

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

**Regular Meeting @ 7:00am**

**May 21, 2024**

**808 E Fourth St – Bluejay 4**

1. Call to Order: Vice Chair Andrew Polzin called the meeting to order at 7:00am
2. Present: Vice Chair Andrew Polzin, Nancy Kwiesielewicz, Ian Cohrs, Ex-Officio Mark Weix  
Executive Director Lynn Ross, Assistant Director Jeremy Winningham, Recording Secretary  
Jamie Schmeltzer  
Absent: Chair Jeremy Cordova, Jeff Schneider
3. Public Comment: None
4. Approval of Meeting Minutes: Motion to approve April minutes (Kwiesielewicz/Cohrs) 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. (Cohrs/Kwiesielewicz) 3 Ayes/0 Nays motion carried.
6. Old/Unfinished Business: None
7. New Business: None
8. Assistant Director Update:
  - a. Bluejay #5 & #6 (1<sup>st</sup> & 2<sup>nd</sup> Duplex): Driveways poured, finishing concrete work, and students  
are almost to the end of the school year. Painting Contractor is applying a 2<sup>nd</sup> coat of paint.  
On schedule to move Woodbine tenants at the end of July.
  - b. Bluejay #4 (808 E 4th): Nearing completion while waiting on approval from HUD to relocate  
St. Paul tenants.
  - c. Westgate: Excavating work started on removing concrete pad and replacing it with asphalt.
  - d. General Maintenance: Outside lawn service contractor started mowing around the  
beginning of May.
9. Executive Director Update:
  - a. Occupancy Update:
    - Park Place & Westgate LLC: 8 Vacant Units (92% Occupancy)
    - Jenny Towers: 7 Vacant Units (93% Occupancy)
  - b. HOTMA: Waiting for HUD to finalize changes and software vendors to update programs for  
01/01/2025. Admin staff participated in a one-day training session covering all the program  
changes when recertifying tenants.
10. Next Monthly Meeting: Tuesday, June 16, 2024 at 7:00am (602/604 Francis Dr)
11. Adjournment: Meeting adjourned at 8:11am (Kwiesielewicz/Cohrs). Roll call 3 Ayes/0 Nays

**Board Approved: 06/18/24**

**Motion to Approved: NK/JS**

**4 Ayes/0 Nays**