

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

Regular Meeting @ 7:30am

January 17, 2023

Main Office 701 E 1st Street

1. Call to Order: Chair Nancy Kwiesielewicz called the meeting to order at 7:30am.
2. Roll Call: Chair Nancy Kwiesielewicz, Vice Chair Jeremy Cordova, Executive Director Lynn Ross, Assistant Director Jeremy Winingham, Ex-Officio Dick Lupton, Jenny Tower Tenant Advisor Jan Frederickson, Recording Secretary Theresa Schmeltzer

Absent: Andrew Polzin, Nicole Johnson, Jeff Schneider, Park Place Tenant Advisor Randy Ellis

3. Public Comment: None
4. Tenant Advisor Updates:
 - a. Jenny Towers: Jan reported that Bingo continues twice a month and the exercise club is going well. The vending machines are missing the pricing tags so not sure what the cost of the items are to purchase. Commissioner Kwiesielewicz suggested we contact Dave Marg at Central Wisconsin Vending for information.
 - b. Park Place & Westgate LLC: No report, Randy Ellis not present.
5. Approval of Meeting Minutes: No quorum, unable to approve.
6. Approval of Financials: No quorum , unable to approve.
 - a. Pop funds accounts have been depleted with the funds being used for tenant supplies for parties, items needed for buildings, puzzles, etc.
7. Old/Unfinished Business: None.
8. New Business: No quorum, unable to approve.
 - a. Resolution 470 (2023 Proposed Operating Budget)
9. Assistant Director Update:
 - a. Bluejay #4 (Mill St): The interior work is on hold seeing apartment flips are high priority. Remaining work includes a little drywalling, texturing, and painting.
 - b. Bluejay #5 (Francis Dr): Project is dried in so Merrill Sheet will be there in the next week to start the duct work in ceiling. Subcontractors have been contacted so they can plan to be onsite within the next month to give the students hands on training in their specialty. Waiting to hear from Sierra Pacific as to the completion date of the windows.

- c. Apartment flips have taken priority but have become easier to flip with the updates that have been being made.
 - d. Still have 14 kids in the program comprised of 4 seniors, 9 juniors, and 1 sophomore.
10. Executive Director Update:
 - a. Occupancy Update:
 - Park Place & Westgate LLC 97% Occupancy (3 vacant units)
 - Jenny Towers 96% Occupancy (4 vacant units)
 - b. Work continues on qualifying applicants within the income limits.
 - c. Working on year-end reconciling of payroll and benefits to prepare documents for the accountant to review and compile reports for the auditor
 - d. Park Place audit process has started with documents due to SVA by February 1, 2023.
 - e. Building Operations position: Interviews have taken place and extended an offer and waiting for a response.
 11. Closed Session Meeting: The Board may convene in Closed Session pursuant to Wisconsin State Statutes 19.85(1)(c) Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. No quorum.
 12. Next Monthly Meeting: Tuesday, February 21, 2023 (701 E 1st St Main Office)
 13. Adjournment: Meeting adjourned at 8:03am (Kwiesielewicz/Cordova).