

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

Regular Meeting

January 18, 2022

Main Office (7:00 am)

1. Call to Order: Chair Nancy Kwiesielewicz called the meeting to order at 7:02am.
2. Roll Call: Chair Nancy Kwiesielewicz, Vice Chair Jeremy Cordova, Andrew Polzin, Kent Johnson, Nicole Johnson, Executive Director Lynn Ross, Assistant Director Jeremy Winningham, Recording Secretary Teri Rick, Ex-Officio Rick Blake, Park Place Tenant Advisor Randy Ellis, and Jenny Tower Tenant Advisor Jan Frederickson.

Absent: None

3. Public Comment: None
4. Tenant Advisor Updates:
 - a. Jenny Towers – Jan Fredrickson reported that residents felt that snow was not cleared enough by entrances and on sidewalks. Assistant Director Winningham explained that the remove of snow is an on-going process with emphasis on entrances and sidewalks for tenant safety.
 - b. Park Place & Westgate LLC – Randy Ellis reported that tenants at both Park Place and Stonebridge are very happy with snow removal and think the maintenance staff is doing a great job. Further mentioned that there seems to be a rise in tenants with the flu.
5. Approval of Meeting Minutes: Correction to add Kent Johnson to the roll call section seeing he was present. Motion to approve (K Johnson/Polzin). 5 Ayes/0 Nays motion carried.
6. Approval of Financials: Executive Director Ross briefed by exception. Motion to approve (K Johnson/Polzin). Roll call 5 Ayes/0 Nays motion carried.
7. Old/Unfinished Business:
 - a. Chair Kwiesielewicz mentioned that Jeff Schneider expressed interested in completing Commissioner K Johnson term as a commissioner. After brief discussion by the commissioners, they are all in agreement for Executive Director Ross to contact the mayor with the recommendation.

8. New Business:

- a. Nomination for Vice Chair by Chair Nancy Kwiesielewicz is Jeremy Cordova. Motion to approve (N. Johnson/K. Johnson). Roll call 3 Ayes/0 Nays motion carried.
- b. Approval of Resolution No. 466 Operating Budget for 2022: Motion to approve and adopt Resolution No. 466 (K. Johnson/Cordova). Roll call 5 Ayes/0 Nays motion carried
- c. Executive Director Ross welcomed newly appointed Commissioner Nicole Johnson to the Board. Commissioner Johnson is filling the recently vacated seat of Kevin Cohrs and relocated to the Merrill area 17 years ago from the Green Bay. Her career has been primarily in banking but is currently involved in the community and youth softball.

9. Assistant Director Update:

- a. The Housing Authority contracted Stephanie Carpentier to assist in painting apartments and duplexes to allow the process of apartment flips to move quicker due to staff shortage. The hallways at Park Place received a new coat of paint to cover the mudding used to fix repairs.
- b. Bluejay #4 (Mill St Lot): The framing of the house is in progress and nearing completion. The current building partners to include Jansen Heating & Cooling, RTL Electric and Sierra Pacific worked on site providing the students with the specific trades necessary during the construction of a house.
- c. Woodbine – The availability of electrical supplies has been the delay in completing the upgrade of the electrical services. RTL provided an update that the items on backorder are starting to arrive and will be able to complete the next two upgrades on the list.
- d. General Maintenance: Focus is on the continued apartment flips to place applicants and snow removal and salting of sidewalks and entrances.

10. Executive Director Update:

- a. Occupancy Update: JT is at 92% (8 units vacant) and Park Place LLC is at 96% (4 units vacant)
- b. Stock Box Senior Program: Melissa Yates from WI Education, Erin Wells & Barb Hartwig from ADRC and Tammie Mrachek from the Enrichment Center are collaborating with the Hunger Task Force to provide stock boxes to seniors. The first delivery will take place in February and will be provided on a monthly basis for 3 months to monitor the success of the program.
- c. Tenant Fire Safety Meeting: Executive Director Ross worked with Phil Skoug from the Merrill Fire Department on organizing tenant meetings to discuss fire safety. The plan is to have a live fire drill facilitated by the Fire Department at each high-rise apartment complex annually in April or May and tenant meetings in November or December 2022.

d. Maintenance New Hires: Starting in January 2022 the 3 vacant building operations positions had been filled but still having a struggle with staying fully staff due to illnesses, COVID or medical procedures.

11. Closed Session Meeting: Motion to move to closed session at 7:55am (Cordova/K. Johnson)

12. Open Session: Motion to move to open session at 7:57 (Cordova/ K Johnson)

13. Next Monthly Meeting: Tuesday, February 15, 2022, 7:00am (Zoom/Main Office)

14. Adjournment: Meeting adjourned at 8:02am (K. Johnson/N. Johnson). Roll call 5 Ayes/0 Nays motion carried.