



MARQUETTE HOUSING COMMISSION

316 Pine Street Marquette, Michigan 49855 (906) 226-7559

Minutes September 28, 2010

- Call to Order:** The meeting was called to order by President Jeeves at 4:15pm
- Members Present:** Jeeves, Scullion, Zoller, Jordan, Burcar.
- Members Absent:** None.
- In Attendance:** Eric Erland, Tammy Shega, Michael Dvorscak, Carolyn Sironen.
- Quorum:** Yes.
- Approval of Minutes:** Motion by Zoller, seconded by Scullion, to approve the August 24, 2010, regular meeting minutes. Motion carried unanimously.
- Public Comment:** None
- Bills:** Scullion questioned the amount of a check showing on the September Bills index for \$1,629.00. After further conversation between Board members Dvorscak offered to the Board that it might be a decimal typo on the index for that particular check and he confirmed same a short time later. Burcar also had a question about a check to "ZEP" and Erland explained it is a vendor from whom MHC purchases cleaners, etc. Scullion also had a question about a check to, "Upbeat Inc". After discussion on that item Shega offered information to the Board that the invoice was probably for equipment purchased at LSV for the playground.
- Motion by Scullion and seconded by Burcar to approve and authorize payment of September, 2010 as follows: \$106,207.05 for the general fund, \$43,049.33 for the Capital Fund and \$17,273.86 for the Housing Choice Voucher program. Motion carried unanimously.

**2010-2011
proposed
Board meeting
schedule**

The proposed schedule for the next year was presented to the Board. The Board reviewed the schedule and determined the need to revise some of the proposed dates and the schedule was amended to accordingly. Motion by Zoller and seconded by Burcar to accept the proposed schedule for the upcoming year. Motion carried unanimously.

Communications:

Erland reported that MHC received an email notice from HUD that MHC attained high performer status for the transition year. Erland also reported that REAC inspections were completed the week of September 20, 2010 and had spoken to the Inspector, Steven Foote to inquire about the status of his report and during that discussion Foote informed Erland that he had submitted his inspection report to HUD and it had been accepted. Erland noted that he could not get access into the PIC module where HUD places the report because it was not accessible but will continue trying.

**Cash Position
Statement:**

Erland informed the Board that the CD that matured in August remained with M Bank due to offering the best rate. The CD was split into two CD's where MHC has the option in one year to increase the rate if it rises. Jordan asked if a rate decrease would this affect the CD. Erland responded that the rate will not decrease. Motion by Zoller, seconded by Scullion, and carried unanimously, to accept and place on file the 8/19//10 Cash Position Statement.

**Operating
Statements:**

Motion by Scullion, seconded by Zoller carried unanimously to approve the August 31, 2010, financial statements that consisted of: 1. Combining Project Based Balance Sheet. 2. Pine Ridge, low rent income statement. 3. Lake Superior Village, low rent income statement. 4. Low rent, central office cost center income statement.

TAR Reports:

Erland noted that Pine Ridge had no write offs for the month of August. Motion by Scullion, seconded by Zoller, and carried unanimously to accept the TAR reports and write off the following:

Lake Superior Village: one account: \$1023.86

Obsolete Items:

Erland presented the Board the list of obsolete items obtained from the Project Managers. Zoller asked what happens to these items and how are they disposed of and what is the cost. Erland responded that some items are completely removed from site and others are saved for parts. Erland also noted that he has requested staff to, in the future; provide make, model and serial numbers of disposed items on this list. Motion by Zoller and seconded by Burcar to accept the obsolete items list and place on file. Motion carried unanimously.

**Summary of
Project
Performance:**

Approval of Pine Ridge summary of project performance will be delayed until next months meeting. The report was missing information. Erland reported that the vacancy rate for Lake Superior Village was in excess of the 3% or less needed for high performer status. Erland also noted that he has asked Project Manager Tammy Shega for a marketing plan for Lake Superior Village due to the number of current vacants, (7), with a wait list of 17. Erland also noted that the delinquency rate for Lake Superior Village was high and has also asked Shega for her plan to reduce that number. Motion by Zoller, seconded by Scullion, and carried unanimously to accept and place on file the summary of Project Performance for Lake Superior Village.

HCV

Erland noted to the Board that he requested HCV Coordinator Dvorscak to include new reports in this month's packet for the HCV program. Jeeves commented that the reports were very useful and looked good.

**Report of
Committees:**

Pine Ridge has 1 vacancy and 23 on the wait list. Lake Superior Village has 7 vacancies and 17 on the wait list. Youth and Family Center. Scullion asked about a payment showing in last months budget to Checker Cab. Shega responded that she thought it was for bus service taking the youth to camp. Erland noted he would follow up with Karen Kasprzak. Motion to accept report of committees by Zoller, seconded by Scullion. Motion carried unanimously.

Old Business

LSV Modernization project. Erland noted that the sheds were turned over to the residents on September 17 in order for the patios to be cleared for the REAC inspections. He also noted that Shega

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and the General Contractor had completed an inspection prior to providing residents with notice they could move their possessions into the shed. Erland also noted he was waiting for an inspection report punch list of items that still need to be completed by the General Contractor, A&F Construction and that he expected the report to be available at the next Project Management meeting this week.

New Business

1. AC Bids, Pine Ridge Apartments: Erland noted that Pine Ridge Project Manager Debbie Maki had obtained three quotes for installation of air conditioning for the Pine Ridge community room. The Board asked that additional follow up be completed on these bids to try to find a more cost effective way to assess this project. Zoller asked if she could be provided a copy of the bid specifications.
2. New Architect, James Childs. Erland informed the Board that a representative, Mark LeBayne, of the new Architect, firm James Childs Associates of South Bend, Indiana was on site the week of September 13 to more fully assess the scope of work for the Pine Ridge waste pipe project. Jeeves asked why MHC had a new firm and Erland responded that former Director Pelto had procured this firm prior to her retirement.
3. New CD, M Bank. Erland explained this new business during the cash position statement portion of the meeting.
4. Computers, Pine Ridge. Erland reported to the Board that the new computers are now accessible to the residents because the security system was installed this past week. Zoller asked about the status of the printers and stated it was her understanding these were to be provided as well. Shega commented that Lake Superior Village was to get new computers as well. Erland responded that he would contact MSU and inquire about the printers and report back to the Board next month.
5. Lake Superior Village Incident. Erland asked Shega to report on this incident. Shega remarked to the Board that she did not have all the details of the incident. Shega stated that she heard about the incident from Erland. Erland responded that he was informed about the incident by a Lake Superior Village resident. Upon receipt of that information, Erland contacted Shega to confirm the incident where Shega responded she had received an email from an observer of the incident. Erland also reported that he contacted Buzz Tiseo of City Insurance the same day the LSV resident reported the incident to him. Project Managers received follow up training from Buzz Tiseo of

City Insurance, on pertinent information to include in an incident report where during the training he emphasized the need to report within 24 hours. Zoller asked where that training took place and Erland responded in the conference room at Pine Ridge Apartments.

6. Pine Ridge Incident. Erland reported to the Board that there was also an incident report at Pine Ridge with no injury and that the incident report was filed as a matter of normal procedure.
7. MHDA Conference. Erland reported to the Board that he will be at Mackinac Island for the upcoming Michigan Housing Authority Director's Association meeting.

Adjourned

5:15pm

Respectfully submitted, Eric Erland