

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

Regular Meeting @ 7:00am

August 16, 2022

Jenny Tower 711 E 1st

1. **Call to Order:** Chair Nancy Kwiesielewicz called the meeting to order at 7:00am.
2. **Roll Call:** Chair Nancy Kwiesielewicz, Vice Chair Jeremy Cordova, Jeff Schneider, Andrew Polzin, Executive Director Lynn Ross, Assistant Director Jeremy Winningham, Jenny Tower Tenant Advisor Jan Frederickson, Park Place Tenant Advisor Randy Ellis, Recording Secretary Teri Rick
3. **Absent:** Nicole Johnson, Ex-Officio Dick Lupton
4. **Public Comment:** None
5. **Tenant Advisor Updates:**
 - a. Jenny Tower – Jan reported everything is going well at Jenny Towers.
 - b. Park Place & Westgate LLC – Randy reported still having issues with volunteer disbursing food dropped off by the church.
6. **Approval of Meeting Minutes:** Motion to approve July meeting minutes (J Schneider/A Polzin). 5 Ayes/0 Nays motion carried.
7. **Approval of Financials:** Executive Director Ross briefed by exception. Motion to approve July (J Cordova/Jeff Schneider). Roll call 5 Ayes/0 Nays motion carried.
8. **Old/Unfinished Business:** None
9. **New Business:** None
10. **Assistant Director Update:**
 - a. Bluejay #5 - Francis Drive Duplex: Krueger Plumbing scheduled to install hook-up for water and sewer. Construction will begin after students' complete safety training which is approximately six weeks.
 - b. Bluejay #4 - 808 E 4th St: Work continues with the pouring of the basement floor, electric service scheduled with WPS scheduled and waiting on subcontractor to perform concrete work on the driveway.
 - c. Bluejay#1 – 1102 Van Buren: Construction of the garage is in progress with the installation of the roof and siding.
 - d. Jenny Towers carpet: The replacement of carpeting has been moved to a winter project to allow Assistant Director Winningham to finish up other projects in progress.

- e. 603 Woodbine Updates: This duplex is scheduled to be remodeled next spring or summer to allow time to time focus on the Bluejay build on Francis Drive.
 - f. The number of outstanding Service Request has gone from over 200 to less than 50 since the beginning of the year with the recent addition of the new building operations staff.
11. Executive Director Update:
- a. Occupancy Update:
 - Park Place & Westgate LLC 100% occupancy
 - Jenny Towers 97% occupancy.
 - b. Stockbox Program: Monthly pick-up is scheduled for Tuesday, August 3rd with the total number of boxes at 35.
 - c. Annual Tenant Meetings:
 - Tuesday August 23rd at 2pm – Jenny Towers
 - Wednesday August 24th at 2pm – Park Place
 - Thursday August 25th at 2pm – Stonebridge
 - d. Tax Credit Training: All day Wednesday August 17th at main office.
 - e. Annual Recertification Meetings: The required annual review of tenant’s income, assets and medical expenses will be done in person during September. Any changes to tenant rent won’t occur until after January 1st, 2023.
 - f. WHEDA Conference: Will be held in Madison Wednesday September 28th and Thursday September 29th.
- 12 Next Monthly Meeting: Tuesday, September 20, 2022, 7:00am (Main Office)
- 13 Adjournment: Meeting adjourned at 7:36 am (J Cordova/Jeff Schneider). Roll call 4 Ayes/0 Nays.