

**MERRILL AREA HOUSING AUTHORITY
SECTION 8
BOARD OF COMMISSIONERS
MEETING MINUTES**

Regular Meeting

Tuesday, October 16, 2018

101 E 1st Street 7:00am

1. **Call to Order:** Chairman Jim Erno called the meeting to order at 7:03am
2. **Roll Call:** Jim Erno Chairman, Paul Wagner Vice Chair, Jill Laufenberg, Nancy Kwiesielewicz, Kevin Cohrs, Rob Norton, Ex-Officio, Paul Russell and Lynn Ross
3. **Approval of June Meeting Minutes:** Motion (Wagner/Cohrs) to approve. Motion carried
4. **Approval of Payments:** Motion (Cohrs/Laufenberg) to approve. Roll call, Motion carried
5. **Approve Park Place & Westgate LLC Audited Financial Statement 2017:** (Kwiesielewicz/Wagner) Roll call, Motion carried.
6. **Executive Directors Report:**
 - a. Jenny Towers Tenants very busy with activities and recently took a bus to Helene's Hilltop Orchard.
 - b. Local farmer donated pumpkins for the families
 - c. Stonebridge tenants very happy with new apartments and had almost 100% participate at first tenant meeting and fire drill hosted by MFD.
 - d. Westgate tenants doing great during the remodel of the apartments and very happy with the updates.
 - e. Working on how to overcome the lack of bonding participation in activities with tenants at Park Place.
 - f. Lunch program has been suspended due to lack of participation and vendor not able to provide services for less than 10 participants at each building to be cost effective. Some tenants had decided to contact Meals on Wheels for daily meals.
 - g. Announced the addition of new employees; Jacob Spade was hired for Jenny Towers Maintenance and Tricia Fox for Park Place & Westgate LLC Tax Credit Manager.
 - h. With the construction of Stonebridge completed, Tree has relocated from Park Place Office to Stonebridge which has been a very positive move. The Park Place office is being utilized by Horizon construction team during the remodel.
 - i. The project time line for the exterior elevator, 2019 Meeting Calendar and Action Plan was distributed for review.
7. **Old Business**
 - a. Previous discussion on the addition of another commissioner but upon further review, this is not possible as the organization must be a Tier 1.

- b. The length of commissioner terms was reviewed along with establishing that the position of chair and vice chair should be 2 year rotations to allow for more individuals to serve in these roles.
- c. It was determined that the Jim Erno would be the timekeeper to assure that meetings don't exceed the allotted time established

8. New Business

- a. The commissioners requested that the Executive Director send an email with the prior years goals and how they have been completed for review.

9. Next meeting date: Tuesday, November 27, 2018 7:00am – 8:00 am @ 101 E 1st St Merrill WI

Motion to adjourn at 8:25am. (Wagner/Cohrs). Motion carried.