

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

**Regular Meeting @ 7:30am**

**August 15, 2023**

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

1. Call to Order: Chair Jeremy Cordova called the meeting to order at 7:30am.
2. Roll Call: Chair Jeremy Cordova, Vice Chair Andrew Polzin, Jeff Schneider, Nancy Kwiesielewicz , Nicole Johnson, Ex-Officio Dick Lupton, Executive Director Lynn Ross, Assistant Director Jeremy Winningham, Jenny Tower Tenant Advisor Jan Frederickson, Recording Secretary Jamie Schmeltzer  
  
Absent: Park Place Tenant Advisor Randy Ellis
3. Public Comment: None
4. Tenant Advisor Updates:
  - a. Jenny Towers: Jan reported everything is going well. There have been some complaints about new people moving in. The floor in the community room was waxed and tenants said it looks good.
  - b. Park Place & Westgate LLC: None
5. Approval of Meeting Minutes: Motion to approve July Meeting minutes (Kwiesielewicz/Schneider) 4 Ayes/ 0 Nays motion carried.
6. Approval of Financials: Executive Director Ross briefed by exception. Motion to approve bank register and cash position report. (Schneider/Polzin) 5 Ayes/ 0 Nays motion carried.
7. Old/Unfinished Business: None
8. New Business: None
9. Assistant Director Update:
  - a. Jenny Towers: Move-outs continue which means flipping apartments is top priority. Several apartments being vacated are the ones that have already had the necessary improvements such as painting and lighting which speeds up the flipping process.
  - b. Park Place: An apartment was identified as having bed bugs which was addressed with the tenant. A new pest control company was contacted seeing the current vendor would not be able to heat treat until the end of August. This local company does a chemical treatment which has been successful being it wasn't a terrible infestation
  - c. Bluejay #6 (2<sup>nd</sup> Duplex): Pouring of the foundation is completed with the installation of the underground plumbing to begin. Concrete contractors know that it should be done by the latest the 2<sup>nd</sup> week of September for the students to start framing the following week.

**Board Approved: 09/19/23**

**Motion to Approve: NK/AP**

**4 Ayes/0 Nays**

- d. General Maintenance: In addition to apartment flips, the staff continues to prep the LLC side for the possibility of a fall REAC inspection. Most of the larger defects have been addressed but continue to have more work and keep moving forward.
10. Executive Director Update:
- a. Occupancy Update:
    - Park Place & Westgate LLC 96% Occupancy (4 vacant units)
    - Jenny Towers 92% Occupancy (9 vacant units)
  - b. JT REAC Inspection: Received a score of 92, which means that the Section 8 New Construction properties will not need to be re-inspected for approximately 3 years.
  - c. JT Power Outage: The outage took approximately 3 hours for WPS lineman to complete the work to move the line from the old pole to the new pole. The entire time Assistant Director Wunningham and/or Executive Director Lynn were on-site to monitor the temperature of the building and answer any questions tenants have. The building temperature increased from 69 degrees to 70 degrees which was very comfortable. There was only 1 tenant that took the Merrill-Go-Round to the Enrichment Center.
  - d. Lincoln County Health Department: The health department reached out to talk about partnering with their agency to distribute approximately 100 Deterra Medication Disposal Pouches and Medication Lock Box. At this time there is a limited supply so it will be first come first serve.
  - e. Annual Recertification Meetings: The process of putting together all recertification packets has begun to be handed out at the annual meetings. Jenny Towers' meeting is scheduled for Wednesday, September 6, 2023 and Park Place/Stonebridge for Thursday, September 7, 2023. The process of gathering, verifying, and calculating rents for January 1, 2024 will take the entire administrative staff all of October and November to complete and ready for tenants to sign after December 1, 2023.
11. Closed Session Meeting: Motion to move to closed session at 7:59am (Kwiesielewicz/Schneider)
12. Open Session: Motion to move to open session at 8:18am (Schneider/Kwiesielewicz)
13. Properties for sale: Motion to approve the sale of the following properties with Riverbend Realty:
- a. 122 S Prospect St Lot
  - b. 1102 Van Buren St
  - c. 909 Grand Avenue
14. Next Monthly Meeting: Tuesday, September 19, 2023 at 7:30am (701 E 1<sup>st</sup> St Main Office)
15. Adjournment: Meeting adjourned at 9:00am (Schneider/Kwiesielewicz). Roll call 4 Ayes/0 Nays