

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

Regular Meeting @ 7:00am

July 16, 2024

701 E Main St (Main Office)

1. Call to Order: Andrew Polzin – Vice Chair called the meeting to order at 7:01am
2. Present: Andrew Polzin – Vice Chair, Nancy Kwiesielewicz, Ian Cohrs, Jeff Schneider, Ex-Officio Mark Weix Executive Director Lynn Ross, Assistant Director Jeremy Winningham, Recording Secretary Jamie Schmeltzer

Absent: Jeremy Cordova - Chair
3. Public Comment: None
4. Approval of Minutes: Motion to approve June minutes (Schneider/Kwiesielewicz) 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. (Kwiesielewicz/Schneider) 4 Ayes/0 Nays motion carried.
6. Old/Unfinished Business: None
7. New Business: None
8. Assistant Director Update:
 - a. Bluejay #4 (808 E 4th): Few items to complete before tenant tours and moves.
 - b. Bluejay #5 & #6 (1st & 2nd Duplex): Mailboxes and house numbers complete these units and ready for tenant tours prior to the move on July 30th and 31st.
 - c. Bluejay #7 (3rd Duplex): Possibly breaking ground as of today.
 - d. Westgate: Paving is complete.
9. Executive Director Update:
 - a. Occupancy Update:
 - Park Place & Westgate LLC: 3 Vacant Units (97% Occupancy)
 - Jenny Towers: 4 Vacant Units (96 % Occupancy)
 - b. Duplex to Duplex Move: Tenants have received a letter on the to-do list for when they move.
 - c. Woodbine Duplexes: Lots of interest in buying Woodbine Duplexes.
 - d. Insurance Coverage: September MPIC is going to start coverage for contaminated units
10. Next Monthly Meeting: Tuesday August 20, 2024 at 7:00am (701 E 1st St)
11. Adjournment: Meeting adjourned at 7:29am (Schneider/Cohrs). Roll call 4 Ayes/0 Nays