

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

Regular Meeting @ 7:00am

October 15, 2024

701 E Main St (Main Office)

1. Call to Order: Andrew Polzin – Vice Chair called the meeting to order at 7:05am
2. Present: Andrew Polzin, Nancy Kwiesielewicz, Ian Cohrs, Jeff Schneider, Executive Director Lynn Ross, and Assistant Director Jeremy Winningham
3. Absent: Jeremy Cordova
4. Public Comment: None
5. Approval of Minutes: Motion to approve minutes (Kwiesielewicz /Schneider) 4 Ayes/0 Nays motion carried.
6. Approval of Financials: Executive Director Ross briefed by exception. Motion to approve. (Schneider/Cohrs) 4 Ayes/0 Nays motion carried.
7. Old/Unfinished Business
 - a. Sale of Woodbine Duplexes: The closing is scheduled for Wednesday, October 23, 2024 with the proceeds to be deposited into the BJ MM and then utilized for the BJ7 construction costs.
8. New Business: None
9. Assistant Director Update:
 - a. 606A/B Francis Dr (BJ7): Framing continues to be slower with only 9 kids participating in this class.
 - b. Window Washing: The exterior windows at Park Place, Stonebridge, and Jenny Towers were cleaned last week.
 - c. Property Maintenance: Work continues on exterior improvements like painting, concrete repairs, and landscape.
 - d. Park Place Parking Lot: A sink hole was identified around the manhole located in the tenant parking lot off Prospect St. A discussion with the City Street Dept ensued and the city determined they would make the necessary repairs.
 - e. Winter Season: Maintenance staff started preparing for winter with the pricing of snow services, bulk salt, and equipment maintenance.
 - f. Park Place & Westgate LLC Properties: Housing and Urban Development scheduled a Real Estate Assessment Center (HUD REAC) inspection for Monday, October 28, 2024. Notification was sent to Director Ross late last week that the inspection was cancelled.
10. Executive Director Update:
 - a. Commissioner Kwiesielewicz: The one-year term ends with this month's meeting. The Housing Authority thanks Nancy for her time and assistance over the past years.
 - b. Jenny Towers: Management Occupancy Review (MOR) is scheduled for Wednesday, October 23, 2024 and will be performed by Wisconsin Housing and Economic Development Authority (WHEDA). This review is done to verify that paperwork contained in tenant files supports applicant acceptance, move-in, annual recertification, and move-out. In addition a physical inspection of approximately 10 apartments will be randomly selected from the 110 units.
 - c. Fire Safety Meeting: The Merrill Fire Department scheduled tenant Apartment Fire Safety meetings on November 18, 2024 at Jenny Towers and November 20, 2024 at Park Place and Stonebridge.
11. Next Monthly Meeting: Tuesday, November 19, 2024 at 7:00am (701 E 1st St)
12. Adjournment: Meeting adjourned at 7:33am (Kwiesielewicz/Schneider). Roll call 4 Ayes/0 Nays

Board Approved: November 19, 2024

Motion to Approved: AP/IC

2 Ayes/0 Nays