

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

Regular Meeting

July 20, 2021

Main Office (7:00 am)

1. **Call to Order:** Interim Chair Nancy Kwiesielewicz called the meeting to order at 7:02am
2. **Roll Call:** Interim Chair Nancy Kwiesielewicz, Interim Vice Chair Kevin Cohrs, Kent Johnson, Jeremy Cordova, Executive Director Lynn Ross, Assistant Director Jeremy Winningham, Recording Secretary Jamie Schmeltzer, Ex-Officio Rick Blake, Tenant Advisor Randy Ellis, and Jill Laufenberg.
3. **Public Comment:** None
4. **Approval of Meeting Minutes:** Motion to approve (Cohrs/Cordova). 4 Ayes, Motion carried.
5. **Approval of Financials:** Executive Director Ross briefed by exception. Motion to approve (Cordova/Cohrs). Roll call 4 Ayes, Motion carried.
6. **Old/Unfinished Business:** N/A
7. **New Business:**
 - a. **Approve Resolution 462 Chair Elections:** Motion to approve. (Cordova/Johnson). 4 Ayes, Motion carried.
 - b. **Kent Johnson Resignation:** Commissioner Johnson stated he would remain on the board until a replacement is approved.
 - c. **Present Certificate of Appreciation:** Commissioner Laufenberg was presented with a certificate for her years of participation as a commissioner.
8. **Assistant Director Update:**
 - a. **Apartment Flips:** Minimal vacancies but staff is staying on top of the flips to get the apartments rented.
 - b. **Semi-Annual Inspections:** Inspections have started and will continue through the end of July.
 - c. **REAC Inspection:** Jenny Towers REAC inspection was completed on July 8, 2021.
 - d. **General Maintenance:** Improvements continue with the assistance of the Building Operations staff.

- e. **Mill Street Property:** Bluejay Build #4 construction will begin in fall of 2021 with the house being built on-site at the high school and moved to 402 N Mill Street in summer of 2022.
 - f. **Francis Lot:** Bluejay Build #5 construction is scheduled to start in fall of 2022 with the students building on-site.
9. **Executive Director Update:**
- a. **July Occupancy:** The occupancy for both programs are at 100% occupancy.
 - b. **REAC Inspection:** The results of the REAC inspection were positive and the property scored an 81. This means that the next inspection should not occur for 2 years. The hours of work that have been put into making certain that health and safety improvements were addressed since the score received in 2019 of 54. The focus is to continue to make more improvements to all Jenny Towers properties.
 - c. **Vacant Commissioner Seat:** The City of Merrill Common Council approved the appointment of Andrew Polzin to fill Commissioner Laufenberg’s seat. Executive Director Ross has reached out to INCLUSA to see if someone would be interested in filling the vacant seat.
 - d. **Jill’s Resignation:** Executive Director Ross “Thanked” Commissioner Laufenberg for all her hard work and years served as a commissioner.
10. **Tenant Advisor Updates**
- a. **Jenny Towers – Rick Blake:** Report that tenants have requested they do not want a movie theater in the TV Lounge and want to keep as is. Tenants are still gathering outside at all times of the day.
 - b. **Park Place & Westgate LLC – Randy Ellis:** Things are going good over on the westside.
11. **Next Monthly Meeting:** Tuesday, August 17, 2021, 7:00am (Zoom/Main Office)
12. **Adjournment:** Meeting adjourned at 7:57am (Cordova/Johnson). 4 ayes.