

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

Regular Meeting @ 7:00am

April 16, 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, Ian Cohrs, Executive Director Lynn Ross, Assistant Director Jeremy Winningham, Recording Secretary Jamie Schmeltzer
3. Public Comment: None
4. Approval of Meeting Minutes: Motion to approve March minutes (Kwiesielewicz/Schneider) 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/Polzin) 5 Ayes/0 Nays motion carried.
6. Old/Unfinished Business:
 - a. Listing of 808 E 4th St Update: Assistant Director Winningham proposed that the Housing Authority contact HUD for approval to move the tenant residing at 1011 St. Paul Drive to 808 E Fourth St.
7. New Business: None
8. Assistant Director Update:
 - a. Bluejay #6 (2nd Duplex): Construction is ahead of schedule with work including the installation of cabinets, mudding garage, trim work, and setting doors.
 - b. Bluejay #7 (3rd Duplex): Contacting subcontractors to start the preparation for the site for the final duplex and proceed with start construction from October 2024 to July of 2025.
 - c. General Maintenance: Continue to stay on top of work orders and make much needed improvements to vacant apartments.
9. Executive Director Update:
 - a. Occupancy Update:
 - Park Place & Westgate LLC: 8 Vacant Units (94% Occupancy)
 - Jenny Towers: 7 Vacant Units (94% Occupancy)
 - b. Business Insurance Group: Working with Business Insurance group to seek a policy that would cover biohazard and environmental issues.
 - c. Advertising: Executive Director Ross took a new approach to advertising the properties with an ad in the Local Area Guide.
10. Next Monthly Meeting: Tuesday, May 21, 2024 at 7:00am (808 E Fourth St)
11. Adjournment: Meeting adjourned at 8:12am (Kwiesielewicz/Schneider). Roll call 5Ayes/0 Nays

Board Approved: 05/21/24

Motion to Approved: NK/IC

3 Ayes/0 Nays