

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

Regular Meeting

February 15, 2022

Main Office (7:00 am)

1. Call to Order: Vice Chair Jeremy Cordova called the meeting to order at 7:01am.
2. Roll Call: Vice Chair Jeremy Cordova, Nicole Johnson, Kent Johnson, Andrew Polzin, Executive Director Lynn Ross, Assistant Director Jeremy Winningham, Recording Secretary Teri Rick, Ex-Officio Rick Blake, Park Place Tenant Advisor Randy Ellis, Jenny Towers Tenant Advisor Jan Frederickson.

Absent: Nancy Kwiesielewicz

3. Public Comment: Char Seetan briefed the commissioners on activities that she is organizing for the tenants at Jenny Tower. These activities include bingo, potluck dinners and housekeeping fundraiser.
4. Tenant Advisor Updates:
 - a. Jenny Towers – Jan Fredrickson reported seeing new faces with maintenance crew and no other issues to report. Assistant Director Winningham made mention that maintenance staff will be rotating between locations.
 - b. Park Place & Westgate LLC – Randy Ellis reported no new issues and tenants seem happy.
5. Approval of Meeting Minutes: Motion to approve (K Johnson/N Johnson). 4 Ayes/0 Nays motion carried.
6. Approval of Financials: Executive Director Ross briefed by exception. Motion to approve (Polzin/K Johnson). Roll call 4 Ayes/0 Nays motion carried.
7. Old/Unfinished Business:
 - a. Executive Director Ross provided the mayor with the commissioner's recommendation for commission. At the February 8, 2022 Common Council meeting the appointment of Jeff Schneider to fill the remaining term for Kent Johnsons was approved.

8. New Business:
 - a. Commissioner Schneider will be included in the meeting packet distribution for Tuesday March 15, 2022. Executive Director Ross thanked Kent Johnson for serving on the Board of Commissioners and appreciated the time and hard work he provided.

9. Assistant Director Update:
 - a. Woodbine Duplex Remodel Update: Krueger Plumbing is scheduled to install water heaters, new kitchen sinks and faucets at the vacant duplexes. The remodeling process continues with the installation of new flooring, bathroom showers, and kitchen cabinets.
 - b. Bluejay #4 (Mill St Lot): The construction continues on the 3-bedroom ranch with the scheduling of subcontractors to be onsite the week of February 15th. The average number of students is approximately six but progress continues.
 - c. General Maintenance: All preventive maintenance continues at the properties in addition to keeping up with the snow, salting and sanding.

10. Executive Director Update:
 - a. Occupancy Update: Jenny Towers is at 92% (8 units vacant) and Park Place and Westgate LLC is at 97% (5 units vacant).
 - b. Stockbox Senior Program: The first Stockboxes are on the schedule for pick up during the week of February 22, 2022. The total number of tenants signed up is 57 for Jenny Towers, Park Place and Stonebridge. Char mentioned she is on the ARDC Board and would be willing to get the word out about the program.

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

12. Adjournment: Meeting adjourned at 7:31am (Polzin/K. Johnson). Roll call 4 Ayes/0 Nays motion carried.