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

Regular Meeting @ 7:00am **October 20, 2026** **701 E Main St (Main Office)**

1. Call to Order: Ian Cohrs called the meeting to order at 7:00am

2. Present: Sue Norenberg, Ian Cohrs, Jim Finucan, Jeff Schneider, Jessica Mudgett. Tom Hayden was absent.

3. Approval of the Agenda: Norenberg and Finucan made a motion to approve the agenda. Motion carried with all present voting aye.

4. Members of the Public Wising to be Heard: Mary Kay Schuman-Brandt was present to discuss her concerns with an allergy she has and how it is affected by using shared washer and dryer in laundry room. Mudgett explained the process of requesting reasonable accommodation.

5. Schneider and Norenberg made a motion to approve the minutes of the September 29, 2026, meeting. Motion carried with all present voting aye.

6. Finucan and Schneider made a motion to approve the financials for September. Motion carried with all present voting aye.

7. Mudgett gave an update on Spectrum. A contractor hired to do wiring is working on getting enough wiring in to start the project. Crew for installation has also been in contact. This should be done in November.

8. Mudgett presented the current vacancy report.

9. Director Updates: Mudgett provided updates to the board on new executed contract rent changes for LLC effective for 12/1/26, updates on ongoing issues with smoking at Jenny Towers and how that is being addressed, Mudgett also updated board on waiting list.

10. Schneider and Norenberg made a motion to convene in closed session pursuant to Wisconsin State Statute 19.85 (1)(c) for purposes of "Considering employment, promotion, compensation or performance evaluation date of any public employee over which the governmental body has jurisdiction or exercises responsibility." The Commission went into closed session at 7:45 a.m.
Motion made by Finucan and seconded Norenberg to go back to open session at 8:15 a.m.

11. Motion made by Finucan and seconded by Norenberg to provide a cost-of-living pay increase for all staff in the amount of 4% effective January 1, 2027. Motion carried with all present voting aye.
12. Motion made by Schneider and seconded by Finucan to make the following changes to the employee handbook/policies beginning January 1, 2027: Time off and Sick time will be combined and to be used as needed under one category of PTO. Time not used will be paid out at the end of the year. New rate for cell phone reimbursement for all employees will go to $40 per pay period. Motion carried with all present voting aye.
13. Motion made by Schneider and seconded by Finucan to give the executive director a salary increase with both cost of living and performance increase combined to be 7% and effective immediately. Motion carried with all present voting aye.

14. **Next Meeting scheduled for November 17, 2026.**

15. Adjournment: Motion made by Finucan and Schneider to adjourn at 8:24 a.m. Motion carried with all members present voting aye.