

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

Regular Meeting @ 7:00am

November 19, 2024

701 E Main St (Main Office)

1. Call to Order: Jeremy Cordova – Chair called the meeting to order at 7:05am
2. Present: Andrew Polzin, Ian Cohrs, Sue Norenberg, Executive Director Lynn Ross, and Assistant Director Jeremy Winningham
3. Absent: Jeff Schneider
4. Public Comment: None
5. Approval of Minutes: Motion to approve minutes (Polzin/Cohrs) 2 Ayes/0 Nays motion carried.
6. Approval of Financials: Executive Director Ross briefed by exception. Motion to approve. (Polzin/Cohrs) 4 Ayes/0 Nays motion carried.
7. Old/Unfinished Business
8. New Business: None
9. Assistant Director Update:
 - a. Fire Department Training: Annual tenant apartment fire safety meetings were held at Jenny Towers, Park Place and Stonebridge. Meeting attendance continues to be low with approximately 2 – 12 tenants in attendance.
 - b. Staffing: The Building Operations position was vacated in October and was offered and filled on November 11, 2024.
 - c. Plumbing Issues: During a recent plumbing leak and after hours of trying to open the drain located below the Salon floor it was discovered that the drain was plugged and required Krueger Plumbing to spend almost an hour to remove the clog.
 - d. Winter: Preparation continues with equipment maintenance and order salt in bulk. Salt buckets have been placed at all entrances for tenants to use and the maintenance staff will monitor the changing conditions during the day.
10. Executive Director Update:
 - a. Staffing: The vacant Property Coordinator position has been offered and accepted with the new hire starting on November 20, 2024. This candidate has prior leasing experience and will be a great addition to the current staff.
 - b. Management Occupancy Review (MOR): Wisconsin Housing Economic Development Authority completed the review of tenant files and while Jenny Towers received a satisfactory score which is passing there are specific deficiencies that need to be corrected going forward.
 - c. Occupancy – Vacant Units: Park Place and Westgate LLC 5 and Jenny Towers has 5.
11. Next Monthly Meeting: Tuesday, December 17, 2024 at 7:00am (701 E 1st St)
12. Adjournment: Meeting adjourned at 7:52am (Cohrs/Polzin). Roll call 4 Ayes/0 Nays