

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

**Regular Meeting**

**December 14, 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, Kent Johnson, Executive Director Lynn Ross, Assistant Director Jeremy Wunningham, Recording Secretary Jamie Schmeltzer, Accounting Manager Teri Rick, Ex-Officio Rick Blake, and Tenant Advisor Randy Ellis.

Absent: Tenant Advisor Jan Fredrickson

3. Public Comment: None
4. Tenant Advisor Updates:
  - a. Jenny Towers – No update
  - b. Park Place & Westgate LLC – Randy Ellis: Reported that several tenants have moved out and are moving in. He was able to find a few people for snow removal including a tenant.
5. Approval of Meeting Minutes: Motion to approve (Cohrs/Polzin). 5 Ayes/0 Nays motion carried.
6. Approval of Financials: Executive Director Ross briefed by exception. Motion to approve (Cordova/Johnson). Roll call 5 Ayes/0 Nays motion carried.
7. Old/Unfinished Business:
  - a. The appointment of Nicole Johnson to replace Kevin Cohrs was approved at the Common Council meeting Tuesday December 14<sup>th</sup>.
8. New Business:
  - a. Chair Nancy Kwiesielewicz presented Vice Chair Kevin Cohrs with Certificate of Appreciation acknowledging the time he spent as a commissioner.
9. Assistant Director Update:
  - a. Bluejay #4 (Prospect Lot): Shingling was started before the snow with framing to be completed once the shingling of the roof is finished. Sierra Pacific has offered to work with students on techniques of the trade and offered to be a window sponsor.
  - b. Francis Lot – Discussion with subcontractors has started with review of the blueprints.
  - c. General Maintenance: Continue to flip vacant apartments and working on snow removal.

10. Executive Director Update:
  - a. Vacancies are starting to slow down with the plan to have most apartments flipped and ready for applicants to move-in during January.
  - b. Staffing positions: Two of the three maintenance positions are filled and waiting on acceptance for the final opening.
11. Next Monthly Meeting: Tuesday, January 18, 2022, 7:00am (Zoom/Main Office)
12. Adjournment: Meeting adjourned at 7:29am (Cordova/Polzin). Roll call 5 Ayes/0 Nays motion carried.