

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

Regular Meeting @ 7:00am

March 19, 2024

Main Office 701 E 1st Street

1. Call to Order: Chair Jeremy Cordova called the meeting to order at 7:03am
2. Present: Chair Jeremy Cordova, Vice Chair Andrew Polzin, Nancy Kwiesielewicz, Jeff Schneider, Ex-Officio Dick Lupton, Executive Director Lynn Ross, Assistant Director Jeremy Winningham, Recording Secretary Jamie Schmeltzer

Absent: Ian Cohrs
3. Public Comment: None
4. Approval of Meeting Minutes: Motion to approve February 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. (Cordova/Polzin) 4 Ayes/0 Nays motion carried.
6. Old/Unfinished Business:
 - a. Listing of 808 E 4th St Update: Trim and doors need to be installed as well as some exterior finishing work to be done.
7. New Business: None
8. Assistant Director Update:
 - a. Bluejay #6 (2nd Duplex): Construction is going smoothly with drywallers finishing up. The students will be mudding, sanding, and painting the interior of the garage when the weather does not permit them working on the siding. The order for the kitchen cabinets will be placed since the timeline to arrive is approximately 4-5 weeks. The construction schedule is approximately 1 ½ months ahead of schedule.
 - b. Bluejay #5 (1st Duplex): Near completion waiting for warmer weather to have the driveways completed by Jensen's and Sons.
 - c. Semi-Annual Inspections: Inspections are completely finished and the improvements of the apartments are better than they have been in years.
9. Executive Director Update:
 - a. Occupancy Update:
 - Park Place & Westgate LLC 95% Occupancy (5 vacant units)
 - Jenny Towers 95% Occupancy (5 vacant units)
 - b. FHLB VS LURA: The agreements were reviewed by the Tax Credit Consultant at Theopro and the Housing Authority will have to follow the most restrictive guidelines, which would be the FHLB. She is utilizing her network of professional to see about getting a contact at the FHLB to discuss a waiver.

Board Approved: 04/16/2024

Motion to Approved: NK/JS

5 Ayes/0 Nays

- c. Francis Drive Duplexes: HUD approved the transfer of the Woodbine tenants to the Francis Drive duplexes. The Housing Authority will be responsible for all the costs associated with moving the tenants during the month of July. The move will consist of only 4 units at Woodbine with the remaining 2 units moving to Francis Drive in July of 2025.
 - d. HOTMA Training: Theopro will be providing on-site training on May 16th to educate the administrative staff on how to proceed with applications, tenant selection plan, policies, and changes to verification for move-in and annual recertification. The office will be closed all day to allow staff time to concentrate on the new HUD guidelines. All updates will be effective as of 01/01/25 which means the October recertification must follow the new guidelines.
10. Next Monthly Meeting: Tuesday, April 16, 2024 at 7:00am (701 E 1st St Main Office)
11. Adjournment: Meeting adjourned at 7:53am (Kwiesielewicz/Polzin). Roll call 4 Ayes/0 Nays