

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

Regular Meeting @ 7:00am

October 18, 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, Jeff Schneider Andrew Polzin, Executive Director Lynn Ross, Assistant Director Jeremy Winningham, Park Place Tenant Advisor Randy Ellis, Jenny Tower Tenant Advisor Jan Frederickson, Ex-Officio Dick Lupton, Recording Secretary Teri Rick
3. **Absent:** Vice Chair Jeremy Cordova, Nicole Johnson
4. **Public Comment:** None
5. **Tenant Advisor Updates:**
 - a. Park Place & Westgate LLC – Randy reported that the search for a new volunteer to help with food disbursement continues seeing the current volunteer is has health issues.
 - b. Jenny Tower – Jan reported exercise program is still going well.
6. **Approval of Meeting Minutes:** Motion to approve September Meeting minutes (J Schneider/A Polzin). 3 Ayes/0 Nays motion carried.
7. **Approval of Financials:** Executive Director Ross briefed by exception. Motion to approve September (J Schneider/A Polzin). Roll call 3 Ayes/0 Nays motion carried.
8. **Old/Unfinished Business:** None
9. **New Business:** None
10. **Assistant Director Update:**
 - a. Bluejay Build #5 - 602 Francis Drive Duplex: Framing continues with the delivery of the trusses expected the end of October. Trusses will be set by an outside vendor the first part of November.
 - b. Bluejay Build #4 - 808 E 4th St: Furnace and air conditioner have been installed. Students will start construction of the garage until the trusses are set at Francis Dr.
 - c. Maintenance staff start the removal of exterior furniture for the winter months while continue to flip apartments as they become vacant.
 - d. JT Laundry Room Remodel: The installation of 3 stackable washers and dryers are complete.

11. Executive Director Update:

- a. Occupancy Update:
 - 97% Occupancy for Park Place & Westgate LLC
 - 96% Occupancy for Jenny Towers
- b. Stockbox Program: Total number of boxes for October is 40 with pickup scheduled for October 25th.
- c. Lincoln County Health Department – The Health Department reached out to get assistance with disbursing a Community Needs Survey to tenants.
- d. REAC Inspection (Real Estate Assessment Center) – Thursday October 13th an inspection of Park Place & Westgate LLC buildings was completed. It was the first inspection since the RAD conversion including the new build and remodeling. The buildings passed inspection. Next REAC inspection isn't expected for another 3 years.
- e. Annual Fire Training: Working with Phil Skoug to set up annual fire safety meetings at all locations in November.
- f. Commissioner Appointment: Andrew Polzin has been appointed to the Housing Authority Board of Commissioners for a 5-year term to expire in November 2027.
- g. Legal Counsel: Al Larson from Bender, Larson, Chipley, Koppest Associates, S.C., has agreed to represent the Housing Authority when any tenant issues arise.

12 Next Monthly Meeting: Tuesday, November 15, 2022, 7:00am (Main Office)

13 Adjournment: Meeting adjourned at 7:45 am (J Schneider/A Polzin). Roll call 3 Ayes/0 Nays.