

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

Regular Meeting @ 7:00am

June 18, 2024

602 Francis Dr – Bluejay 5

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

Absent: Jeremy Cordova - Chair, Ex-Officio Mark Weix
3. Public Comment: None
4. Approval of Minutes: Motion to approve May minutes (Kwiesielewicz/Schneider) 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/Polzin) 4 Ayes/0 Nays motion carried.
6. Old/Unfinished Business: None
7. New Business:
 - a. Election of Chair and Vice Chair: Commissioners voted to have Jeremy Cordova remain as chair and Andrew Polzin as Vice Chair. Motion to approve election (Schneider/Polzin) 4 Ayes/0 Nays motion carried.
 - b. Approve Resolution 475 – Annual By-Laws Dated 06/18/2024: No changes, Motion to approve By-Laws (Kwiesielewicz/Cohrs) 4 Ayes/ 0 Nays
8. Assistant Director Update:
 - a. Bluejay #5 & #6 (1st & 2nd Duplex): On track to be ready for tenants at Woodbine to be moved in by August 1, 2024. Concrete work has been completed and work continues on getting landscaping done when weather permits.
 - b. Bluejay #4 (808 E 4th): Received written approval from HUD to keep the ranch house and relocate the tenants from 1011 St. Paul Dr moved in by August 1, 2024.
 - c. Westgate: The section of concrete in the parking lot causes issues with plowing so it has been removed. The area is prepped and ready for the asphalt contractor to complete the work.
 - d. General Maintenance: The interior and exterior of the buildings continue to be cleaned on a regular basis.

Board Approved: 07/16/24

Motion to Approved: JS/NK

4 Ayes/0 Nays

9. Executive Director Update:
 - a. Occupancy Update:
 - Park Place & Westgate LLC: 3 Vacant Units (99% Occupancy)
 - Jenny Towers: 5 Vacant Units (95% Occupancy)
 - b. Vacancies: The staff continue to experience an increase in the number of vacancies at all locations but have been doing a great job on getting them filled with applicants.
 - c. Sale of Properties: Spoke with the realtor about listing the Woodbine Duplexes and St Paul properties in the beginning of August.
10. Next Monthly Meeting: Tuesday, July 16, 2024 at 7:00am (701 E 1st St)
11. Adjournment: Meeting adjourned at 7:40am (Kwiesielewicz/Schneider). Roll call 4 Ayes/0 Nays