

**HOUSING AUTHORITY OF MERRILL WISCONSIN
SECTION 8 HOUSING
PARK PLACE & JENNY TOWERS
BOARD OF COMMISSIONERS
MEETING MINUTES**

Regular Meeting @ 7:00am

July 19, 2022

Park Place 215 Grand Ave

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

Absent: Vice Chair Jeremy Cordova
3. **Public Comment:** None
4. **Tenant Advisor Updates:**
 - a. Jenny Tower – Jan reported new chair exercise class is going well with 10 attendees.
 - b. Park Place & Westgate LLC – Randy reported food donations not going over as well as Stockbox program.
5. **Approval of Meeting Minutes:** Motion to approve June meeting minutes (J Schneider/N Johnson). 4 Ayes/0 Nays motion carried.
6. **Approval of Financials:** Executive Director Ross briefed by exception. Motion to approve June (N Johnson/A Polzin). Roll call 4 Ayes/0 Nays motion carried.
7. **Old/Unfinished Business: Annual Review of By-Laws Revision**
 - a. Article 2, Section 2 – Final Sentence Removed.
 - b. Article 2, Section 4 – No prior documentation stating the amount requiring two signatures on checks. Commissioner Johnson recommended that the amount be set at \$25,000 for 2 signatures. Authorized signers at this time are the Executive and Assistant Director's. Motion to approve (A Polzin/J Schneider). 4 Ayes/0 Nays motion carried.
8. **New Business:** None
9. **Assistant Director Update:**
 - a. Bluejay #5 Francis Drive Duplex: Work at the site started with the groundwork for the foundation, footings, and Radon system.
 - b. Bluejay #4 Mill St: Due to the placement of the driveway the address has been changed from 402 N Mill St to 808 E 4th St . Work has started to allow for the installation of water & sewer.
 - c. The hallways at Jenny Towers will need to have the carpet replaced due to wear and age. Currently working on getting a quote for commercial grade carpet tiles to allow for replacement of just the tiles that are damaged and not the entire hallway.

- d. The interior remodels at Woodbine Duplexes are progressing with work scheduled to start at 603 Woodbine in August. The upgrades will include flooring, lighting, bathroom fixtures, kitchen cabinets & sink, electrical service panel, water heater and whole house dehumidifier.

10. Executive Director Update:

- a. Occupancy Update:
 - Park Place & Westgate LLC 100% occupancy
 - Jenny Towers 92% occupancy.
- b. Interest Rates: The Federal Reserve has increased interest rates in June which in turn increased the current rate of 0.10% to 0.50%. This rate may increase in July or August depending on the Federal Reserve decision on future increases.
- c. Stockbox Program: Monthly pick-up is scheduled for Tuesday, July 26th with the total number of at 41.
- d. 2021 Audit: – The Jenny Towers audit is nearing the final stages of review and once completed the PILOT will be calculated with disbursement to the city in August or September.

11. Next Monthly Meeting: Tuesday, August 16, 2022, 7:00am (Jenny Towers Library)

12. Adjournment: Meeting adjourned at 7:48 am (N Johnson/A Polzin). Roll call 4 Ayes/0 Nays.