



MARQUETTE HOUSING COMMISSION

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

Meeting Minutes October 26, 2010

- Call to Order:** The meeting was called to order by President Jeeves at 4:18pm
- Members Present:** Jeeves, Scullion, Burcar, Zoller
- Members Absent:** Jordan
- In Attendance:** Carolyn Sironen, Michael Dvorscak, Eric Erland
- Quorum:** Yes
- Approval of Minutes:** Motion by Zoller seconded by Burcar to approve the September 28, 2010, regular meeting minutes. Motion carried unanimously.
- Public Comment:** None
- Bills:** Motion by Scullion and seconded by Burcar to approve and authorize payment of October, 2010 bills as follows: \$159,189.26 for the general fund, \$3,573.08 for the Capital Fund and \$18,553.34 for the Housing Choice Voucher program. Motion carried unanimously.
- Reports of Committees**
- Cash Position Statement:** .Motion by Zoller seconded by Scullion to accept and place on file the 10/26/2010 Cash Position Statement.

Operating Statements:

Erland reported no operating statements this month as it is the end of MHC's Fiscal year. The fee accountant is compiling all of the fiscal year data which will be presented to the Board next month.

TAR Reports:

Erland noted that Pine Ridge had no write offs for the month of September. Jeeves expressed concern for the amount being written off by LSV. Tenant balances are written off after 30 days. They are then supposed to go to collection and the former tenant is to be reported in the EIV system. Motion by Scullion seconded by Burcar to accept the TAR reports and write off the following: Lake Superior Village: three accounts totaling: \$1,208.84

Summary of Project Performance:

Motion by Zoller seconded by Burcar and carried unanimously to accept and place on file the September summary of Project Performance for PR and LSV and the August SOPP for PR, (missing in last months report).

HCV

Motion by Zoller seconded by Burcar to accept and place on file the SOPP for the HCV program

Youth and family Services center

Motion by Zoller seconded by Scullion to accept and place on file the SOPP for the HCV program.

Executive Directors Report

Erland informed the Board of the following: MHC scored as a high performed on the REAC Inspections completed in September. The Lake Superior Village Modernization Project final walk through is Thursday, October 28. Retired Director Bonnie Pelto will be closing down this very successful project. Another Bank CD is due to expire this month and the change will be reflected on the cash disposition statement for next months report. MAHPI's Section 811 application was denied by HUD. MHC will be submitting its' annual report to the City once the fiscal year end financials are received from the fee accountant. MHC still is waiting for MSU Assistant Kurt DeMaagd to respond to Erland's numerous email and phone messages. Erland reported he will continue to pursue this issue. MHC received a check in the amount of \$150.00 from the Kiwanis on Tuesday, October 26th This was a donation to MHC to assist with the cost for the Lake Superior Village playground expenses.

Pine Ridge AC installation: The Board reviewed the most recent estimate from Duquaine. MHC will ask vendors to resubmit proposals during the heating season.

New Business

Resolution 2011-01: Revision to existing non union personnel policy. Motion by Scullion and seconded by Burcar to approve changes to the existing policy. Motion carried unanimously.

Resolution 2011-2: Revision to existing AA/HCV program coordinator position description. Motion by Burcar and seconded by Scullion to approve changes to the position description. Motion carried unanimously.

Respectfully submitted, Eric Erland