

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

**Regular Meeting**

**April 19, 2022**

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

1. Call to Order: Chair Nancy Kwiesielewicz called the meeting to order at 6:59am.
2. Roll Call: Chair Nancy Kwiesielewicz, Vice Chair Jeremy Cordova, Nicole Johnson, Jeff Schneider, Andrew Polzin, Executive Director Lynn Ross, Assistant Director Jeremy Winningham, Park Place Tenant Advisor Randy Ellis, Recording Secretary Teri Rick, Ex-Officio Rick Blake.

Absent: Jenny Tower Tenant Advisor Jan Frederickson

3. Public Comment: Char Seetan updated the commissioners on tenant activities like a Spaghetti Dinner, High Tea gathering and Root Beer Float events. Tenant sponsored Volunteer Appreciation Day is scheduled for Friday April 22, 2022 at 3:00pm.
4. Tenant Advisor Updates:
  - a. Jenny Towers – Jan Fredrickson not present.
  - b. Park Place & Westgate LLC – Randy Ellis reported there was a drop in the Stockbox program this month. A letter prepared and distributed by the volunteers went out to all tenants providing them with more information about the program.
5. Approval of Meeting Minutes: Motion to approve February and March minutes (J Cordova/N Johnson). 5 Ayes/0 Nays motion carried.
6. Approval of Financials: Executive Director Ross briefed by exception. Motion to approve February and March (J Schneider/N Kwiesielewicz). Roll call 5 Ayes/0 Nays motion carried.
7. Old/Unfinished Business: None
8. New Business: None
9. Assistant Director Update:
  - a. Woodbine Duplex Remodel Update: The first two duplexes have had interior updates completed. Another two duplexes are nearing the completion of the interior remodel and will be ready for occupancy.
  - b. Bluejay #4 (Mill St Lot): Continue to work on siding when weather permits otherwise working on hanging drywall. On Wednesday, April 20, 2022, a representative from Sierra Pacific will be meeting with students on the process of the program and talk more about the company. The windows for the house were donated by Sierra Pacific as they expressed

**Board Approved: 05/17/2022**

**Motion to Approve: JS/AP**

**4 Ayes/ 0 Nays – Motion Carried**

interest in continuing to work with the school on future projects. The remaining 25 days of the school year are focused on completing as much of the construction with the focus on siding, drywalling and mudding. The preparation of the property at 402 N Mill St started with the removal of large box elder trees located where the house will be placed.

c. General Maintenance:

- Cleaning Services from Victory Janitorial ended since there is a full maintenance staff that are responsible sanitizing and cleaning.
- The updating of the laundry room at Jenny Towers was expedited due plumbing issue. The current system is not equipped to handle the volume of water when all washers are in use at the same time. With upgrades to the plumbing, it was decided to upgrade the electric, dryer venting system and install commercial Speed Queen stackable units and 1 front load wash machine and dryer. The first 3 units are on order and will be installed as soon as the shipment arrives. The final delivery of 4 units is slated to arrive in the 1<sup>st</sup> quarter of 2023 pending any delays. The plan is to have all new units installed by the end of 2023.
- The garage trusses were ordered for 1102 Van Buren with construction to take place in the next few months. The current tenant is very excited for the completion of the garage.

10. Executive Director Update:

- a. Occupancy Update: Jenny Towers is at 95% (6 units vacant) and Park Place and Westgate LLC is at 97% (3 units vacant).
- b. Stockbox Senior Program: The total number of boxes for April is 50 boxes between Jenny Tower, Park Place and Stonebridge last month.
- c. Lincoln County Housing Summit: Focus of meeting was lack of workforce housing and the need for more Tax Credit Housing. This summit was an opportunity for Executive Director Ross and Senior Property Manager Schmeltzer to explain that there is a need for housing but with the current income limits most working families would have a difficult time qualifying. Details were provided on the current programs being offered by the Housing Authority in the form of affordable subsidized housing vs Tax Credit Projects. The meeting then started focusing on the lack of childcare and that this is an issue that needs to be addressed to add more people to the workforce.
- d. Tornado Severe Weather Awareness Week: April 4-8<sup>th</sup> with statewide drills at 1:45pm and 6:45pm on Thursday, April 7<sup>th</sup>. Tenant meetings took place in the afternoon of April 5<sup>th</sup>-7<sup>th</sup> at all locations to refresh tenants on the steps to take during severe weather. Attendance was great at JT but less than 10 tenants at PP & SB.
- e. Nicole Johnson invited Executive Director Ross to speak at Noon Rotary meeting April 19<sup>th</sup>, but due to a conflict had to reschedule.
- f. Waiting for response from Phil Skoug of Merrill Fire Department on scheduling onsite fire drills at all buildings either in May or June.

11. Next Monthly Meeting: Tuesday, May 17, 2022, 7:00am (Zoom/Main Office)

12. Adjournment: Meeting adjourned at 7:42 am (J Cordova/A Polzin). Roll call 4 Ayes/0 Nays.