

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

**Regular Meeting**

**June 21, 2022**

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

1. Call to Order: Chair Nancy Kwiesielewicz called the meeting to order at 6:57am.
2. Roll Call: Chair Nancy Kwiesielewicz, Vice Chair Jeremy Cordova, Andrew Polzin, Jeff Schneider, Executive Director Lynn Ross, Assistant Director Jeremy Winningham, Park Place Tenant Advisor Randy Ellis, Recording Secretary Teri Rick, Ex-Officio Dick Lupton  
  
Absent: Nicole Johnson, Jenny Towers Tenant Advisor Jan Frederickson
3. Public Comment: None
4. Tenant Advisor Updates:
  - a. Park Place & Westgate LLC – Randy Ellis reported that movie and bingo night turn out is low.
5. Approval of Meeting Minutes: Motion to approve May minutes (J Cordova/A Polzin). 4 Ayes/0 Nays motion carried.
6. Approval of Financials: Executive Director Ross briefed by exception. Motion to approve May (J Cordova/J Schneider). Roll call 4 Ayes/0 Nays motion carried.
7. Old/Unfinished Business: None
8. New Business:
  - a. Annual Review of By-Laws Revision:
    - i. Article 1, Section 5 – Chair Kwiesielewicz brought up the question if a statement should be added stating the Chair and Vice Chair will support the Executive Director with any major issues. After further discussion it was decided to not make a change.
    - ii. Article 2, Section 2 – Remove final sentence.
    - iii. Article 2, Section 4 – Chair Kwiesielewicz questioned what the amount is before there needed to be two signers. No set amount listed. After further discussion the Board asked Executive Director Ross to look for resolution that stated the amount set where two signatures were required. Further discussion at July meeting.
9. Assistant Director Update:
  - a. Bluejay #4 House was moved early this morning from the high school to the Mill St lot.
  - b. Bluejay #5 Francis Drive Duplex: Excavation will begin later this week in preparation for the construction of the duplex in October 2022. The construction will take place on site with students traveling from the high school.

- c. General Maintenance:
  - JT Laundry Room updates will include the addition of 3 new commercial stackable washer/dryer later this year with the remaining units will be delivered in 2023.
  - The replacement of the carpet at Jenny Towers will begin with looking at various sample carpet.
  - Woodbine remodels are going well with placement of a new tenant and transfer of an existing tenant. The plan is to have the interior remodel of the last units completed by fall depending on availability of materials.
10. Executive Director Update:
  - a. Occupancy Update: Park Place & Stonebridge 100% occupancy, Jenny Towers is at 93% occupancy. The higher number of vacancies at Jenny Towers is due to the age of the population and their ability to live independently.
  - b. Stockbox Program: Tenants continue to sign up with a total 43 boxes for June which is down from May but still good participation.
  - c. Annual Tenant Fire Drill: – The week of June 13<sup>th</sup> the tenants participated in the Annual Fire Drill with the Merrill Fire Department personal on-site. Alarms were initiated at each building with tenants evacuating the apartment buildings.
11. Next Monthly Meeting: Tuesday, July 19, 2022, 7:00am (Park Place)
12. Adjournment: Meeting adjourned at 7:45 am (J Schneider/A Polzin). Roll call 4 Ayes/0 Nays.