

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

Regular Meeting

October 19, 2021

Main Office (7:00 am)

1. Call to Order: Interim Chair Nancy Kwiesielewicz called the meeting to order at 7:00am.
2. Roll Call: Interim Chair Nancy Kwiesielewicz, Interim Vice Chair Kevin Cohrs, Kent Johnson, Andrew Polzin, Jeremy Cordova, Executive Director Lynn Ross, Assistant Director Jeremy Winningham Recording Secretary Jamie Schmeltzer, and Ex-Officio Rick Blake.

Absent: Tenant Advisor Randy Ellis

3. Public Comment: None
4. Tenant Advisor Updates:
 - a. Jenny Towers – Rick Blake: The community room was rented out for an event, card groups are using the community room, ADRC meal program is now being serviced in the community room and tenants are spending time outside with the nice weather.
 - b. Park Place & Westgate LLC – Randy Ellis: Absent.
5. Approval of Meeting Minutes: Motion to approve (Cohrs/Johnson). 5 Ayes, Motion carried.
6. Approval of Financials: Executive Director Ross briefed by exception. Motion to approve (Cordova/Johnson). Roll call 5 Ayes, Motion carried.
7. Old/Unfinished Business:
 - a. Kent Johnson and Kevin Cohrs have decided to remain on the board until the mayor is able to appoint their successors Corey Bennett and Nicole Johnson.
8. New Business:
 - a. Resolution #463 Allowance for Doubtful Accts JT: Motion to approve (Cordova/Cohrs)
 - b. Resolution #464 Allowance for Doubtful Accts LLC: Motion to approve (Cordova/Cohrs)
9. Assistant Director Update:
 - a. Bluejay #1 (Van Buren): The garage slab and foundation has been completed.
 - b. Bluejay #2 (Grand Ave): Installation of fence materials are in stock to be ordered.
 - c. Bluejay #4 (Prospect Lot): Great start to the 3rd Bluejay house with the completion of the floor framing with the start of the construction of walls. This group of students spend more time with details rather than rushing things.

- d. Woodbine Duplexes: Upgrades are being performed to the units that are vacant with the sealing and painting of the basement, spray insulation added to the box sills and replacement of flooring on main floor.
 - e. General Maintenance: The focus is on flipping vacant apartments at Jenny Towers and Park Place for rental. The preparation for snow season has started with getting quotes on salt and routine maintenance of equipment.
10. Executive Director Update:
- a. September Occupancy: Jenny Towers is at 96% occupied and Park Place & Westgate LLC is 97% occupied. Interest for applications were generated by an add placed on 8 different social media pages. A total of 6 applications were turned in with a request for 1-, 2-, or 3-bedroom apartments.
 - b. Insurance Update: League of Wisconsin provided a quote that was reviewed by Commissioner Cordova providing an update on the quoted policy and that he will be requesting a deductible in the amount of \$5,000 and higher cyber security coverage.
 - c. Annual Tenant Meetings: Executive Director Ross offered a Thank you to the commissioners that were able to attend the tenant meetings. The meetings at all locations went very well and the questions on the House Rules and Annual Recertification were explained. The annual meeting will be scheduled for mid to late August where the recertification paperwork will be handed out and discussed.
 - d. Tenant Advisor: The term for the Jenny Towers Tenant Advisor is set to expire at the October meeting. There have been 2 tenants that have volunteered to be the replacement with the decision to be made by the tenants voting for the person they would like to have represent them.
 - e. Employee Handbook Update: The only change to the 2022 Employee Handbook will be that the minimum amount of time that can be used will be reduced to 30 minutes with this decision being based on employee workdays of 8.5 hours. The topic will be added to the November agenda for approval and if someone would like to review the handbook, the Executive director will send a copy to them via email.
11. Next Monthly Meeting: Tuesday, November 16, 2021, 7:00am (Zoom/Main Office)
12. Adjournment: Meeting adjourned at 7:55am (Cohrs/Cordova). 5 ayes.