

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

Regular Meeting @ 7:30am

January 16, 2024

Main Office 701 E 1st Street

1. Call to Order: Jeremy Cordova called the meeting to order at 7:30am.
2. Present: Chair Jeremy Cordova, Vice Chair Andrew Polzin, Nancy Kwiesielewicz, Jeff Schneider, Ex-Officio Dick Lupton, Executive Director/Recording Secretary Lynn Ross, Assistant Director Jeremy Winningham

Absent: Nicole Johnson
3. Public Comment: None
4. Approval of Meeting Minutes: Motion to approve December minutes (Kwiesielewicz/Schneider) 4 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) 4 Ayes/0 Nays motion carried.
6. Old/Unfinished Business:
 - a. Listing of 808 E 4th St Update: The house is about 90% completed with the remaining work at a standstill due to weather to complete exterior siding and deck.
7. New Business:
 - a. Resolution 474 Proposed Operating Budget for 2024 was reviewed and approved.
8. Assistant Director Update:
 - a. Bluejay #6 (2nd Duplex): The construction of the duplex is progressing with outside electrical contractor scheduled.
 - b. Bluejay #5 (1st Duplex): The students continue to work between the 1st duplex and 2nd duplex depending on materials, subcontractors, and weather.
 - c. Buildings: The staff is doing a good job on keeping the buildings looking nice and continue to keep on track with apartment flips.
 - d. Snow/Ice: Approximately 2500lbs of salt have been used with 9000lbs remaining in stock.

9. Executive Director Update:
 - a. Occupancy Update:
 - Park Place & Westgate LLC 96% Occupancy (5 vacant units)
 - Jenny Towers 96% Occupancy (5 vacant units)
 - b. Year-End: A complete review of payroll & benefits is on-going in preparation for tax filing, audits, and financial reporting to HUD.
10. Next Monthly Meeting: Tuesday, February 20, 2024 at 7:30am (701 E 1st St Main Office)
11. Adjournment: Meeting adjourned at 8:05am (Polzin/Kwiesielewicz). Roll call 4 Ayes/0 Nays