

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

Regular Meeting @ 7:00am

September 20, 2022

Main Office 701 E 1st Street

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, Andrew Polzin, Executive Director Lynn Ross, Assistant Director Jeremy Winningham, Park Place Tenant Advisor Randy Ellis, Recording Secretary Teri Rick
3. **Absent:** Jeff Schneider, Jenny Tower Tenant Advisor Jan Frederickson, Ex-Officio Dick Lupton
4. **Public Comment:** None
5. **Tenant Advisor Updates:**
 - a. Park Place & Westgate LLC – Randy reported tenants donated food to Food Pantry. Randy has a new volunteer to help disburse food.
6. **Approval of Meeting Minutes:** Motion to approve August meeting minutes (J Cordova/A Polzin). 4 Ayes/0 Nays motion carried.
7. **Approval of Financials:** Executive Director Ross briefed by exception. Motion to approve August (J Cordova/N Johnson). Roll call 4 Ayes/0 Nays motion carried.
8. **Old/Unfinished Business:** None
9. **New Business:** None
10. **Assistant Director Update:**
 - a. 602 Francis Drive Duplex (BJ#5): Students will be working on site with the construction on walls. Students built a yard barn to store tools and will be moved to property. Sierra Pacific has agreed to donate windows on current and future projects. Installation of windows will be December/January timeframe.
 - b. 808 E 4th St (BJ#4): Nearing completion of the mudding and sanding of the drywall later this week. Remaining work to make the house rentable is scheduled to be completed in the next two months with move in date set for December. Construction of the garage construction will take place at later date.
 - c. 1102 Van Buren (BJ#1): Construction of the garage is paused because of waiting for overhead doors to arrive.

- d. Parking Lots Sealcoating: Jenny Towers lot is in the process of being completed.
- e. Apartment Inspections: Maintenance staff have started with semi-annual apartment inspections utilizing the new iPad with built-in internet.
- f. Sidewalk/Driveway concrete repairs: Continue to work with outside contractors on scheduling repairs for next Spring.

11. Executive Director Update:

- a. Occupancy Update:
 - Park Place & Westgate LLC 98% occupancy
 - Jenny Towers 98% occupancy.
- b. Stockbox Program: September stock boxes cancelled due to Annual Recertification meetings and not have staff available to make pick-up. A conference call with the ADRC will be made in October to address the declining number of tenants signing up for this program.
- c. Annual Tenant Meetings: Meetings were well attended by Jenny Towers and Stonebridge tenants but only approximately 15 tenants at Park Place. Chamber buck drawings were held for all tenants in attendance.
- d. HUD MOR Review: Park Place and Westgate Limited MOR was performed and waiting on results from HUD Contract Administrator. Onsite review of tenant files is tentatively scheduled for 2023.
- e. REAC Inspection: Received notification that the Park Place & Westgate LLC properties are scheduled to be inspected by HUD starting at 8:00am on Thursday October 12, 2022. The property has not been inspected since before the RAD conversion , new construction of Stonebridge and remodel of Park Place and Westgate.
- f. Annual Fire Safety Training: Sent email reminder to Phil about scheduling meetings in October or November to remind tenants of what to do in case of fire and the difference between building alarms.
- g. Insurance Renewal: Value of properties was under value. Premiums will increase by 26%.

12 Next Monthly Meeting: Tuesday, October 18, 2022, 7:00am (Main Office)

13 Adjournment: Meeting adjourned at 8:13 am (J Cordova/A Polzin). Roll call 4 Ayes/0 Nays.