

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

Regular Meeting

September 15, 2020

Main Office (7:00 am)

- 1. Call to Order:** Chair Jill Laufenberg called the meeting to order at 7:02am
- 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, Tenant Advisor Teresa Baker and Ex-Officio Rick Blake.
- 3. Public Comment:** None
- 4. Approval of Meeting Minutes:** Motion to approve (Kwiesielewicz/Cohrs). 5 Ayes, Motion carried.
- 5. Approval of Financials:** Executive Director Ross briefed by exception. Motion to approve (Johnson/Murray). Roll call 5 Ayes, Motion carried.
- 6. Old/Unfinished Business:**
 - a. Future Housing Projects Subcommittee Members:** Vreeland is scheduled to survey the lots and mark the 4 corners at Francis Street. WBS does not have a draftsman on site, Jeremy will be meeting with Jason to start the drafts of the duplexes and Jason will send them to one of the other WBS locations to a draftsman. The plan is to have 4 duplexes, ADA compliance, built on a slab with no basement.
- 7. New Business:** No new business
- 8. Assistant Director**
 - a. Maintenance Updates:** Daily sanitizing continues in the common areas at all buildings. Lawn care has slowed down, maintenance will start carpet cleaning and cleaning of the 1st floor windows. Quarterly inspections have started in preparation for REAC inspections that will resume in October.
 - b. Bluejay House #2:** Power was installed last week. Looking to have it available for October 1st. MAHA does have a potential applicant. Jeremy has a contractor set up for October 1st for the garage floor. MAHA is sitting at about \$75,000 in expensive as of right now not expecting to exceed \$100,000.
 - c. Grand Ave Parking Lot:** Parking lot is being graded to be ready for tenant parking within the next week. The parking lot will just be compacted gravel for this year since there was about 3 feet of materials that was pulled out of the ground from the house that was previously torn down on that lot, this way it can settle and be ready for pavement next year. There were some issues with neighboring gas lines, which is now resolved.
 - d. Jenny Towers:** During the monthly elevator inspection it was noted that the large elevator lost a significant amount of fluid. Upon further investigation it was found that the fluid was leaking out the bottom of a seven-story shaft. OTIS immediately shut it down the elevator from any further use before it could fail. An estimate was provided for approximately \$83,000 with an anticipated completion date by mid-November.

- e. **Westgate:** The exterior air conditioning units are showing signs of failing and since it is near the end of summer, the tenants were asked to shut them down. Asst Director Winningham contact a contractor to inspect and deemed junk. Asst Director Winningham is working on getting to replace the units in spring for approximately \$4,000 a unit.

9. Executive Director Report Updates:

a. Operational Update:

1. Planning to open common areas at Jenny Towers during the week of 09/25/2020, only if there are no new cases of COVID in the building. The number of tenants using the room will be 10 or less and recommended that tenants continue to social distance.
2. Recertification meetings started last week and will continue into the following week via phone calls.
3. Vacancy update, LLC has 1 vacant apartment and Jenny Towers has 3 vacant apartments but 2 will be filled by the end of September.
4. Process of ICS implementation is complete and able to view shadow accounts online. The fraud feature will be in place before the next check run on 09/20/2020.
5. WAHA Conference On-line training Tuesday and Wednesday.

b. Policy Review: Policy vs Handbook

1. Policy vs Handbook was discussed based on an email that was sent to the commissioners stated the handbook was not being followed. The proper steps to be taken would have been that the Executive Director was contacted to review since the commissioners are responsible for approving policies created for tenants. The employee handbook is an outline of what MAHA expects from employees during employment along with benefits earned.
2. The current Employee Handbook is under revision with the plan to provide to the commissioners in October for review, revisions, and approval in November.
3. The budget is in the starting stages and once health insurance premiums are received possibly in mid to late October the plan is to provide the budget for review in November and approval in December.

10. Tenant Advisor Updates

a. Park Place/Stonebridge – Teresa Baker

Still quiet and everyone sticks to themselves. The card group takes turns at meeting in each other's apartments.

b. Jenny Towers – Rick Blake

Elevator being down has had an impact due to everyone wanting to leave at the same time. Tenants are understanding the severity of it if it would run. They are excited for common areas to open soon. He raised a concern that if the generator were to officially not run anymore what will still work when there is a power outage. Jeremy clarified that the lighting on the first floor would still work but elevators would not. Tenants are also understanding more about the recommendations throughout the building for COVID.

11. Next Regular Monthly Meeting: Tuesday, October 20, 2020 7:00am via Zoom Meeting

12. Adjournment: Meeting adjourned at 8:04am (Johnson/ Kwiesielewicz). 5 ayes.