

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

Regular Meeting @ 7:00am

February 20, 2024

Main Office 701 E 1st Street

1. Call to Order: Andrew Polzin called the meeting to order at 7:03am.
2. Present: Chair Jeremy Cordova, Vice Chair Andrew Polzin, Nancy Kwiesielewicz, Jeff Schneider, Ian Cohrs, Ex-Officio Dick Lupton, Executive Director Lynn Ross, Assistant Director Jeremy Wunningham, Recording Secretary Jamie Schmeltzer
3. Public Comment: None
4. Approval of Meeting Minutes: Motion to approve January minutes (Polzin/Kwiesielewicz) 3 Ayes/0 Nays motion carried.
5. Approval of Financials: Executive Director Ross briefed by exception. Motion to approve bank register and cash position report. (Kwiesielewicz/Cordova) 3 Ayes/0 Nays motion carried.
6. Old/Unfinished Business:
 - a. Listing of 808 E 4th St Update: No further updates as work continues on Francis Dr while the weather is nice.
7. New Business:
 - a. Welcome Commissioner Cohrs
8. Assistant Director Update:
 - a. Bluejay #6 (2nd Duplex): ½ of the duplex is sided, stalling insulation, and plan to have all wood polyurethane by end of week.
 - b. Semi-Annual Inspections: These inspections allow staff to enter the apartment to check for mechanical problems not report and any health and safety issues. Overall results are good and the preventative maintenance is proving to be valuable.
 - c. General Maintenance: Lining up subcontractors for summary work to include lawn care and concrete repairs or replacement.

9. Executive Director Update:
 - a. Occupancy Update:
 - Park Place & Westgate LLC 97% Occupancy (5 vacant units)
 - Jenny Towers 96% Occupancy (4 vacant units)
 - b. HOTMA: HUD (Housing and Urban Development) has not finalized the HOTMA (Housing Opportunity through Modernization Act of 2016) with pending amendments. Staff training and form updates are pending.
 - c. Francis Drive Duplexes: Ex Director Ross and Asst Direct Wunningham have a called schedule with Betty from Theopro about selling the Woodbine Duplexes and replacing them with Francis Drive.
 - d. 2023 LLC Audit: Draft audit has been submitted to Enterprise for review and approval.
10. Next Monthly Meeting: Tuesday, March 19, 2024 at 7:00am (701 E 1st St Main Office)
11. Adjournment: Meeting adjourned at 7:41am (Polzin/Kwiesielewicz). Roll call 4 Ayes/0 Nays