

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

Regular Meeting

April 20, 2021

Main Office (7:00 am)

1. **Call to Order:** Chair Jill Laufenberg called the meeting to order at 7:01am
2. **Roll Call:** Chair Jill Laufenberg, Vice Chair Nancy Kwiesielewicz, Kevin Cohrs, Kent Johnson, Jeremy Cordova, Executive Director Lynn Ross, Assistant Director Jeremy Winningham, Recording Secretary Jamie Schmeltzer, and Ex-Officio Rick Blake

Absent: Tenant Advisor Teresa Baker.
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 (Kwiesielewicz/Johnson). Roll call 4 Ayes, Motion carried.
6. **Future Projects Subcommittee Update:**
 - a. **Future Housing Projects Subcommittee Members:** Continue to monitor the price of construction materials with an approximate increase in project costs between \$60,000 - \$80,000. The recommendation is to hold off on the construction of the duplexes at Francis Drive and focus on building one more house at the high school.
7. **Old/Unfinished Business:** N/A
8. **New Business:**
 - a. **LLC 2020 Release End of Audit Communication Letter:** Executive Director Ross briefed by exception.
9. **Assistant Director Update:**
 - a. **Bluejay #3 (Upstairs of Main Office):** High school students continue work on the heating components which includes installation of duct work with on-site training

by Merrill Sheet Metal. Once the heating is completed then the state inspection can be scheduled in order to move forward with drywalling.

- b. Bluejay #4 (Prospect Lot):** The recommendation is to construct Blue Jay #4 at the high school during the school year of 2021-2022. This house would be moving to 122 S Prospect St during summer of 2022.
- c. General Maintenance:** The process of much needed improvements at Jenny Towers started with drywall repairs, repainting the hallways, and extinguisher boxes.

10. Executive Director Update:

- a.** Building occupancy is at 100% for all programs.
- b.** LLC audit is complete and now working with SVA on Jenny Towers and Management audit.
- c.** Community rooms in both buildings will still remain closed due to the slight spike in cases in Lincoln County.
- d.** The annual meeting is coming up in June to include the review of the By-Laws and the election of new chair and vice chair.

11. Tenant Advisor Updates

- a. Jenny Towers – Rick Blake:** Tenants are enjoying having the library open to one tenant at a time to work on puzzles. Tenants have been enjoying the outdoors when weather permits.

12. Next Regular Monthly Meeting: Tuesday, May 18, 2021 7:00am via Zoom Meeting

13. Adjournment: Meeting adjourned at 8:02am (Kwiesielewicz/Johnson). 5 ayes.