

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

Regular Meeting

May 19, 2020

Main Office (7:00 am)

1. **Call to Order:** Chair Laufenberg called the meeting to order at 7:00am
2. **Roll Call:** Chair Jill Laufenberg, Vice Chair Nancy Kwiesielewicz, Kevin Cohrs, Linda Murray, Kent Johnson, Executive Director Lynn Ross, Assistant Director Jeremy Winningham, Recording Secretary Jamie Schmeltzer, and Ex-Officio Rick Blake.

Absent: Tenant Advisor Teresa Baker
3. **Public Comment:** None
4. **Approval of Meeting Minutes:** Motion to approve (Cohrs/Johnson). 5 Ayes, Motion carried.
5. **Approval of Financials:** Executive Director Ross briefed by exception. Motion to approve (Cohrs/Johnson). Roll call 5 Ayes, motion carried.
6. **Old/Unfinished Business:**
 - a. **Future Housing Projects Subcommittee Members:** Chair Laufenberg ask Jeremy to be head of the subcommittee along with Commissioner Murry and Johnson. After further discussion, the decision was made that emailing will be the form of communication unless there is a reason for the subcommittee to meet in person. The subcommittee will update the board at each meeting on future housing projects.
7. **New Business:**
 - a. **Check signers:** A recent review of the By-laws it was discovered that there is no requirement for two check signers. Executive Director Ross contacted HUD to verify that this statement is current in the approved By-laws. Chair Laufenberg having insight on signing checks, does not feel that it is necessary as layers of oversight is in place with accountants, auditors and commissioners reviewing all payments issued. The consensus of the Commissioners is to stop requiring two signers on the check and Executive Director will be the only signer.
 - b. **Approve Resolution 450 Capitalization Policy:** During the LLC Auditor it was determined that a resolution had not been approved back in October 2014 for the increase in the Capitalization Policy from \$500 to \$1,000. The Auditor recommended that the current board approve the resolution seeing this is the practice of today. Motion to approve (Kwiesielewicz/Johnson) 5 Ayes, motion carried.

8. Assistant Director

- a. **Maintenance Updates:** With weather improving the maintenance staff has started working on the landscaping at Park Place due to the October completion of construction. During the construction of Grand Avenue and Prospect Street the contractor damaged a water line that caused a large amount of debris into the water line at Park Place. This incident required the maintenance staff to turn the water to the building off and addressing the plug water filters. More work is being completed from the REAC inspection in 2019 to include the replacement of kick plates on tenants' doors at Jenny Towers in preparation for the follow-up inspection.
- b. **COVID-19 Update:** The Lincoln County Health Department is still suggesting limiting of access to the common areas of our buildings and to continue with social distancing practice. With "Safer at Home Order" overturned by the State Supreme Court all the housing authority can do at this time is make recommendations to tenants. Executive Director Ross issued a memo to notify tenants that it will be a slow process of reopening the buildings. Commissioners Laufenberg and Murray would like everyone to remain proactive now that the order has expired but the virus is still active. Kevin suggested using informational or recommended when posting notices. Commissioners agree that keeping the offices closed to tenants and public and handling paperwork electronically is the right decision.
- c. **Bluejay House #2:** The house has been moved to the permanent site and work is has started with excavation for the basement and the concrete work is lined up once the weather improves.

9. Executive Director Report Updates:

- a. The safer at home order has been very hard on tenants, so the housing authority decided to provide a boxed lunch. Precautions were taken with staff wearing gloves, face masks and asking tenants to remain 6ft apart. Along with a prepared lunch tenants had the opportunity to win a gift certificate for a restaurant around Merrill that can deliver.
- b. **LLC Project Construction Loan Closed:** The requirement to close the loan was approval of the WHEDA 8609 from the investor and the signature of the Executive Director.
- c. **Approval of Land Use Restriction Agreement (LURA):** The Agreement was approved by the investor and WHEDA which at that time the Executive Director signed two sets of originals, notarized, and mailed to WHEDA. The last step of the finalization is for the LURA to be filed with Lincoln County Register of Deeds.
- d. **Annual Meeting Reminder:** Reminder that at the Annual Meeting the nomination of chair and vice chair will occur. If changes to the By-laws are necessary, this is the time to make the request.

10. Tenant Advisor Updates

a. Jenny Towers – Rick Blake

Tenants really appreciated the boxed meals and that they were able to get out and of their apartments for something to enjoy.

11. Next Regular Monthly Meeting: Tuesday, June 16, 2020 7:00am via Zoom Meeting

12. Adjournment: Meeting adjourned at 8:05am (Cohrs/Murray)