

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

Regular Meeting

July 21, 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, Kevin Cohrs, Linda Murray, Kent Johnson, Executive Director Lynn Ross, Assistant Director Jeremy Winningham, Recording Secretary Jamie Schmeltzer, Tenant Advisor Teresa Baker and Ex-Officio Rick Blake.
Absent: Vice Chair Nancy Kwiesielewicz
3. **Public Comment:** None
4. **Approval of Meeting Minutes:** Motion to approve (Cohrs/Johnson). 4 Ayes, Motion carried.
5. **Approval of Financials:** Executive Director Ross briefed by exception. Motion to approve (Murray/Johnson). Roll call 4 Ayes, Motion carried.
6. **Old/Unfinished Business:**
 - a. **Future Housing Projects Subcommittee Members:** The committee members previously discussed the possibility to purchase of a four-lot area zoned for multi-family units (40,800 sq. ft.). The lot is located on Francis Drive one block west of from Woodbine duplexes. These lots have water and sewer hook-ups with an asking price of \$22,000 which do not include closing costs. The current value of the land is \$23,400 with no property taxes beginning with 2021. The only cost associated with ownership would be maintenance until the Housing Authority is ready to build. A motion was made to approve the purchase of the Francis Drive lots not to exceed \$25,000 (Cohrs/Johnson) Roll call 4 Ayes, Motion carried.
7. **New Business:** No new business
8. **Assistant Director**
 - a. **Maintenance Updates:** Daily sanitizing continues in the common areas at all buildings. Vacancies continue to remain low and work on the flagpole for Stonebridge is on-going.
 - b. **Bluejay House #2:** Basement floor has been finished, work has begun on plumbing and electrical, landscaping is almost finished in the front of the house and work will begin on the construction of the deck.
 - c. **Bluejay House #3:** A conference call with MAPS will be scheduled for August to discuss the Build Trades Agreement and what the class schedule will look like due to Covid-19. An inquiry in a lot on Douglas St has started for a purchase of \$1,500 with back taxes being paid by MAHA.

d. **Grand Ave Parking:** The city is behind schedule with the paving of Prospect and Grand Ave due to weather delays and has pushed back the approved finishing of the Grand Avenue Lot.

9. **Executive Director Report Updates:**

- a. Offices continue to remain closed with the rise of positive cases in Lincoln County with staff available to assist potential applicants and tenants via phone or email. Postings remain in place to remind tenants and guests of social distancing, option to wear a mask and washing hands.
- b. The 2019 Annual Reports was disbursed via email to the list of stakeholders identified.
- c. Chair Laufenberg mentioned that a tenant complaint letter was sent to some commissioners and that it is being handled by Executive Director Ross according to Resolution 419.

10. **Tenant Advisor Updates**

a. **Park Place/Stonebridge – Teresa Baker**

It was reported that all has quiet with tenants enjoying the bench placed outside the main entrance. She inquired when an area will be designated for books as it was once talked about setting up the closet in the community room. The delivery of library books has not resumed since Covid-19, so Chair Laufenberg suggested that tenants pick up materials from the library being in close proximity. Assistant Director Winningham will research a location for books donated by tenants.

b. **Jenny Towers – Rick Blake**

Rick reported that it is quiet around there and that tenants are still enjoying getting outside.

1. **Closed Session (Approval of Meeting Minutes):** Motion to enter closed session at 7:45am (Cohrs/Murray) Roll call 4 Ayes, 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 7:47am. Motion to approve (Cohrs/Murray). Roll Call 4 Ayes, Motion carried.

2. **Next Regular Monthly Meeting:** Tuesday, August 18, 2020 7:00am via Zoom Meeting

3. **Adjournment:** Meeting adjourned at 7:48am (Cohrs/Johnson). 4 ayes.