

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

Informational Meeting

March 15, 2022

Main Office (7:00 am)

1. Call to Order: Chair Nancy Kwiesielewicz called the meeting to order at 7:08am.
2. Roll Call: Chair Nancy Kwiesielewicz, Jeff Schneider, 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: Vice Chair Jeremy Cordova, Andrew Polzin, Nicole Johnson

3. Public Comment: Char Seetan updated the commissioners on Sunday Soup Suppers (Free-will donation) and White Elephant Sale. April 16th is Volunteer Appreciation Day – having cake in community room and welcome commissioners.
4. Tenant Advisor Updates:
 - a. Jenny Towers – Jan Fredrickson no updates to report.
 - b. Park Place & Westgate LLC – Randy Ellis reported Bingo on Wednesday nights. Stockbox program was a success at both Park Place and Stonebridge.
5. Approval of Meeting Minutes: No quorum – referred to April 19, 2022 meeting.
6. Approval of Financials: No quorum – referred to April 19, 2022 meeting.
7. Old/Unfinished Business: None
8. New Business:
 - a. Executive Director Ross welcomed newly appointed Commissioner Jeff Schneider to the Board. Commissioner Schneider is replacing the vacant seat left by Kent Johnson. Commissioner Schneider recently moved back to the Merrill area approximately 7 years ago with his career primarily in the window/door industry. He is a Merrill native and previously worked at Hurd Millwork and currently working at Sierra Pacific.

9. Assistant Director Update:

- a. Woodbine Duplex Remodel Update: Extent interior work has been done to 701 Woodbine and will be ready at the end of month for a renter. The remodel of the duplexes includes water heaters, electrical panels, furnaces, shower/tub surrounds, sinks, faucets, flooring, kitchen cabinets, lighting, and whole house humidifiers.
- b. Bluejay #4 (Mill St Lot): Framing and roof inspection completed, insulating week of March 14th, and dry walling week of March 21st. Woller Stump Grinding & Excavating will be bringing their equipment to give the students hands on training. Working with Schuette Movers on scheduling the move of the house in July or August to Mill St. lot. The planning process has started on the building of the 1st duplex on Francis Drive for the 2022/2023 school year. The number of students that have elected this course for the 2022 – 2023 course is approximately 25 students.
- c. General Maintenance: The weather has been keeping the staff busy on making sure that the property is safe. The new maintenance staff is doing a great job and helping to complete the back log of service request and apartment flips.

10. Executive Director Update:

- a. Occupancy Update: Jenny Towers is at 95% (5 units vacant) and Park Place and Westgate LLC is at 96% (4 units vacant).
- b. Stockbox Senior Program: First month's pickup and delivery of Stockboxes went smoothly. The number of tenants participating in March distribution has decreased due in part to not liking the items in boxes or too much food for one person.
- c. COVID-19 Vaccine Clinics: Net worked with Sue Kuber from Lincoln County Health Dept on scheduling onsite vaccine clinics. The total participation combined at Park Place and Stonebridge was 6 tenants.
- d. Lincoln County Housing Summit: The UW-Extension in conjunction with Social Services will be hosting an all-day summit on March 6, 2022 to network and address the lack of housing and the root cause.
- e. Tornado Severe Weather Awareness Week: Date: April 4th -8th is awareness week. Statewide drills will take place Thursday April 7th at 1:45 pm and 6:45 pm. Plan to invite tenants to the community room to review the steps they should if a tornado is spotted.

11. Next Monthly Meeting: Tuesday, April 19, 2022, 7:00am (Zoom/Main Office)

12. Adjournment: Meeting adjourned at 8:03 am (Schneider/Kwiesielewicz). Roll call 2 Ayes/0 Nays/3 absent.