

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

Regular Meeting

May 18, 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, Kevin Cohrs, Kent Johnson, Executive Director Lynn Ross, Assistant Director Jeremy Wunningham, Recording Secretary Jamie Schmeltzer, and Ex-Officio Rick Blake

Absent: Vice Chair Nancy Kwiesielewicz, Jeremy Cordova, and Tenant Advisor Teresa Baker
3. **Public Comment:** None
4. **Approval of Meeting Minutes:** Motion to approve (Cohrs/Johnson). 3 Ayes, Motion carried.
5. **Approval of Financials:** Executive Director Ross briefed by exception. Motion to approve (Cohrs/Johnson). Roll call 3 Ayes, Motion carried.
6. **Old/Unfinished Business:** N/A
7. **New Business:**
 - a. **Resolution #460 After Hours Maintenance Emergency Policy:** Motion to approve (Johnson/Cohrs). 3 Ayes, Motion carried.
8. **Assistant Director Update:**
 - a. **Bluejay #3 (2nd Floor Main Office):** The remodel of the 2nd floor is moving along, and the plan is to have the focus shift to the balcony. During the removal of the air conditioning unit, it was discovered that joists are deteriorating. Kimmons will be providing a quote to replace the rubber roof.
 - b. **Bluejay #4 (Prospect Lot):** With the continued rise in cost of building materials the plan to construct duplexes on the Francis Drive lots will be pushed back a year. The plan for the 2021 – 2022 school is to build a 3-bedroom house on-site and have it moved to the S Prospect St property.

- c. **General Maintenance:** Exterior landscaping projects have begun to include window washers scheduled for June.
- d. **Recycling:** With end of recycling at the city garage in the near future, the Housing Authority has contracted Bluejay Disposal to deliver a 3-yard dumpster at the main office maintenance garage for all recycling.

9. Executive Director Update:

- a. Both programs have 1 vacancy, looking to be filled by June 1st.
- b. Jenny Towers & Management 2020 Audit is close to being complete.
- c. The Housing Authority has partnered with the Health Department on providing a vaccination clinic for all buildings with the 1st dose on May 6th and 2nd does May 27th.
- d. The staff will be handing out picnic lunches at each high-rise apartment building during the last week of May. This event is a teambuilding opportunity for the staff and also to get tenants out of their apartments to reconnect with staff and meet the new building operations employee.

10. Tenant Advisor Updates

- a. **Jenny Towers – Rick Blake:** Tenants are starting to get out and enjoy the nice weather and very excited that the common areas are open. Questions about when the lounge will be open and if they will be able to start watching tv. The Executive Director explained that that lounge is open but limited to the number of people that can gather at one time. The plan down the road is to convert the lounge into a movie theater setting to allow a larger number of tenants to gather.

11. Next Monthly Meeting: Tuesday, June 15, 2021 7:00am (Zoom - Annual Meeting)

12. Adjournment: Meeting adjourned at 8:00am (Johnson/Cohrs). 3 ayes.