

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

Regular Meeting

October 20, 2020

Main Office (7:00 am)

- 1. Call to Order:** Chair Jill Laufenberg called the meeting to order at 7:03am
- 2. Roll Call:** Chair Jill Laufenberg, Vice Chair Nancy Kwiesielewicz, Kevin Cohrs, 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 (Cohrs/Johnson). 4 Ayes, Motion carried.
- 5. Approval of Financials:** Executive Director Ross briefed by exception. Motion to approve (Cohrs/Johnson). Roll call 4 Ayes, Motion carried.
- 6. Old/Unfinished Business:**
 - a. Future Housing Projects Subcommittee Members:** Subcommittee is looking for a volunteer to join the committee since the departure of Commissioner Murray. Drawings for duplexes have not been returned by WBS and should see them in the next few weeks. Executive Director Ross and Assistant Director Winningham discussed that the lots on Francis Drive will remain affordable housing and the applications for these duplexes will be handled exactly like the Bluejay Build Homes.
- 7. New Business:** Commissioner Linda Murray resigned, and the process has started to find a replacement. If any commissioners have recommendations, they should send an email to Executive Director Ross.
- 8. Assistant Director**
 - a. Maintenance Updates:** Daily sanitizing continues in the common areas at all buildings. With winter fast approaching, an order for salt has been placed to maintain the parking lots and sidewalks. The preparation of the snow removal equipment has started in order for maintenance to be ready for winter.
 - b. Bluejay House #2:** The building of the garage is on a temporary hold due to the teacher in quarantine. The construction will start when he returns and the process of filling with a renter has started with the plan to have the house rented by November 15th but no later than December 1st.

- c. **Grand Ave Parking Lot:** Parking lot is being graded to be ready for tenant parking within the next week. The parking lot will consist of compacted gravel for this year seeing there was about 3 feet of rubble pulled out of the ground from the house that was previously torn down. Allowing the gravel to settle over winter will provide a more consistent surface for blacktop next year.
- d. **Francis Street:** The survey of the 4 lots has been completed with markers placed to identify each lot.
- e. **Jenny Towers:** The elevator repairs have started with an estimated completion of 3-4 weeks.
- f. **Stonebridge:** The flagpole is installed with the Assistant Director looking for a reliable solar light since no power was run to the area. Horizon was on sight to research why there was a damning issue this past winter. It was discovered that there was no insulation blown in above the elevator allowing cold into this area that caused the icing issue. Insulation has been blown into this area with Horizon covering the full cost seeing it was missed during construction.

9. Executive Director Report Updates:

a. Operational Update:

1. Quarterly Newsletters were sent to the tenants.
2. Park Place & Westgate LLC passed the stabilization testing and received funding for Operating Reserve, Expense Reserve and Developer Fee.
3. Work started on the employee handbook for 2021 and sent to Nancy for review. Nancy recommended that it be sent to Attorney Dean Dietrich for review and presented to the board for approval at the November meeting.
4. Reported occupancy percentages for LLC at 97% as of 09/30/20 (3 vacant units) Jenny Towers at 99% (1 vacant unit)

10. Tenant Advisor Updates

a. Park Place/Stonebridge – Teresa Baker

Tenants are excited that the flagpole has been installed as they are enjoying having it. Tenants are sad for the loss of a tenant. Otherwise everyone seems to keep to themselves and sanitizing is going well.

b. Jenny Towers – Rick Blake

With the common areas opened there have been small groups playing cards and doing puzzles. Masks are being worn and the tenants are excited to have the elevator back in service.

11. Next Regular Monthly Meeting: Tuesday, November 17, 2020 7:00am via Zoom Meeting

12. Adjournment: Meeting adjourned at 7:42am (Cohrs/Johnson). 4 ayes.