

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

Regular Meeting

September 21, 2021

Main Office (7:00 am)

1. Call to Order: Interim Chair Nancy Kwiesielewicz called the meeting to order at 6:59am.
2. Roll Call: Interim Chair Nancy Kwiesielewicz, Interim Vice Chair Kevin Cohrs, Kent Johnson, Andrew Polzin, Executive Director Lynn Ross, Recording Secretary Jamie Schmeltzer, Ex-Officio Rick Blake, and Tenant Advisor Randy Ellis.

Absent: Jeremy Cordova and Assistant Director Jeremy Winningham

3. Public Comment: None
4. Tenant Advisor Updates:
 - a. Jenny Towers – Rick Blake: It was reported that there is a positive case of COVID in the building. Tenants are looking forward to the annual meetings this week as some are overwhelmed with paperwork but are slowly reading through it.
 - b. Park Place & Westgate LLC – Randy Ellis: Tenants are happy to see that the Grand Ave parking lot is finished, and that work will be done to the entrance by the new elevator seeing it leaks during heavy rains. Tenants are looking forward to the annual meetings this week to get clarification on the new house rules.
5. Approval of Meeting Minutes: Motion to approve (Johnson/Cohrs). 4 Ayes, Motion carried.
6. Approval of Financials: Executive Director Ross briefed by exception. Motion to approve (Cohrs/Johnson). Roll call 4 Ayes, Motion carried.
7. Old/Unfinished Business:
 - a. Executive Director Ross provided requested meeting minutes to Bill Bialecki.
 - b. Waiting for the nomination of Corey Bennett as the replacement for Commissioner Kent Johnson but receiving some push back from the mayor. Kent has agreed to stay on the board and understands that this is a difficult process.
8. New Business: None
9. Assistant Director Update: No major update as Jeremy Winningham is absent.
 - a. Executive Director Ross briefed that there is a multiple flips occurring and Bluejay Home Build #4 is about to start at the school with the class at full enrollment.

10. Executive Director Update:
 - a. July Occupancy: Jenny Towers is 96% and Park Place & Westgate LLC is 97%. Advertising for apartment openings was placed in the Foto News, MAHA website and Facebook page. The current applicants for the 2-bedroom and 3-bedroom units remain low at this time due in part to the issue that applicants are over income based on HUD and WHEDA limits published in April 2021.
 - b. JT Dish Channels: Dream Systems service technician will need to address the issue with several channels that stopped working.
 - c. PP and SB Project Issue: Horizon will be making repairs to resolve the issue with water leaking in the entrance of the new exterior elevator at Park Place and leaking windows on the southside of Stonebridge.
 - d. Electronic Bulletin Board: The current electronic bulletin board at Stonebridge was damaged and has quit working. RESI has been contacted to schedule the install of the new device.
 - e. Bed Bug Inspections: The semi-annual canine inspection for bed bugs was completed and we received an all-clear report at all locations.
 - f. Annual Tenant Meetings: Park Place is September 21, 2021, at 10:00am and 2:00pm, Stonebridge is September 22, 2021, at 10:00am and 2:00pm and Jenny Towers is September 23, 2021, at 10:00am and 2:00pm.
11. Closed Session Meetings: (Approve Meeting Minutes from 8/24/21)
12. Next Monthly Meeting: Tuesday, October 19, 2021, 7:00am (Zoom/Main Office)
13. Adjournment: Meeting adjourned at 7:50am (Cohrs/Johnson). 4 ayes.