

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

Regular Meeting

June 15, 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, Jeremy Cordova, Executive Director Lynn Ross, Assistant Director Jeremy Winningham, Recording Secretary Jamie Schmeltzer, Ex-Officio Rick Blake, and Tenant Advisor Randy Ellis
3. **Public Comment:** None
4. **Approval of Meeting Minutes:** Motion to approve (Cohrs/Johnson). 5 Ayes, Motion carried.
5. **Approval of Financials:** Executive Director Ross briefed by exception. Motion to approve (Cohrs/Kwiesielewicz). Roll call 5 Ayes, Motion carried.
6. **Old/Unfinished Business:** N/A
7. **New Business:**
 - a. **Annual review of By-Laws:** Motion to approve with requested updates. (Cordova/Kwiesielewicz). 5 Ayes, Motion carried.
 - b. **Election of Chair and Vice Chair:** Nancy Kwiesielewicz was elected as Interim Chair and Kevin Cohrs was elected as Interim Vice Chair until term is up. Motion to approve (Laufenberg/Johnson) 5 Ayes, Motion Carried.
8. **Assistant Director Update:**
 - a. **Bluejay #3 (2nd Floor Main Office):** With the end of the 2021 school year the students have completed as much work as possible. Two students from the class have decided to accept employment with R.T.L Electric and one student with Merrill Sheet Metal. The prep work has started for the 2nd floor balcony flooring to be replaced by Kimmons Roofing due to years of water damage. The repairs are schedule for late summer or early fall with the focus to restore the balcony.

- b. **Grand Ave Parking Lot:** The work on the parking lot includes grading and dirt work preparation for the paving to be completed in late summer. The current focus is to work on installing a new retaining wall to prevent any soil erosion.
- c. **General Maintenance:** With 100% capacity throughout the buildings, the maintenance staff is focused on improvements and preparation for the upcoming REAC inspection for Section 8 New Construction properties.

9. Executive Director Update:

- a. The property managers have been successful in attaining at 100% occupancy for both programs.
- b. Jenny Towers is scheduled for a REAC inspection on Thursday, July 8th. Many improvements have been completed with the goal to score higher than 60%.

10. Tenant Advisor Updates

- a. **Jenny Towers – Rick Blake:** Tenants are disappointed about not being able to purchase stamps or quarters from the leasing offices. Executive Director Ross explained that tenants are able to purchase stamps direct from the post office via mail and that a quarter machine is available in the laundry room. Char Seetan mentioned that tenants would like to see tenant meetings return and hoping to see community rooms open to full capacity.
- b. **Park Place & Westgate LLC – Randy Ellis:** Tenants are happy the common area restrictions being eased but otherwise things are quiet.

11. Next Monthly Meeting: Tuesday, July 20, 2021 7:00am (Zoom/Main Office)

12. Adjournment: Meeting adjourned at 8:08am (Cohrs/Cordova). 5 ayes.