

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

Regular Meeting

August 18, 2020

Main Office (7:00 am)

- 1. Call to Order:** Vice Chair Nancy Kwiesielewicz called the meeting to order at 7:00am
- 2. Roll Call:** Vice Chair Nancy Kwiesielewicz, 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: Chair Laufenberg
- 3. Public Comment:** None
- 4. ICS Investment Presentation by Incredible Bank**
 - a. Presenters: Lea Dzieszinski, Ashley Anderson & Susan Ryman:** Lea presented to the commissioners the ICS program for FDIC on funds over \$250,000 per the auditor's recommendation. Recommendation to have Ex Director Ross to invest in ICS program presented. Motion to approve (Cohrs/Johnson). 4 Ayes, Motion carried.
- 5. Approval of Meeting Minutes:** Motion to approve (Cohrs/Murray). 4 Ayes, Motion carried.
- 6. Approval of Financials:** Executive Director Ross briefed by exception. Motion to approve (Cohrs/Johnson). Roll call 4 Ayes, Motion carried.
- 7. Old/Unfinished Business:**
 - a. Future Housing Projects Subcommittee Members:** Purchase of Francis Street property has been completed. The next step is to request a survey of the property and Assistant Director Winningham will work with the designer at Wisconsin Building Supply for drawings. Commissioner Johnson mentioned that he thinks the designer is no longer working at WBS.
- 8. New Business:** No new business
- 9. Assistant Director**
 - a. Maintenance Updates:** Daily sanitizing continues in the common areas at all buildings.
 - b. Bluejay House #2:** Driveway is set, plumbing is complete, no power and gas waiting on WPS and deck work continues. Concrete for garage is on the schedule seeing the panels for the garage are built at the High School.

- c. **Bluejay House #3:** Meeting with school is set to finalize the Trades Agreement and construction of the third house. MAHA and HS are being cautious with school starting back since the COVID-19 pandemic. Assistant Director Winningham is hesitant to start a build and have school go virtual and not have the time to close the structure without having an outside contractor perform the work.
- d. **Stonebridge:** Bookcase was purchased, built and ready for use in the community room.
- e. **Grand Ave Parking Lot:** The construction by the City is completed on Grand Avenue to allow Assistant Director Winningham to move forward with the 1st phase of the resurfacing to include road base and a retaining wall.

10. Executive Director Report Updates:

- a. Administrative staff is preparing for Annual Recertifications at all our properties. The meetings will not be held in person but over the phone call.
- b. Communication with Tom Hayden from the City of Merrill is on-going with locations of vacant lots to house Bluejay Home 3.
- c. A conversation with a HUD Representative about receiving donations for the schoolhouse build and they see no issue if funds are deposited into a different checking account.
- d. Jenny Towers generator is out of service for repairs for approximately a week with parts on order. HUD Rep was contacted to make them aware of the situation and during that conversation it was mentioned if it was required to replace the generator in the case of complete failure. The response to the question was that it is not required to be replaced and that a generator is not required at Stonebridge seeing it is not part of the original build.
- e. Experiencing minor issues with the RealPage software and continue to become more efficient with the program features.
- f. The Fire Department donated a historical hand cart and 16-foot recovery hook in addition to other items for display in the lobby of the Main Office. A resolution was signed outline the items donated and if for any reason MAHA would not be able to display, they would be returned to the Fire Department.

11. Tenant Advisor Updates

a. Park Place/Stonebridge – Teresa Baker

All is quiet around the building and tenants are appreciative of the bookcase and are working on filling with books.

b. Jenny Towers – Rick Blake

All is quiet around the building and with the library being open now that more tenants have been in and out of there working on puzzles. Tenants are taking advantage of the wonderful weather and spending time outside.

12. Next Regular Monthly Meeting: Tuesday, September 15, 2020 7:00am via Zoom Meeting

13. Adjournment: Meeting adjourned at 8:00am (Johnson/Murray). 3 ayes.