

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

Regular Meeting

Tuesday, November 28, 2017

215 Grand Ave 7:30am

PRESENT: Jim Erno Chairman, Paul Wagner Vice Chair, Nancy Kwiesielewicz, Jill Laufenberg, Kevin Cohrs, Paul Russell, Lynn Ross, Jeremy Wunningham and David Jellings

ABSENT: Rob Norton Ex-Officio

Call to Order: Chairman Jim Erno called the meeting to order at 7:30am.

Public Comment Period: Dave Jellings Project Manager for Horizon Development updated the commissioners on the construction schedule for Stonebridge Apartments. He reported that the excavation of the parking lot took longer than planned as the excavator was required to truck out additional debris located 3 feet below the surface from prior structures.

Phase I will be the construction of the exterior elevator at Park Place and Phase II will include the upgrade of the interior elevator.

Due to an aging heating system, the process to upgrade will begin in January with completion tentatively scheduled for late summer or early fall.

Paul Wagner asked Dave Jellings about changing the air conditioning from wall units to floor standing units. Dave explained that the floor unit do not meet ADA standards, mini split units would require additional wiring costs and make usage monitoring difficult. Paul Russell reminded the commissioners that this is an affordable housing program and that standardization of A/C should not come as an additional burden to the staff. The commissioners agreed, and the decision was made to remain with the wall unit as per the state approved construction prints.

Paul Russell reported that the Merrill Fire Department and MAHA staff performed a building wide power outage to test the validity of the generator at each high-rise building. It was determined that the elevator, outlets and lights are supported at Park Place. The generator at Jenny Towers is only wired to support the elevator and a few outlets on the main floor. The Construction Manager proposed that the generator at Jenny Towers be moved to Stonebridge as it would be sized adequately for the 38 units and purchase a larger generator for Jenny Towers.

The Construction & Maintenance Manager handed out an estimate and preliminary design plan for the remodel of the Fire Station to be utilized as the central offices for review. The board made a motion to approve architectural design review with the elevator as a future addition when needed (Cohrs/Wagner). Motion carried.

Approval of September 26, 2017 Meeting Minutes: Motion to approve (Cohrs/Wagner).
Motion carried

Approval of Billing/Check Expenditures for September: Paul briefed by exception. Motion to approve (Wagner/Laufenberg). Roll call, Motion carried

Approval of September Move-In/Move-Out Reports: Motion to approve (Wagner/Laufenberg). Motion carried

Approval of September Investments: Motion to approve pending revision (Wagner/Laufenberg). Motion carried

Approval of 2018 Annual Budgets: The commissioners requested some changes to the Jenny Towers budget and will review and approve at the December meeting.

Discussion of Employee benefits – Closed Session: Motion to enter closed session at 8:45 am (Laufenberg/Cohrs) Roll call, Motion carried. *The Board may convene in Closed Session pursuant to Wisconsin State Statutes 19.85(1)(c) Considering employment, promotion, compensation, benefits or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.*

Current and Future Housing Projects – Closed Session: Motion to enter closed session at 8:45 am (Cohrs/Laufenberg) Roll call, Motion carried. *The board may convene in Closed Session pursuant to Wisconsin State Statutes 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. The minutes from this closed session will be filed separately and confidentially.* Motion to reconvene into open session at 9:20am. Motion to approve (Cohrs/Laufenberg). Motion carried.

For the Good and Betterment of the Public Housing Program:

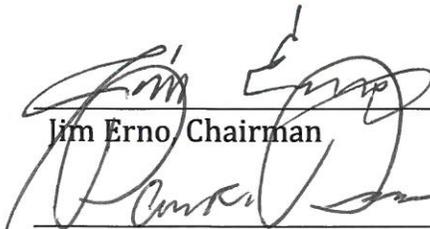
A. Commissioner Items/Comments: None

B. Executive Director's Items/Comments:

- i. Park Place Noon Meal Program – ADRC sent letter to tenants that this meal site would be permanently closed. The commissioners have decided that a bid will need to be published in the paper for to establish a contract for a new meal program.
- ii. Health, Morale, and Welfare: No update

Next meeting date: Thursday, December 21, 2017 at 7:30am Dixieland BBQ 608 E 2nd Street

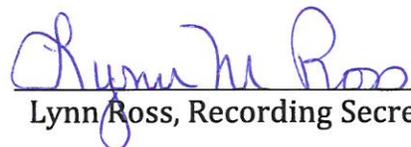
Motion to adjourn at 9:46am. (Wagner/Erno). Motion carried.



Jim Erno, Chairman



Paul Russell, Executive Director



Lynn Ross, Recording Secretary