

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

Regular Meeting

August 17, 2021

Main Office (7:00 am)

1. **Call to Order:** Interim Chair Nancy Kwiesielewicz called the meeting to order at 7:01am
2. **Roll Call:** Interim Chair Nancy Kwiesielewicz, Interim Vice Chair Kevin Cohrs, Kent Johnson, Jeremy Cordova, Andrew Polzin, Cory Bennett, Executive Director Lynn Ross, Assistant Director Jeremy Winningham, Recording Secretary Jamie Schmeltzer, Ex-Officio Rick Blake, and Tenant Advisor Randy Ellis.
3. **Guest Speakers:** Dave Johnson, Bill Bialecki and Scott Kwiecinski
Bill Bialecki provided the commissioners with the handout on the possible Affordable Housing Development located at 300 S State St. Scott Kwiecinski from Horizon briefed the commissioners on the location, size of project, funding, unit mix, targeted demographics, application requirements, approximate schedule, and project team.
4. **Public Comment:** None
5. **Approval of Meeting Minutes:** Motion to approve (Cohrs/Cordova). 5 Ayes, Motion carried.
6. **Approval of Financials:** Executive Director Ross briefed by exception. Motion to approve (Cohrs/Johnson). Roll call 5 Ayes, Motion carried.
7. **Old/Unfinished Business:** N/A
8. **New Business:**
 - a. **Welcome new commissioner:** Interim Chair Nancy Kwiesielewicz introduced Andrew Polzin to the commissioners.
9. **Assistant Director Update:**
 - a. **Apartment Flips:** The main focus this past month has been on flipping multiple apartments that have recently been vacated. In addition to these flips, maintenance is continuing to make improvements to electrical panels, doors, flooring, and appliances.
 - b. **Grand Ave Parking Lot:** The parking lot at Grand Ave will be opened for parking once the painting of the numbers and landscaping is completed.

- c. **Bluejay Home Build #1 (Van Buren):** The preparation of the foundation for the attached garage has begun. The concrete work is scheduled to be completed in the next couple of weeks depending on weather. The construction of the garage will take place this winter or next spring.
- d. **Bluejay Home Build #4 (Mill Street):** Executive Director Ross requested for a motion to approve an amount up to \$100,000 on the next Bluejay Home Build. Motion to approve (Cohrs/Johnson) Roll call 5 Ayes, Motion carried.

10. Executive Director Update:

- a. **July Occupancy:** Jenny Towers is 97% and Park Place & Westgate LLC is 95%. The qualified applicants on the wait list for the 2-bedroom and 3-bedroom units are low for each program due to the current waitlist applicants being over income. An ad will be placed in the Foto News, Facebook and MAHA website.
- b. **General Property & Liability Insurance:** Work continues with the quotes for insurance from AHRMA and HAI Group seeing the only carrier that McClone was able to receive a quote from was Auto-Owners.
- c. **Vacant Commissioner Seat:** Corey Bennett has expressed interest in filling the seat being vacated by Kent Johnson. Executive Director Ross will work with the mayor to have the appointment added to the September Common Council Agenda.
- d. **September Annual Tenant Meetings:** Executive Director Ross informed all the commissioners about the tenant meetings taking place if they would like to attend. Park Place is on September 21st at 2:00pm, Stonebridge is on September 22nd at 2:00pm and Jenny Towers is on September 23rd at 2:00pm.
- e. **Training:** In the next couple months multiple employees will have training for the Tax Credit Reporting (August 19, 2021) in Madison at the Horizon office, WHEDA Conference (September 1, 2021 – September 2, 2021) is virtual, WAHA Conference (September 13, 2021 – September 16, 2021) in Oshkosh and Hawkins Ash Financial Training (October 27, 2021 – October 28, 2021) in Lacrosse.

11. Tenant Advisor Updates

- a. **Jenny Towers – Rick Blake:** Tenants are looking forward to the tenant meeting coming up. He hasn't heard much around the building as he hasn't been around in the last couple weeks.
- b. **Park Place & Westgate LLC – Randy Ellis:** Everything is running smoothly, and tenants are looking forward to the tenant meeting and to see tenants they haven't seen around much.

12. **Next Monthly Meeting:** Tuesday, September 21, 2021, 7:00am (Zoom/Main Office)

13. **Adjournment:** Meeting adjourned at 7:54am (Cordova/Johnson). 5 ayes.