

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

Regular Meeting @ 7:30am

December 19, 2023

Main Office 701 E 1st Street

1. Call to Order: Vice Chair Andrew Polzin called the meeting to order at 7:36am.
2. Roll Call: Vice Chair Andrew Polzin, Nancy Kwiesielewicz , Nicole Johnson, Jeff Schneider, Ex-Officio Dick Lupton, Executive Director Lynn Ross, Assistant Director Jeremy Wunningham, , Recording Secretary Jamie Schmeltzer

Absent: Chair Jeremy Cordova
3. Public Comment: None
4. Approval of Meeting Minutes: Motion to approve October and November 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/Johnson) 4 Ayes/0 Nays motion carried.
6. Old/Unfinished Business:
 - a. Sale of 909 Grand Ave Update: The closing on this property took place on Monday, December 4th with the proceeds of the sale being deposited into the BJ MM and will be utilized for the construction of the Francis Drive Duplex.
 - b. Listing of 808 E 4th St Update: Hopefully will be the end of January.
7. New Business:
 - a. Bluejay Builds: Executive Director Ross and Assistant Director Wunningham met with the school principal and the tech ed teacher about the future of the Bluejay Builds upon completion of the final set at of Francis Drive duplexes in 2026.
8. Assistant Director Update:
 - a. Bluejay #6 (2nd Duplex): The plumbers have finished up their work which will allow the electrical contractors to begin. The progress of the project includes all the wires being buried and $\frac{3}{4}$ of the roof shingled.
 - b. Bluejay #5 (1st Duplex): The kitchen cabinet order has finally arrived so the students will work on installing them when the weather does not allow for exterior work on BJ #6.
 - c. Bluejay #4 (Mill St): No progress at this moment since weather has been nice enough that the primary focus is exterior work on the duplex.
 - d. Buildings: The furnace that heats the main entrance and office at Jenny Towers stopped working so outside contractor performed warranty work. Annual servicing of the boilers is being performed at all locations by Brandenburg.

Board Approved: 01/16/24

Motion to Approve: NK/JS

4 Ayes/0 Nays

- e. General Maintenance: The number of after-hours on-call has greatly decreased since the implementation of routine maintenance has been taking place.
 - f. Apartment turnaround : The average time to get an apartment ready for rental is roughly a week.
 - g. Weather: The time spent salting and plowing has been greatly reduced in part from the lack of snow.
 - h. Janitorial: It has been determined that having one building operations person maintaining all buildings on a regular basis is working.
9. Executive Director Update:
- a. Occupancy Update:
 - Park Place & Westgate LLC 96% Occupancy (4 vacant units)
 - Jenny Towers 96% Occupancy (4 vacant units)
 - b. Enterprise Property Inspection: The inspection of the Park Place and Westgate properties went well with the inspector noting that the properties are well maintained.
 - c. Jenny Towers Holiday Gathering: The tenants will again be treated to a meal provided by the Woller Family on Christmas Day. Christine Vandergeest contacted the Housing Authority with interest in donating meat and was provided with Deb DuFrames information.
 - d. Building Interior Decorating: All tenants were welcome to participate in the decorating of the buildings with decorations being provided by the Housing Authority. Several tenants took the opportunity to reserve the community rooms at all locations to host family gatherings and tenant potlucks.
10. Next Monthly Meeting: Tuesday, January 16, 2024 at 7:30am (701 E 1st St Main Office)
11. Adjournment: Meeting adjourned at 8:10am (Schneider/Kwiesielewicz). Roll call 4 Ayes/0 Nays