

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

Regular Meeting @ 7:30am

June 20, 2023

Main Office 701 E 1st Street

1. Call to Order: Chair Nancy Kwiesielewicz called the meeting to order at 7:27am.
2. Roll Call: Chair Nancy Kwiesielewicz, Jeff Schneider, Andrew Polzin, Executive Director Lynn Ross, Assistant Director Jeremy Winingham, Park Place Tenant Advisor Randy Ellis, Jenny Tower Tenant Advisor Jan Frederickson, Recording Secretary Jamie Schmeltzer

Absent: Vice Chair Jeremy Cordova, Nicole Johnson, and Ex-Officio Dick Lupton
3. Public Comment: None
4. Tenant Advisor Updates:
 - a. Jenny Towers: Jan reported that exercise class continues. There are a few groups that get together for dice and card games. Questioned if the elevator issue has been addressed and cleaned.
 - b. Park Place & Westgate LLC: Randy reported that tenants are finally out and about with the warmer weather. Inquired when the crosswalk signs would be placed between the buildings. Discussion went on to tenants spitting outside on sidewalks and in the smoking area.
5. Approval of Meeting Minutes: Motion to approve April minutes (Schneider/Polzin) 3 Ayes/ 0 Nays motion carried.
6. Approval of Financials: Executive Director Ross briefed by exception. Motion to approve April and May Income and Expenses Report (Schneider/Polzin) 3 Ayes/ 0 Nays motion carried.
7. Old/Unfinished Business: None
8. New Business:
 - a. Annual Review of By-Laws Revision 6: Motion to approve Annual By-Laws (Polzin/Schneider) 3 Ayes/ 0 Nays motion carried.
 - b. Election of Chair and Vice Chair: Postponed until to July board meeting.
9. Assistant Director Update:
 - a. Jenny Towers: Replacing of concrete sidewalks and steps is scheduled for Monday, June 19, 2023 pending weather.

- b. Window Washers: Scheduled to clean windows on Monday, June 19, 2023.
 - c. Bluejay Home #4 (808 E 4th St): Installation of flooring and door trim is almost complete. Concrete work is placed on hold until work is completed at Jenny Towers.
 - d. Bluejay Home #5 (Duplexes): Installation of flooring has begun with the plan to stay ahead of the subcontractor's schedule.
 - e. Bluejay Home #6 (Duplexes): Groundbreaking work is scheduled to begin the week of June 19th for the installation of utilities and concrete work.
 - f. General Maintenance: The staff attended a seminar sponsored by NASCO on June 15, 2023. It was very beneficial and we learned some new flooring preparation techniques and options for replacement equipment. The plan is to have staff begin the process of shampooing carpet at all the apartment buildings to remove the residue from winter.
10. Executive Director Update:
- a. Occupancy Update:
 - Park Place & Westgate LLC 96% Occupancy (4 vacant units)
 - Jenny Towers 96% Occupancy (4 vacant units)
 - b. Fire Drills: The Merrill Fire Department will be performing live fire drills at the high-rise buildings. Jenny Towers will take place June 21, 2023 and Park Place & Stonebridge will take place on June 29, 2023.
 - c. JT REAC Inspection: Received notification that the inspection is scheduled for Wednesday, July 19, 2023 and is a requirement from HUD. The prior score was 82 and if we score above 80 the next inspection won't be for 2 years.
 - d. HUD HOTMA (Housing Opportunity through Modernization Act of 2016) Training: Administrative Staff will be attending week long webinar training sessions on the changes to income calculations and tenant reviews.
 - e. JT/Mgmt 2022 Audit: There is a posting issue with an entry made by a prior employee that is incorrect so researching with Realpage on how to fix before SVA can complete the audit.
 - f. CD Specials: 7-month CD at 5.25% considering investing the funds from JT MM 8902 \$250,000 as current rate is 1.51% & Park Place MM 7937 \$148,000 as current rate is 0.50%. The funds invested in the ICS program have a current rate of 4.30% and include the reserve and security deposit accounts which are all considered fluid and not recommended to tie these up for months.
11. Closed Session Meeting: Motion to move to closed session at 8:23am (Schneider/Polzin)
12. Open Session: Motion to move to open session at 8:58am (Polzin/Schneider)
13. Next Monthly Meeting: Tuesday, July 18, 2023 at 7:30am (701 E 1st St Main Office)
14. Adjournment: Meeting adjourned at 9:00am (Polzin/Johnson). Roll call 3 Ayes/0 Nays