

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

**Regular Meeting @ 7:30am**

**March 21, 2023**

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

1. Call to Order: Chair Nancy Kwiesielewicz called the meeting to order at 7:32am.
2. Roll Call: Chair Nancy Kwiesielewicz, Vice Chair Jeremy Cordova, Andrew Polzin, Jeff Schneider, Ex-Officio Dick Lupton, 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: Nicole Johnson

3. Public Comment:
  - a. Joan Beyer – 307 W Main St Apt 313, Merrill – Asked what the difference was of being at the apartment during the day or being at the apartment overnight per the HUD guidelines of not being gone for more than 30 days every 6 months.
  - b. Judy Doerr – 307 W Main St Apt 122, Merrill – Asked to receive a refund of her \$35.00 that she paid when the maintenance staff cleaned her parking spot. Requested in writing who's responsible for shoveling and salting the sidewalks, parking lots and who's responsible for if a tenant or guest falls.
4. Tenant Advisor Updates:
  - a. Jenny Towers: Jan reported that things are going well good including exercise class. Tenants are doing their best to keep up with the cleaning parking spots with all the snow.
  - b. Park Place & Westgate LLC: The food program has had a lot more tenants using it with the reduced amount of food share dollars being received. Randy is trying to think of ideas to get the tenants out of their apartments on a regular basis.
5. Approval of Meeting Minutes: Motion to approve February minutes (Polzin/Cordova) 4 Ayes/ 0 Nays motion carried.
6. Approval of Financials: Executive Director Ross briefed by exception. Motion to approve February (Cordova/Schneider) 4 Ayes/ 0 Nays motion carried.
7. Old/Unfinished Business: None

8. New Business: None
9. Assistant Director Update:
  - a. Bluejay #4 (808 E 4<sup>th</sup> St): Concrete contractor scheduled to pour entrances and apron for early thaw.
  - b. Bluejay #5 (602 Francis Dr): Concrete contractor schedule to pour entrances and apron for early thaw. Construction is on pause since students are on spring break but the siding is almost completed and the plan is to purchase insulation to install when students return. Working on finishing the drywall by the end of April along with the installation of doors, molding, and flooring to begin.
  - c. General Maintenance:
    - a. 2022 – 2023 winter season has been rough with freezing rain and snow which required the purchase of over 6,000lbs of ice melt.
    - b. Semi-Annual Inspections are underway which helps identify any issues so the preventive maintenance steps below:
      - 1) Replacement of the existing 10-year shelf-life batteries during inspection as there has been a rise in calls for smoke detectors chirping.
      - 2) Installation of LED bulbs and fixtures.
10. Executive Director Update:
  - a. Occupancy Update:
    - Park Place & Westgate LLC 95% Occupancy (5 vacant units)
    - Jenny Towers 91% Occupancy (9 vacant units)
  - b. The increase in vacancies in the last few months is due to tenants moving to assisted living or passing away.
  - c. The Park Place & Westgate LLC audit and tax returns have been prepared by SVA and sent to the Investor for review. A copy of the audit was sent to all commissioners for review and further discussion.
  - d. The request for financial data for Jenny Towers/Management 2022 audit will begin the last week of March.
11. Next Monthly Meeting: Tuesday, April 18, 2023 at 7:30am (701 E 1<sup>st</sup> St Main Office)
12. Adjournment: Meeting adjourned at 8:20am (Schneider/Cordova). Roll call 4 Ayes/0 Nays