

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

**Regular Meeting @ 7:30am**

**April 18, 2023**

**Main Office 701 E 1<sup>st</sup> 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, Andrew Polzin, Nicole Johnson, 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: Jeff Schneider
3. Public Comment: None
4. Tenant Advisor Updates:
  - a. Jenny Towers: Jan reported that there are a lot of activities going on such as bingo, cards, and exercise class. Elizabeth McCrank Lincoln County Supervisor met with tenants to hear their concerns about the future of Pine Crest Nursing Home.
  - b. Park Place & Westgate LLC: Randy reported that the building is very quiet. The normal groups of card players gather on a regular basis and the younger tenants are always on the go.
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/Johnson) 4 Ayes/ 0 Nays motion carried.
7. Old/Unfinished Business: Executive Director Ross explained that she spoke with Judy Doerr and Joan Beyer regarding their concerns voiced during public comment.
8. New Business: None
9. Assistant Director Update:
  - a. Bluejay #4 (808 E 4<sup>th</sup> St): Approximately 50% of the house is painted with the plan to start installing flooring. Driveway prep is ready for concrete pour once the weather levels out and the frost is completely gone.

- b. Bluejay #5 (602 Francis Dr): The duplex is prepped for the contractors to install drywall and finish with mudding. With the school year approaching and the number of days left for days dwindling, the plan is to try and complete as much work as possible. The install of the trusses and winter storms have caused delays with the construction set back a month.
  - c. General Maintenance:
    - a. With a full maintenance staff, MAHA has decided to start doing the lawn care of the properties again. With the equipment MAHA already has there is only one thing that will possibly be needed yet, another weed whip.
    - b. Apartment flips are going well. Starting to see some of the apartments that have already had the improvements done come back around, which then maintenance only takes a few hours on those units before it is ready to be rented back out.
10. Executive Director Update:
- a. Occupancy Update:
    - Park Place & Westgate LLC 97% Occupancy (3 vacant units)
    - Jenny Towers 94% Occupancy (6 vacant units)
  - b. Bluejay Building Costs: To allow for better tracking of construction expenses, tenant rent and security deposits, new accounts were opened specifically for the Bluejay Project. These accounts will be utilized starting in April for all the expenses associated with the Bluejay program. The rent received monthly will be deposited into the new checking account with additional funding transfers from the unrestricted Management MM. Once this MM is depleted then we will need to rely on the unrestricted funds held in the JT MM to fund the expenditures.
  - c. PILOT: The LLC payment in Lieu of Taxes for 2022 is \$28,881.41 and will be issued from the checking account during the April check run. The JT payment in Lieu of Taxes for 2022 will be issued when the audit is completed, which is typically August or September.
11. Closed Session Meeting: Motion to move to closed session at 8:20am (Cordova/Johnson)
12. Next Monthly Meeting: Tuesday, May 16, 2023 at 7:30am (701 E 1<sup>st</sup> St Main Office)
13. Adjournment: Meeting adjourned at 8:40am (Polzin/Johnson). Roll call 4 Ayes/0 Nays