

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

Regular Meeting @ 7:30am

November 21, 2023

Main Office 701 E 1st Street

1. Call to Order: Chair Jeremy Cordova called the meeting to order at 7:31am.
2. Roll Call: Chair Jeremy Cordova, Vice Chair Andrew Polzin, Nancy Kwiesielewicz , Nicole Johnson, Jeff Schneider, Ex-Officio Dick Lupton, Executive Director Lynn Ross, Assistant Director Jeremy Winningham, , Recording Secretary Jamie Schmeltzer

Absent: Ex-Officio Dick Lupton
3. Public Comment: Char Seetan spoke about the issue with the sidewalk ramps not being cleared by all business located downtown and that it is very difficult for individuals with mobility issue to be able to run errands.
4. Approval of Meeting Minutes: Motion to approve September minutes (Kwiesielewicz/Polzin) 5 Ayes/0 Nays motion carried.
5. Approval of Financials: Executive Director Ross briefed by exception. Motion to approve bank register and cash position report. (Schneider/Cordova) 5 Ayes/0 Nays motion carried.
6. Old/Unfinished Business:
 - a. Sale of 909 Grand Ave Update: Set to close on December 1, 2023 for roughly \$154,700 the current tenant was given a vacate notice to vacate by November 30, 2023 in October.
 - b. Listing of 808 E 4th St Update: Assistant Director Winningham reported that the house is approximately 80% completed.
 - c. Future of Francis Dr Duplexes: Executive Director Ross posed the question to the commissioners if they are interested in keeping ownership of the Francis Drive duplexes and contacting HUD to see if we can sell the Woodbine units.
7. New Business:
 - a. Allowance for Doubtful Accounts – Resolution No. 473 – approved
 - b. 2024 Employee Handbook – No Revisions
8. Assistant Director Update:
 - a. Bluejay #6 (2nd Duplex): Construction is progressing with the sheeting of the roof completed, shingling will begin, R.T.L. Electric, Krueger, and Merrill Sheet Metal are scheduled to work with students in December.
 - b. Bluejay #5 (1st Duplex): Interior work being completed during the steps that outside contractors are performing the work on BJ#6. The kitchen cabinets for BJ#5 have been ordered.
 - c. Bluejay #4 (Mill St): Deck is up. Sitting idle right now in order to keep BJ#5 & BJ#6 going.

Board Approved: 12/19/23

Motion to Approve: NK/JS

4 Ayes/0 Nays

- d. Home Depot had an amazing sale on appliances so both the stove and refrigerator were ordered and delivered for BJ#5 & BJ#6.
 - e. General Maintenance: With winter fast approaching the need for salt prompted the order of 4 pallets of salt. The equipment salter mounted on the Dodge Dakota broke down and based on the age of the salter it was decided to order a new salter and have it installed on the Chevy Colorado.
9. Executive Director Update:
- a. Occupancy Update:
 - Park Place & Westgate LLC 96% Occupancy (6 vacant units)
 - Jenny Towers 97% Occupancy (3 vacant units)
 - b. 909 Grand Ave: The house was listed on Friday, October 6, 2023 and in approximately 1 week there was 2 offers with one at list price and one over list. The higher offer was excepted and the appraisal is completed with the closing scheduled for December 1.
 - c. LLC WHEDA MOR (Management and Occupancy Reviews) Audit: The findings from the audit included a glaring error on the part of Horizon. According to the LURA (Land Use Restrictive Agreement) is an agreement between an owner/developer and a government entity that documents the restrictions placed upon a property in order to receive tax credits in the future. During the zoom meeting, with the WHEDA Auditor it was explained that there should have been 25 units designated for veterans. This designation was part of the Tax Credit Application in which the Housing Authority was awarded 20 points and this preference was not included or approved by HUD through the Affirmative Fair Housing Marketing Plan.
 - d. Annual Fire Safety Meetings: The Merrill Fire Department sent over staff to meet with tenants at all locations for the annual fire safety reminders and the warning systems in place at each location. Attendance was again low again at all locations with approximately 8 people in attendance.
 - e. Enterprise Property Inspection: The inspector will randomly check apartments at Park Place, Stonebridge & Westgate on Monday, December 4, 2023 starting around 11:00am.
 - f. Annual Recertification: The deadline to have all the new rents calculated and provided to tenants no later than end of business Friday, December 1, 2023. The staff has been struggling with getting institutions to return the completed verification forms.
10. Closed Session Meeting: Motion to move to closed session at 8:36am (Kwiesielewicz/Johnson)
11. Open Session: Motion to move to open session at 8:46am (Kwiesielewicz/Polzin)
12. Next Monthly Meeting: Tuesday, December 19, 2023 at 7:30am (701 E 1st St Main Office)
13. Adjournment: Meeting adjourned at 8:47am (Cordova/Johnson). Roll call 5 Ayes/0 Nays