

MARQUETTE HOUSING COMMISSION
Minutes
July 27, 2010

The meeting was called to order by President Jeeves at 4:08 PM.

Present: Jeeves, Scullion, Burcar, Jordan

Absent: Zoller

In Attendance: Eric Erland, Carolyn Sironen, Tammy Shega, Michael Dvorscak, Debora Maki

Scullion asked that a Resolution be added to the agenda under New Business, G.

Approval of Minutes: Motion by Scullion, seconded by Jordan, to approve the June 22 2010, regular meeting minutes, June 28, 2010, Special Meeting minutes, and July 7, 2010, Special Meeting minutes as presented. Motion carried unanimously.

Public Comment: None

Bills: Motion by Jordan, seconded by Burcar, to approve and authorize payment of July 2010 bills totaling \$95,640.76 for General Fund, \$116,604.75 for Capital Fund; and \$15,022.76 for the Housing Choice Voucher Program. Pelto explained the bills that were out of the ordinary. Motion carried unanimously.

Communications:

None

Cash Position Statement: Motion by Scullion, seconded by Burcar, to accept and place on file the 7/20/10 Cash Position Statement. Pelto pointed out that a CD matures on August 16 and another on August 23. She will be training Erland on investment procedures on her last day, Aug. 16, 2010. Motion carried.

Operating Statements: Motion by Scullion, seconded by Burcar, to approve the June 30, 2010, financial statements that consisted of Combining Project Based Balance Sheet, Combining Project Based Income Statement, Combined Balance Sheet, Combining Income Statement, Combining Project Based Income Statement, Low Rent Project 1 – Pine Ridge Income Statement, Low Rent Project 2 – Lake Superior Village Income Statement, and Low Rent –Central Office Cost Center Income Statement. Motion carried unanimously.

TAR Reports: Motion by Burcar, seconded by Jordan, to accept the TAR reports and write off the following accounts, continuing our efforts to collect:

217-15	\$199.60
221-20	\$ 61.00
Total	\$260.60

Motion carried unanimously.

Summary of Project Performance: Motion by Jordan, seconded by Burcar, to accept and place on file the Summaries of Project Performance for Pine Ridge and Lake Superior Village. Pelto explained that LSV experienced an anomaly in June in that the outstanding rent was 10% of rents charged. No other month has it been this high. Shega commented that she had several residents who moved then or were being evicted, none of which paid their rent for June. NTQs were sent on the 6th as required. Motion carried unanimously.

EXECUTIVE DIRECTORS REPORT

2010 LSV Exterior Improvements: Pelto reported that the balance owed A & F is \$121,710, only \$9,987.77 remains in the 2009 Capital Fund so, come August, we will be using LSV reserves. Siding is 84% completed, soffit & fascia is at 66%, sheds 72%, patios 68% and canopies 75%. Work is to be completed by October 14, 2010.

New Director: Eric Erland started work July 16, 2010, and has spent many hours in training with Pelto. Today we purchased a laptop and necessary attachments making it possible for him to conduct work remotely, while at conferences or away from the office. This is something he did routinely at the Tacoma Housing Authority.

2010 Capital Fund: Pelto reported the 2010 Capital Fund has been added to our portfolio and we can draw down funds from it.

Email: We learned in attempting to get email for Eric Erland, Charter is converting everyone to a domain name. Everyone's email will change (some already have). Michael Dvorscak's, Debora Maki's, and Bonnie Pelto's have already changed from @chartermi.net/charterinternet.com to mqthc.org.

Media Blitz: It has been confirmed. Congressman Stupak and Lou Berra (Grand Rapids HUD) will be here for the event. The Board is encouraged to attend. It will be held Thursday, August 12, 2010, at 3:30 PM by the Project Sign in the 500 block of Wright Street. The contractor & subs, YMCA, architect, City Manager, Mayor, & City Commission, Kurt Demaagd (MSU), and staff have been invited. With the next newsletter, residents will also be invited. Kurt Demaagd asked if Peter White Library could be added since they are part of the Broadband ARRA grant too. Pelto will contact the Library regarding this.

Report of Committees:
Committees:

Pine Ridge has 1 vacancy with 25 people on the waiting list.

LSV has 1 vacancy with 33 on the waiting list.

HCV has 40 under lease, 54 on the waiting list.

Youth and Family Center: Their report was in the Board's packet.

OLD BUSINESS

None

NEW BUSINESS

Signature Cards: Board members signed the new signature cards for Northern Michigan Bank & Trust, mBank and River Valley Bank. (necessary due to change in director).

Resolution 2010-33, Authorization to Handle Investments: Motion by Jordan, seconded by Burcar, to approve Resolution 2010-33, authorizing Erland to handle investments of the Marquette Housing Commission effective August 17, 2010. Motion carried unanimously.

Employment Law: Pelto reported Eric Erland and Debora Maki will be attending the Northern Michigan Public Service Academy Program training on August 12, 2010, on Employment Law. One session is for middle management (Maki) and one for upper management (Erland).

Authorization for Master Card: Motion by Jordan, seconded by Scullion, to authorize Eric Erland to get a Master Card in his name and the MHC's name to conduct business on behalf of the MHC. Motion carried unanimously.

EIV User: Motion by Scullion, seconded by Burcar, to authorize Eric Erland to have access to EIV on behalf of the Marquette Housing Commission. Motion carried.

Budget Revisions # 2 for FY 2010 and Budgets for FY 2011: Debora Maki, Tammy Shega and Bonnie Pelto presented their budgets to the MHC. After the presentation, motion by Jordan, seconded by Burcar, to approve the following:

Resolution 2010-36, Pine Ridge Budget Revision # 2 for FY 2010

Resolution 2010-39, LSV Budget Revision # 2 for FY 2010

Resolution 2010-34, COCC Budget Revision # 2 for FY 2010

Resolution 2010-42, Combined Budgets, Revision # 2 for FY 2010

Resolution 2010-37, PR Budget for FY 2011

Resolution 2010-38, LSV Budget for FY 2011

Resolution 2010-35, COCC for FY 2011

Resolution 2010-40, Combined Budget FY 2011

Motion carried unanimously. The board applauded the project managers' work in preparing their budgets.

Volunteering: Pelto stated she would volunteer to the MHC to close out this years Capital Fund Program but she would ask to be reimbursed for mileage (from home) and for incidentals (including lunch with the architect on occasion) until the job is closed out. Motion by Scullion, seconded by Burcar, to approve. Motion carried unanimously.

Training for Board: Two board members had expressed interest in the Board of Commissioners Role Workshop and Emergency Preparedness Planning training hosted by Detroit HUD July 27 & 29 and July 13 & 14. Both sessions were repeats and would last 3 ½ hours, making it cost-prohibitive for the MHC. Pelto had asked Ms. Pat Hampton, HUD, whether it could be a Webinar (answer was no), if it could be taped (answer was no), but agreed to send Pelto a copy of the Power Point and summary of questions and answers. No information has been forthcoming despite Pelto's request to Hampton on July 27. When received, the information will be passed on to the board.

Broadband: Pelto reported that MSU would be installing the computer labs and computers for offices August 11-13, 2010. They will also be part of the Media Blitz scheduled with Congressman Stupak and Grand Rapids HUD Director Lou Berra August 13, 2010 at 3:30 PM. Kurt Demaagd, MSU, has agreed he will be present and has asked if Peter White Library (also a recipient of part of this ARRA grant) could be included. Pelto will contact Pam Christensen to see if she would want to join us in this event.

Resolution 2010-42, presented by Marion Scullion, on behalf of the Board, a resolution of appreciation to Bonnie Pelto, a 'tribute be accorded Bonnie J. Pelto as she enters what we hope will be a long and happy retirement.'" Pelto stated she has considered herself very lucky to have worked with the staff she has and with this board that has been so supportive and made it possible to accomplish all of the things we have in the last ten years.

Adjournment: Motion by Jordan, seconded by Burcar, to adjourn at 5:27 PM. Motion carried unanimously.

Respectfully submitted, *Bonnie J. Pelto*

