aye, Kostman-aye, Cohrs- aye and Erno-aye.

Move-ins and Move-outs for November 2016: Paul reported that we are 96% occupied and will have 101 units occupied in the next 15 days. Two homeless veterans (one with a son) were moved into apartments during the past month. Commissioner Wagner would prefer that we go back to using the old reports since the new ones have too much information and are difficult to read. This was agreed upon by all board members. Motion to accept report and place on file. Wagner/Kostman. Motion passed unanimously.

Discuss and Approve Annual donations to local charitable organizations: After discussing options with staff, Paul recommended making the following donations: \$300.00 to HAVEN, \$400.00 to the Food Pantry and \$300.00 to the Women's Auxiliary for Veterans. These organizations have worked hand in hand with us this year to provide services for our tenants. Motion to approve the recommended annual donations to local charitable organizations. Wagner/Kostman. Motion passed unanimously.

Discuss and Approve small projects related to security and IT: Paul gave an overview of each project:

1. Installation of a security camera in the Community Room & Lobby area by Systems Technology.
2. Installation of a security camera at Westgate by Systems Technology.
3. Installation of a Video Teleconference System by Envision. Set up to include the main office conference room and Jenny Towers and Park Place.
4. Installation of Electric Bulletin Boards at Jenny Towers and Park Place on the Main Level. Commissioner Wagner asked Paul if the cost for these projects will fall under operating or capital expense. Paul will check with our accountant and report back to the board. Motion to approve all small projects related to security and IT. Wagner/Kwiesielewicz. Motion passed unanimously.

Motion passed unanimously by roll call vote: Kwiesielewicz-aye, Wagner-aye, Kostman-aye, Cohrs- aye and Erno-aye.

Discuss and Approve Financial Reporting 3rd Quarter Ending 09/30/16: Motion to accept report and place on file. Wagner/Kwiesielewicz. Motion passed unanimously.

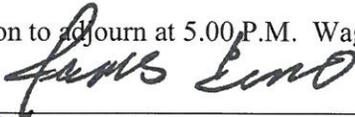
Approval of Resolution No. 414, "2017 Public Housing Budget": Motion to approve Resolution No. 414, "2017 Housing Budget". Wagner/Kostman. Motion passed unanimously by roll call vote: Kwiesielewicz-aye, Wagner-aye, Kostman-aye, Cohrs- aye and Erno-aye.

For the Good and Betterment of the Public Housing Program:

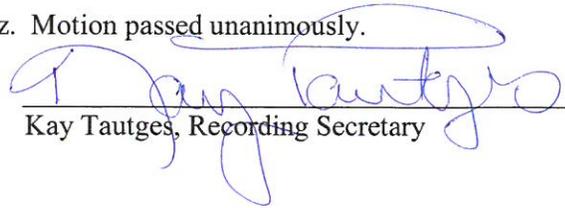
1. Commissioner Items/Comments – Commissioner Wagner asked if we could get some support for the preservation of the Old Fire Department from the Historical Society. Paul reported that the meeting went well and we did get support from both the Historical Society and the Merrill Fire Department. Commissioner Kwiesielewicz asked if we found a policy for completing background checks on tenants & staff. Paul stated that we he hasn't found a policy for that. Currently, Jenny Towers and Park Place are using different methods for conducting background checks. After the RAD conversion, the both programs will be Section 8 and so policies will be drawn up to ensure that the same procedures are being followed at each building. The target date for the RAD conversion is February 2017.
2. Executive Director's Report:
 - i. RAD Park Place Project Update: The demolition of the garage and bank drive-thru was approved by the MAHA transaction manager and is scheduled for January 1st. Horizon would like to schedule an early construction start date before the weather becomes more of a factor and could affect construction plans. There will be a change in the final tax credit equity due to changes in the financial sector because of the election. Financiers now want to re-negotiate the equity amount which will affect the financing of our project. HUD is aware of this and so it may be possible re-adjust our tax credit numbers. We have received the \$850,000.00 grant for the Fox Point project but must wait until April 2017 to find out if our tax credit application for that project has been approved.
 - ii. Health, Morale & Welfare: The holiday party at Park Place is tomorrow. Ed & Sharon's will be catering and the entertainer will be singing karaoke music.

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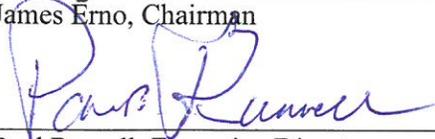
Motion to adjourn at 5.00 P.M. Wagner/Kwiesielewicz. Motion passed unanimously.



James Erno, Chairman



Kay Tautges, Recording Secretary



Paul Russell, Executive Director