

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

Regular Meeting @ 7:30am

July 11, 2023

Main Office 701 E 1st 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, Jeff Schneider, Andrew Polzin, 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: None
4. Tenant Advisor Updates:
 - a. Jenny Towers: Jan reported everything is going well. There was a slight problem at a party on the Fourth of July between the host and a tenant. Also, thanked the maintenance staff for all the hard work that is being done to keep the building looking nice.
 - b. Park Place & Westgate LLC: Randy reported that the spitting issues is still happening and this same individual is not allowing visitors in the building.
5. Approval of Meeting Minutes: Motion to approve June Meeting minutes (Schneider/Polzin) 3 Ayes/ 0 Nays motion carried.
6. Approval of Financials: Executive Director Ross briefed by exception. Motion to approve bank register and cash position report. (Cordova/Schneider) 4 Ayes/ 0 Nays motion carried.
7. Old/Unfinished Business:
 - a. Election of Chair and Vice Chair (Resolution 472)
8. New Business: None
9. Assistant Director Update:
 - a. Bluejay #6 (Duplexes): Foundation work is slated to start.
 - b. General Maintenance: Work continues to replace sections of sidewalks along with the steps on the east side of the building in addition to completing service requests in preparation for the REAC Inspection at Jenny Towers on July 19, 2023.

10. Executive Director Update:
 - a. Occupancy Update:
 - Park Place & Westgate LLC 96% Occupancy (4 vacant units)
 - Jenny Towers 96% Occupancy (4 vacant units)
 - b. Annual Building Fire Drills: Very low tenant participation.
 - c. JT REAC Inspection: Work continues to gather all the necessary paperwork ready to be placed in a binder for the inspector.
11. Closed Session Meeting: Motion to move to closed session at 7:58am (Schneider/Cordova)
12. Open Session: Motion to move to open session at 8:58am (Cordova/Polzin)
13. Next Monthly Meeting: Tuesday, August 15, 2023 at 7:30am (701 E 1st St Main Office)
14. Adjournment: Meeting adjourned at 9:00am (Polzin/Johnson). Roll call 4 Ayes/0 Nays