

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

**Regular Meeting**

**April 28, 2020**

**Main Office (8:03 am)**

1. **Call to Order:** Chair Laufenberg called the meeting to order at 8:03am
2. **Roll Call:** Chair Jill Laufenberg, Vice Chair Nancy Kwiesielewicz, Kevin Cohrs, Linda Murray, Kent Johnson, Executive Director Lynn Ross, Recording Secretary Jamie Schmeltzer, Maintenance/Construction Manager Jeremy Winningham and Ex-Officio Rick Blake.

**Absent:** Tenant Advisor Teresa Baker

3. **Public Comment:** None
4. **Approval of Meeting Minutes:** Motion to approve (Cohrs/Kwiesielewicz). 5 Ayes, Motion carried.
5. **Approval of Financials:** Executive Director Ross briefed by exception. Motion to approve (Johnson/Cohrs). Roll call 5 Ayes, motion carried.
6. **Old/Unfinished Business:**
  - a. **Transitional Discussion Continued:** The commissioners made the decision to promote Lynn Ross to Executive Director of Merrill Area Housing Authority. Lynn promoted Jeremy Winningham to Assistant Director and Theresa Schmeltzer to Senior Property Manager.
  - b. **Formation of Subcommittee to address future projects:** Briefly described the reason for the formation of the subcommittee which is to address future projects. Chair Laufenberg asked for volunteers for the committee and the commissioners requested time to consider. Chair Laufenberg asked Jeremy Winningham to participate seeing he has the construction background that would be beneficial in making decisions.
7. **New Business:**
  - a. **Termination of Public Housing ACC (Resolution 453):** Executive Director Ross explained that in order to end our participation with the Public Housing Program, this resolution is required to be approved by the board. Motion to Approve (Cohrs/Murray). 5 Ayes, Motion Carried

## 8. Maintenance/Construction Manager Report

- a. **Bluejay House #2 Progress Update:** The relocation of the house from the high school to the Grand Avenue lot took place early the morning of April 28, 2020. The excavation had been completed with the pour of the basement walls will occur in the next month. In the meantime, the house is secured on cribbing and fencing around the entire area.
- b. **Bluejay House #3:** The search has begun to purchase a lot that will give the high school students the opportunity to build on site.
- c. **Other:** With COVID-19 Safer at Home order maintenance has been working hard on keeping public areas of the buildings sanitized to reduce the potential risk. Maintenance spends a good portion of their mornings each day sanitizing doors, railings, and community areas. Maintenance continues working on getting all buildings ready for the next REAC Inspection.

## 9. Interim Executive Director Report Updates:

- a. The MAHA Staff has been taking caution with the Safer at Home Order and remaining in respective offices. Communicating through emails, phone calls and zoom meetings.
- b. Non-Profit Update - Paul Russell received a from the IRS saying they are delaying and prioritizing most business-related items except for taxes ad COVID 19 related relief. He further stated that with the current economic downfall and agencies having made their commitments this year funding will not be available until 2021.
- c. The Commissioners agree that the Housing Authority will move forward with the funding and building of Bluejay House #3.

## 10. Tenant Advisor Updates

### a. Jenny Towers – Rick Blake

Tenants are starting to get restless with the Safer at Home Order with attempting to get out and enjoy the weather. They are doing the best they can through all of this. Commissioner Murray suggested a virtual activity to help break up the long days.

## 11. Next Regular Monthly Meeting: Tuesday, May 19, 2020 7:00am @ Main Office Conference Room

## 12. Adjournment: Meeting adjourned at 8:48am (Cohrs/Johnson)