

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

**Regular Meeting @ 11:00am**

**December 19, 2022**

**Main Office 701 E 1<sup>st</sup> Street**

1. Call to Order: Chair Nancy Kwiesielewicz called the meeting to order at 11:00am.
2. Roll Call: Chair Nancy Kwiesielewicz, Vice Chair Jeremy Cordova, Jeff Schneider, Nicole Johnson, Andrew Polzin, Executive Director Lynn Ross, Assistant Director Jeremy Winningham, Park Place Tenant Advisor Randy Ellis, Recording Secretary Jamie Schmeltzer
3. Absent: Ex-Officio Dick Lupton & Jenny Towers Tenant Advisor Jan Frederickson
4. Public Comment: None
5. Tenant Advisor Updates:
  - a. Park Place & Westgate LLC – Randy reported that Holiday decorating is underway, and the building is looking really good.
  - b. Jenny Towers – None
6. Approval of Meeting Minutes: Motion to approve November minutes (Cordova/Johnson).  
5 Ayes/0 Nays motion carried.
7. Approval of Financials: Executive Director Ross briefed by exception. Motion to approve November (Schneider/Polzin). 5 Ayes/0 Nays motion carried.
8. Old/Unfinished Business:
  - a. 2023 Employee Handbook Revision - Approved
9. New Business: None
10. Assistant Director Update:
  - a. Bluejay #4 (Mill St): The interior work has been put on hold to address high priority projects that needed completion.
  - b. Bluejay #5 (Francis Dr): Roof sheeting is completed and ready for shingles. Subcontractors have been contacted so they can plan to be onsite 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. Future Projects: Scheduling contractors to repair sidewalks and concrete aprons at the duplexes and homes.

11. Executive Director Update:
  - a. Occupancy Update:
    - Park Place & Westgate LLC is at 95% Occupancy
    - Jenny Towers is at 96% Occupancy
  - b. Carpet & Furniture Cleaning – Northern Deep Clean LLC shampooed the hallways, common areas and furniture at Park Place, Stonebridge, and Jenny Towers.
  - c. Annual Tenant Fire Safety Training – Tenant attendance was very low with a maximum attendance of 10 people at each location. Next training will be a fire drill in spring at each building.
  - d. Stonebridge Apartment 323 – ServiceMaster Restore was hired to remove all personal belongings and deep clean the apartment.
- 12 Next Monthly Meeting: Tuesday, January 17, 2022, 7:30am (701 E 1<sup>st</sup> St Main Office)
- 13 Adjournment: Meeting adjourned at 11:57am (Schneider/Johnson). Roll call 5 Ayes/0 Nays.