

**HOUSING AUTHORITY OF THE CITY OF MERRILL
DBA MERRILL AREA HOUSING AUTHORITY
SECTION 8 HOUSING
BOARD OF COMMISSIONERS
MEETING MINUTES**

Regular Meeting

February 18, 2020

Main Office (7:00 am)

1. **Call to Order:** Chair Laufenberg called the meeting to order at 7:04am
2. **Roll Call:** Chair Jill Laufenberg, Vice Chair Nancy Kwiesielewicz, Kevin Cohrs, Linda Murray, Interim Executive Director Lynn Ross, Recording Secretary Jamie Schmeltzer, Maintenance/Construction Manager Jeremy Winningham, Tenant Advisor Teresa Baker and Ex-Officio Rick Blake.

Absent: Kent Johnson
3. **Public Comment:** None
4. **Approval of Meeting Minutes:** Motion to approve (Cohrs/Kwiesielewicz). 4 Ayes, Motion carried.
5. **Approval of Financials:** Interim Executive Director Ross briefed by exception. Motion to approve (Cohrs/Kwiesielewicz). Roll call 4 Ayes, motion carried.
6. **Old/Unfinished Business:**
 - a. **Consideration of Memorandum of Understanding w/501(3)(c):** The non-profit application is under review by the MAPS attorney and won't be submitted until review is completed. The Housing Authority will not be the sole recipient of the annual homes built as there are three other agencies in the community that expressed interest. The commissioners decided that MAHA will not be providing the \$600 application fee.
 - b. **Transitional Discussion Continued:** The commissioners request more information on the Senior Property Manager position regarding the organizational chart. A closed session meeting will be held prior to the March regular monthly meeting to make a final decision.
7. **New Business:**
 - a. **Hatch Act Investigation Conclusion:** Notification that the case has been concluded and closed with email confirmation from Attorney Dean Dietrich.
 - b. **Formation of Subcommittee to address future projects:** Move to next meeting.
8. **Maintenance/Construction Manager Report**
 - a. **Bluejay House #1 Addition of Garage:** Approval for additional funding in the amount of \$10,000 was approved to add a garage at the Van Buren property. The plan is to build the garage during the summer of 2020.

- b. **Bluejay House #2 Progress Update:** Once the ground is thawed, excavation can begin for the basement to allow for the relocation of the house from the High School. The basement will be built under the house to avoid additional crane costs. Once the house is placed the flooring will need to be completed with all the utility hook-ups to be scheduled to allow for renting in summer of 2020.
- c. **Bluejay Home Build #3 Planning Update:** Rough draft of a 3-bedroom floor plan was provided to the commissioners that would allow students to build the house on-site this fall. After further discussion, the commissioners approved Resolution No 452 Bluejay House #3 Funding not to exceed \$100,000 (Cohrs/Murray). Interim Director Ross and Construction Manager Winningham will be working on the details of the trade's agreement with the high school.
- d. **Jenny Towers Updates:** Construction Manager Winningham provided an outline of the improvements that are necessary at Jenny Towers. The top of the list is the replacement of plumbing supply for every tenant kitchen from 7th to 1st floor. The work will need to meet the Davis Bacon white sheet guidelines as well as an RFP in the Foto News. The approximate cost will range from \$350,000 to \$500,000 with each stack to take approximately 10 days to complete. The outline also included additional updates for flooring, wall resurfacing hallways, moving tenant mailboxes to allow for the expansion of the leasing office, community room updates and address salon heating/cooling issues.

9. Interim Executive Director Report Updates:

- a. The implementation of the new accounting/tenant software is well underway with the final steps to complete the LLC side of the software upload in March. Staff has been working hard on getting all data implemented and verified to eliminate errors going forward.
- b. It was brought to the attention of the commissioners that the Public Housing closeout had not been started which included the fact that close-out of Capital Funds since 2012 had not been handled. The process of preparing the HUD forms will take priority over any other outstanding projects. The only issue that may take time is the process necessary to have the small parcel excluded at Westgate to be deeded over to the LLC.

10. Tenant Advisor Updates

a. Park Place and Westgate LLC – Teresa Baker

Tenants are asking about Food Program, asked if there should be a survey. Her opinion is it is not needed. Interim Director Ross mentioned that the Housing Authority does not have funding for this program and the program had issues in the past and will not be reinstated. This will be a talking point at the Park Place and Stonebridge tenant quarterly meetings in March.

b. Jenny Towers – Rick Blake

He supports the Construction Managers plan to replace the plumbing as he experienced a recent issue with his kitchen plumbing. There seems to always be activities going whether it is exercise or games, all the tenants enjoy it. Things are working smoothly at Jenny Towers.

11. Closed Session (Approval of Meeting Minutes): Motion to enter closed session at 8:46am (Cohrs/Murray) Roll call, Motion carried. Roll call, Motion carried. *The Board may convene in Closed Session pursuant to Wisconsin State Statutes 19.85(1)(c) Considering employment, promotion, compensation, benefits 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.*

The minutes from this closed session will be filed separately and confidentially. Motion to reconvene into open session at 8:49am. Motion to approve (Cohrs/Murray). Motion carried.

12. Next Regular Monthly Meeting: Tuesday, March 17, 2020 7:30am @ Jenny Towers Library

13. Adjournment: Meeting adjourned at 8:51am (Kwiesielewicz/Laufenberg)