

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

**Regular Meeting**

**November 16, 2021**

**Main Office (7:00 am)**

1. Call to Order: Chair Nancy Kwiesielewicz called the meeting to order at 7:00am.
2. Roll Call: Chair Nancy Kwiesielewicz, Vice Chair Kevin Cohrs, Andrew Polzin, Jeremy Cordova, Executive Director Lynn Ross, Assistant Director Jeremy Winningham Recording Secretary Jamie Schmeltzer, Accounting Manager Teri Rick, Ex-Officio Rick Blake, Tenant Advisor Randy Ellis, and Tenant Advisor Jan Frederickson

Absent: Kent Johnson

3. Public Comment: None
4. Tenant Advisor Updates:
  - a. Jenny Towers – Jan Frederickson: Tenants have been gathering in the lounge area, groups gather to play cards in the community room and a tenant volunteer is working on starting BINGO
  - b. Park Place & Westgate LLC – Randy Ellis: The food donations continue with food pick up Mondays and Fridays. Tenants are looking for suggestions on assistance with snow removal around their vehicles.
5. Approval of Meeting Minutes: Motion to approve (Cordova/Cohrs). 4 Ayes/0 Nays motion carried.
6. Approval of Financials: Executive Director Ross briefed by exception. Motion to approve (Cohrs/Cordova). Roll call 4 Ayes/0 Nays motion carried.
7. Old/Unfinished Business:
  - a. Executive Director met with Mayor Woellner to discuss the appointment of Nicole Johnson at the December Common Council meeting. The mayor offered to reach out to someone in marketing to fill Commissioner Johnson's seat.
  - b. Commissioner Cordova reviewed the insurance policies through League of Wisconsin and MPIC and feels the policy has adequate coverage but reviewing a few more items before moving forward with coverage.

8. New Business:
  - a. Approve 2022 Employee Handbook with the change of sick time from minimum of 1-hour increments to 30-minute increments. Motion to approve change in 2022 Employee Handbook (Cohrs/Polzin). 4 Ayes/0 Nays motion carried.
9. Assistant Director Update:
  - a. Bluejay #4 (Prospect Lot): The process of installing trusses has started to enclose the house before the snow starts. Sierra Pacific has expressed interest in being a sponsor for this build.
  - b. General Maintenance: Prepping trucks and snow equipment for the winter season. Exterior decorations are being put up in time for the holiday parade.
  - c. Woodbine Duplexes: Work continues with the upgrade of the electrical service panels from 100 to 200 AMP service.
10. Executive Director Update:
  - a. September Occupancy: Jenny Towers is at 90% occupied and Park Place & Westgate LLC is 96% occupied.
  - b. CD Maturities: A CD & CDARS account matured in October and the amounts were deposited in other accounts which are earning interest rates of 0.10%. A money market account is also earning an interest rate of 0.20%. The CDARS program was only yielding an interest of 0.05%.
  - c. Insurance Update: The League of Wisconsin insurance proposal was reviewed by Commissioner Cordova and with the plan to move forward with the cancellation of the Church Mutual policies effective December 1<sup>st</sup>.
  - d. Tenant Advisor: It was decided to have the Jenny Towers vote for the next tenant advisor since 2 people signed up and thought the tenants should decide. After all votes were tallied, Jan Frederickson had the majority votes and accepted the 2-year role as tenant advisor.
  - e. COVID Funding: HUD still has funding available to cover the additional costs incurred by COVID related supplies and employee time to continue the sanitizing of the buildings.
  - f. Staffing Updates: Teresa Rick was offered the Accounting Manager position and has accepted with her start date on Monday, November 15, 2021. The Housing Authority current has 3 open Building Operations position to fill with the release of Dan Krick and the resignation of Nate Peterson.
11. Closed Session Meeting: Motion to move to closed session at 8:02am (Cordova/Cohrs)
12. Open Session: Motion to move to open session at 8:35am (Cordova/Cohrs)
13. Next Monthly Meeting: Tuesday, December 14, 2021, 7:00am (Zoom/Main Office)
14. Adjournment: Meeting adjourned at 8:36am (Cohrs/Cordova). Roll call 4 Ayes/0 Nays motion carried.