

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

Regular Meeting

November 17, 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 (Kwiesielewicz/Johnson). 4 Ayes, Motion carried.
- 5. Approval of Financials:** Executive Director Ross briefed by exception. Motion to approve (Cohrs/Kwiesielewicz). Roll call 4 Ayes, Motion carried.
- 6. Future Projects Subcommittee Update:**
 - a. Future Housing Projects Subcommittee Members:** Subcommittee is still looking for a volunteer to join the committee since the departure of Commissioner Murray. Assistant Director Winningham received the preliminary drawings and sent a copy to Commissioner Johnson. Commissioner Johnson made some recommendations that will be sent back to the designer. An estimate for overall cost of the project is uncertain due to high demand for construction supplies causing the price to significantly increase. Wisconsin Building Supply provided Assistant Winningham with an approximate estimate of \$130,000 for construction building materials.
- 7. Old/Unfinished Business:**
 - a. Vacant Commissioner Seat Update:** Jeremy Cordova has been recommended for the vacant commissioner seat with the recommendation being sent to the Mayor for approval at the December Common Council meeting.
 - b. Strategic Planning Session Action Plan:** Commissioner Cohrs suggested this action plan be reviewed twice a year and to wait until January of 2021 to discuss in depth.
- 8. New Business:**
 - a. Approve 2021 Executive Director Salary (from Closed Session in October):** Motion to approve (Cohrs/Johnson). 4 Ayes. Motion Carried.

- b. **Approve Resolution 455 (Ex Director Commendation):** Motion to approve (Kwiesielewicz/Cohrs). 4 Ayes. Motion Carried.
- c. **Approve Resolution 456 (Jenny Towers Doubtful Accounts):** Motion to approve (Kwiesielewicz/Johnson). 4 Ayes. Motion Carried.
- d. **Approve Resolution 457 (LLC Doubtful Accounts):** Motion to approve (Kwiesielewicz/Johnson) 4 Ayes. Motion Carried.
- e. **Approve 2021 Employee Handbook (Attorney Recommendations):** Motion to approve (Kwiesielewicz/Johnson). 4 Ayes. Motion Carried.

9. Assistant Director Update:

- a. **Grand Ave:** Garage is currently be construction with the plan to have it finished before more rain or snow comes.
- b. **Main Office:** Second floor remodel started with Mavo working on the abatement of the lead paint. Architect drawing will be completed soon to allow time for state approval.
- c. **Maintenance Update:** Preparations for winter started with bids from outside snow removal vendors, purchased of salt and servicing of maintenance equipment.

10. Executive Director Update:

- a. **Building Occupancy:** Jenny Towers is at 97%, looking to have one apartment filled in December. Park Place & Westgate LLC is at 96% with vacancies to be filled in December.
- b. **COVID-19 Update:** Per the Health Department recommendation, the common areas at all the buildings will be closed until further notice. There have been positive cases noted at the buildings and those individuals are under quarantine.
- c. **Vacant Positions:** We have recently had a Property Coordinator and Maintenance Technician position become vacant as of the end of November. Both positions will remain vacant at this time and the use of outside vendors will be utilized to complete tasks for the maintenance position.
- d. **Tenant Recertifications:** The annual recertification paperwork was handled differently this year with the Property Managers, Executive Director Ross and Executive Assistant Schmeltzer went door to door for signatures instead of tenants coming to the office.
- e. **Blue Jay Home Updates:**
 - 1. Blue Jay House #1 (Van Buren St) recently vacated by tenant without notice. Extensive work has begun to flip the house to be rented on December 1, 2020.
 - 2. Blue Jay House #2 (Grand Ave) was advertised on Facebook with 18 inquiries with 7 scheduled tours and ready to be rented on December 1, 2020.
- f. **Tenant Holiday Gathering:** The tenant holiday party held annually in December has been canceled. The continuation of the summer picnics and holiday party will also be ending seeing funding received from HUD/WHEDA should not be used for these events.
- g. **Umbrella Policy:** At the board's request Executive Director Ross is continuing to work with insurance companies on a policy for all properties.

11. Tenant Advisor Updates

a. Park Place/Stonebridge – Teresa Baker

1. With the cancellation of the Holiday party Teresa was wondering if a door decorating contest could be held. Executive Director mentioned that an outline and poster is being created and will be sent out shortly.
2. The donation of books has exceeded the storage cabinet capacity and asking if possible, to get additional cabinets.
3. Upon closure of the community room wondering if possible, to allow one person at a time access to the vending machine at a time.
4. Tenants are concerned with the cleaning service using too much cleaning chemicals that become very strong for tenants.

b. Jenny Towers – Rick Blake

1. Tenants are still socializing outside when the weather is nice and have not heard much around the buildings.
2. There have been random issues with some TV channels not working. Assistant Director Wunningham assured him that he checks the equipment if made aware of the issue and would ask that channels disruption be reported to the office during business hours as this is not an on-call emergency.

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

13. Adjournment: Meeting adjourned at 7:42am (Kwiesielewicz/Cohrs). 4 ayes.