

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

**Regular Meeting @ 7:30am**

**February 21, 2023**

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

1. Call to Order: Chair Nancy Kwiesielewicz called the meeting to order at 7:28am.
2. Roll Call: Chair Nancy Kwiesielewicz, Vice Chair Jeremy Cordova, Nicole Johnson, Andrew Polzin, Jeff Schneider, Executive Director Lynn Ross, Assistant Director Jeremy Winningham, Park Place Tenant Advisor Randy Ellis, Jenny Tower Tenant Advisor Jan Frederickson, Recording Secretary Jamie Schmeltzer

Absent: Ex-Officio Dick Lupton

3. Public Comment: None
4. Tenant Advisor Updates:
  - a. Jenny Towers: Jan reported that they were going to have a Fat Tuesday potluck. The exercise class is still going, a physical therapist from Pine Crest joined and showed the class a few things and everything in the building is going well.
  - b. Park Place & Westgate LLC: Tenants have been down in the community room playing all kinds of games, more have started to join in. The food program is looking at picking up another day with New Testament Church due to food share going down the food program doesn't have much for the buildings.
5. Approval of Meeting Minutes: Motion to approve December minutes (Polzin/Schneider) 4 Ayes/ 0 Nays motion carried. Motion to approve January minutes (Cordova/Kwiesielewicz) 4 Ayes/ 0 Nays motion carried.
6. Approval of Financials: Executive Director Ross briefed by exception. Motion to approve December and January (Johnson/Cordova) 5 Ayes/ 0 Nays motion carried.
7. Old/Unfinished Business:
  - a. Approve Resolution 470 (2023 Proposed Operating Budget) Motion to approve (Schneider/Polzin) 5 Ayes/0 Nays motion carried.
8. New Business: None

9. Assistant Director Update:
  - a. Bluejay #4 (Mill St): The overhead garage door was installed with interior drywall near completion. The cost for this build is right on schedule.
  - b. Bluejay #5 (Francis Dr): Interior electrical is near completion with a prior high school student apprentice performing the work. Installation of the side is on the schedule for the next few weeks. The windows and doors donated by Sierra Pacific are installed so the duplex can be secured. Finishing touches being performed for the City Inspector to perform an inspection next week. Once the inspection is completed and approved then insulating and drywalling can begin. The cost of this build is right on schedule.
  - c. General Maintenance: Staying on top of apartment flips with most of the major repairs being completed.
  
10. Executive Director Update:
  - a. Occupancy Update:
    - Park Place & Westgate LLC 95% Occupancy (5 vacant units)
    - Jenny Towers 95% Occupancy (5 vacant units)
  - b. Received a call from our new move-in at Westgate “Thanking everyone” for the work they did to get her placed in the apartment.
  - c. The 5<sup>th</sup> & 8<sup>th</sup> grade students at PRMS made Valentine’s Day Cards for tenants at Park Place, Stonebridge & Jenny Towers. The administrative staff delivered the cards to every apartment and visited with tenants playing cards in the community room.
  - d. It was determined last year due to lack of participation we would not be picking up Stockboxes every month. The new schedule started in 2023 which is January, February, April, June, and August. The total for January was 41 tenants and February is 40. No significant increase since last October.
  - e. Building Operations position: A candidate was selected and accepted after several interviews with a start date of March 6, 2023.
  - f. HUD (HOTMA – Housing Opportunity through Modernization Act of 2016) released a 303-page document regarding what income and assets will be used for calculating tenant rent with an effective date of January 1, 2024.
  - g. WAHA Spring Conference is scheduled for April 18-20 in Lacrosse and if the HOTMA and NSPIRE topics are included then some staff will plan to attend.
  - h. Merrill Building Dreams and Opportunities Inc. created by the prior director has been dissolved by the State of Wisconsin effective 12/14/2022.
  
11. Closed Session Meeting: Motion to move to closed session at 8:27am (Cordova/Polzin)
  
12. Open Session: Motion to move to open session at 8:40am (Polzin/Johnson)
  
13. Next Monthly Meeting: Tuesday, March 21, 2023 at 7:30am (701 E 1<sup>st</sup> St Main Office)
  
14. Adjournment: Meeting adjourned at 8:41am (Polzin/Johnson). Roll call 5 Ayes/0 Nays