

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

Regular Meeting

January 19, 2021

Main Office (7:00 am)

- 1. Call to Order:** Chair Jill Laufenberg called the meeting to order at 7:04am
- 2. Roll Call:** Chair Jill Laufenberg, Vice Chair Nancy Kwiesielewicz, Kent Johnson, Executive Director Lynn Ross, Assistant Director Jeremy Winningham, Recording Secretary Jamie Schmeltzer, Ex-Officio Rick Blake, and Tenant Advisor Teresa Baker.

Absent: Kevin Cohrs
- 3. Public Comment:** None
- 4. Approval of Meeting Minutes:** Motion to approve (Johnson/Kwiesielewicz). 3 Ayes, Motion carried.
- 5. Approval of Financials:** Executive Director Ross briefed by exception. Motion to approve (Kwiesielewicz/Johnson). Roll call 3 Ayes, Motion carried.
- 6. Future Projects Subcommittee Update:**
 - a. Future Housing Projects Subcommittee Members:** Prints are completed and will need to be picked up at Wisconsin Building Supply. The hope is that when the new commissioner is approved that this person would join the subcommittee.
- 7. Old/Unfinished Business:**
 - a. Vacant Commissioner Seat Update:** During the January 12th Common Council Meeting the Residency Ordinance was not approved based on wording and a revision will be included in the February 9th meeting. Executive Director Ross continues to keep contact with Jeremy Cordova to verify that he is still interested.
 - b. Strategic Planning Session Action Plan:** Discussion moved to February to include Commissioner Cohrs. Commissioner Kwiesielewicz asked to have the spreadsheet organized based on completed, pending, and removed.
- 8. New Business:**
 - a. Approve Resolution 459 (After Hours On-Call Policy):** Motion to approve (Johnson/Kwiesielewicz). 3 Ayes. Motion Carried.

9. Assistant Director Update:

- a. **Grand Ave (Blue Jay Home Build 2):** There are a few exterior projects to be completed in late spring early summer. After reviewing the project cost to date the projects is projected to come in under budget.
- b. **Main Office:** Plans have been approved for the remodel of the 2nd floor.
- c. **Francis Drive:** The process of getting bids for concrete and excavating will start since contractors are very busy.
- d. **Maintenance Update:** 1st Quarterly Inspections are underway with minimal maintenance issues noted.
- e. **Park Place:** In order to reduce the number of after hour maintenances calls regarding smoke detectors beeping, it was decided to purchase 10-year batteries and started replacing during inspections.
- f. **Snow Removal:** Minimal snow fall but have seen an increase in use of salt.

10. Executive Director Update:

- a. **Recognition:** Executive Director Ross thanked Jeremy for all the extra work being done to cover the vacant maintenance position. The position has been advertised and candidates will be screened for interviews.
- b. **December Occupancy:** Jenny Towers is at 100% occupancy and Park Place is at 97% occupancy.
- c. **Tenant Advisor Terms:** Just a reminder that the current terms expire in November of 2021 and a poster will be put out for other tenants to sign-up as potential candidates.
- d. **Available house in town:** During a recent phone call with Atty Tom Hayden and City Administrator Dave Johnson it was mentioned that the city might be acquiring 3 housings and will forward more information when it comes available.
- e. **Interagency Advisory Council Meeting:** The quarterly meeting was scheduled via zoom on Tuesday, January 12, 2021 and at the conclusion of the meeting it was determined that the services being provided are more geared towards the youth population.

11. Tenant Advisor Updates

- a. **Park Place/Stonebridge – Teresa Baker:** It has been quiet around the building. Seems everyone is keeping to themselves.
- b. **Jenny Towers – Rick Blake:** Building was clear of COVID but starting to see quarantine cases occurring. Isolation is wearing on tenants and very happy to see Jeremy around the building doing inspections.

12. Next Regular Monthly Meeting:

Tuesday, February 16, 2021 7:00am via Zoom Meeting

13. Adjournment:

Meeting adjourned at 8:06am (Johnson/Kwiesielewicz). 3 ayes.