

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

Regular Meeting

February 16, 2021

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, Kent Johnson, Executive Director Lynn Ross, Assistant Director Jeremy Winningham, Ex-Officio Rick Blake, and Tenant Advisor Teresa Baker.
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/Johnson). Roll call 4 Ayes, Motion carried.
6. **Future Projects Subcommittee Update:**
 - a. **Future Housing Projects Subcommittee Members:** Prints have been picked up and organized and a copy will be emailed to subcommittee members as soon as time permits due to being shorthanded.
7. **Old/Unfinished Business:**
 - a. **Vacant Commissioner Seat Update:** The Common Council decided to move the ordinance change to the Committee of the Whole for final review at the February 9th meeting.
 - b. **Strategic Planning Session Action Plan:** The plan was reviewed and after further discussion, the commissioners agreed that this is a great tool for current and future commissioners. The next step would be to update the plan to focus on the future vision and plan to meet in February 2022 to update.
8. **New Business: None**
9. **Assistant Director Update:**
 - a. **Maintenance Update:** Focus on moving forward with daily operations and continue to address issues with heating, plumbing, and salting.

10. Executive Director Update:

- a. **January Occupancy Report:** Jenny Towers 99% - Park Place 96%.
- b. **LLC Audit:** The review of the 2020 financials started on February 5, 2021 with SVA.
- c. **Builders Risk Insurance:** Policy has been quoted for an annual fee of \$2,185 for Bluejay builds.
- d. **Buildings Operation Technician:** A job offer was extended and accepted by Daniel Krick and has a start date of February 22, 2021.

11. Tenant Advisor Updates

- a. **Park Place/Stonebridge – Teresa Baker:** Reported the addition of a new tenant that is 6 days old and a joy to have in the building.
- b. **Jenny Towers – Rick Blake:** Tenants are happy to see that the library has reopened to allow a limited number of people at one time to access. Tenants will be happy to hear that the vacant maintenance position is being filled.

12. Next Regular Monthly Meeting: Tuesday, March 16, 2021 7:00am via Zoom Meeting

13. Adjournment: Meeting adjourned at 8:12am (Johnson/Kwiesielewicz). 4 ayes.