

MARQUETTE HOUSING COMMISSION
Minutes
August 25, 2009

The meeting was called to order by President Jeeves at 4:20 P.M.

Present: Jeeves, Scullion, Jordan, Zoller

Absent: Burcar

In Attendance: Michael Dvorscak, Buzz Tiseo

Approval of Minutes: Motion by Jordan, seconded by Zoller, to approve the July 28, 2009 regular meeting minutes as presented. Motion carried unanimously.

Public Comment: None

Motion by Scullion, seconded by Zoller, to move Insurance Bid Award (VIII, B.) up on the agenda. Motion carried unanimously.

Insurance Bid Award: Pelto had distributed copies of the Insurance Bid Tabulation to the Board and recommended award to City Insurance (MML) for \$44,930.00. The premium is 8.1% less than for 2009 and \$13,162.96 less than budgeted. Motion by Zoller, seconded by Scullion, to award the contract to City Insurance Group (MML) for \$44,930. Motion carried unanimously. Buzz Tiseo thanked the board and spoke highly of staff and management for taking such good care of the building, he had toured the building with Pelto the week before. He was pleased with what he saw.

Bills and Communications: Motion by Jordan, seconded by Scullion, to approve and authorize payment of August bills of \$69,334.12 for General Fund, \$79,898.62 for Capital Fund; and \$16,418.00 for the Housing Choice Voucher Program. Pelto explained the bills that were out of the ordinary. Motion carried unanimously.

Cash Position Statements .Motion by Scullion, seconded by Zoller, to accept and place on file the August 20 2009, Cash Position Statement.
Motion carried unanimously.

Operating Statements: Not available.

TAR Reports: Pelto explained that Deb Maki's report is broken down further in that it separates retroactive rent charges under current up-to-date repayment agreements, from other rental charges so it doesn't skew the actual current outstanding rent charges. Motion by Zoller, seconded by Jordan, to accept and place on file the July TAR Reports for Lake Superior Village and Pine Ridge and to write off the following accounts:

TAR Reports: Pelto explained that Deb Maki's report is broken down further in that it separates retroactive rent charges under current up-to-date repayment agreements, from other rental charges so it doesn't skew the actual current outstanding rent charges. Motion by Zoller, seconded by Jordan, to accept and place on file the July TAR Reports for Lake Superior Village and Pine Ridge and to write off the following accounts:

165-22	\$93.63
204-12	\$1,195.73

To Penni Zoller's question on whether we have the forwarding address for 204-12, Pelto will get the answer and report back at the Sept. board meeting. Motion carried unanimously.

Summary of Project Performance, July, 2009: Motion by Jordan, seconded by Zoller, to accept and place on file the July Summaries of Project Performance for Pine Ridge and LSV. Pelto pointed out that turn over of units is well within the 15 day requirement, occupancy is at 99% (PR) and 100% (LSV), recerts are on time, rent collection are well within guidelines (1% for PR; 2% for LSV) and work orders are completed within 24 hours. Motion carried unanimously.

Executive Director's Report

A & F Construction: 79% expended, work at 85%. Problem with Moyle's payrolls, the problem needs to be resolved before we pay out all of the money to A & F. The prime contractor has been made aware of the problem.

Web Site Update: At the September board meeting the board should be able to see the finished product, it is close to being completed.

Scanner: What a wonderful piece of equipment, it is a tremendous time saver and staff has used it many times since its installation. Love it! Love it!

OSHA: Citations were received 8/20/2009: 1) Failure to determine presence, location and quantity of all asbestos-containing materials, and Failure to provide, within the past year, appropriate asbestos awareness training. Results of the Site Assessment conducted by Lakeshore Environmental arrived 8/17, was distributed to Tammy Shega 8/18, to all maintenance staff on 8/21, to architect and A & F Contractors on 8/20 (at a Project Meeting). In all future bids, we will need to include test results. The cost of the Site Assessment was \$853.00. The OSHA letter was posted in the mechanical room at 222 Dobson Place on 8/18 as required. Training by OSHA was set up for Sept. 10, 2009, and will be attended by Project Managers as well as all maintenance staff. Pelto informed OSHA (Dan Maki) by letter informing him of all steps taken to abate the citations, such letter was sent by email and regular mail on 8/21/09. There is no monetary penalty unless we fail to abate the citations within the 30 days, which we have done. Pelto has had a Site Assessment conducted on Pine Ridge as well, such assessment was conducted on Friday, August 21, by Lakeshore Environmental.

Broadband Deployment: Pelto feels we have a very good chance of getting this. The August 14 application deadline was extended to 8/20 with an 8/24 deadline for certain attachments. If successful, PR will get 3 new computers for the office and 5 for the library computer lab; LSV will get 8 for their computer lab at the Youth and Family Center.

UPHO Conference: Pelto was happy to report that Caroline Jordan and Penni Zoller will be attending the UPHO Conference Sept. 16-19 in Houghton. Michael Dvorscak and Pelto will be attending the MI NAHRO Conference Sept. 9-11 in Troy.

State vs Steve Pelto (Look Realty): The State is amending the charges to include deceit and deception. The original complaint was scheduled before an Administrative Law Judge to be heard August 5 but after two additional phone conversations with Pelto, the state's Administrative Law Specialist, Bill Wilhelm, Jr., felt the complaint ought to be amended to include deceit and deception, it is in the public's best interest to do that. For the benefit of Board members unfamiliar with the case, Pelto explained that Steve Pelto purchased the property from under MAHPI while serving as their realtor, in an effort to force MAHPI to purchase his adjacent 5-unit apartment building if we wanted the vacant land. MAHPI's board chose to file a formal complaint with the state.

Gerry Hosking: Pelto reported on Ms. Hosking's recent request for a copy of correspondence presented her by Pelto in March 2008 immediately prior to her retirement from the MHC. Pelto reported that we had entered into a Separation Agreement and Release of Claims with Ms. Hosking, such agreement was drafted by our Labor Attorney, Dave Kempner.

Report of Committees:

Pine Ridge: 1 vacancy with the lease scheduled for 8/28/09, 24 are on the waiting list.

LSV: 1 vacancy, 18 are on the waiting list.

HC V: 41 are under lease, 4 are looking, 1 port in coming, and an orientation is being planned. 35 are on the waiting list.

Youth and Family Center: Report included in Board packet. Pelto reported that field trips have included: Presque Isle, Sugar Loaf, the YMCA (4 times), Children's Museum, Teal Lake to kayak (2 times), and the Police Station. They will be going to the Maritime Museum and to Harlow Lake to fish and collect berries.

Old Business

No Smoking/Smoking Policy: Pelto suggested this be handled under New Business, D. 3.

New Business

Door Replacement Bid Award: The Bid Tabulation was distributed. Motion by Scullion, seconded by Zoller, to award the contract to A & F Construction for \$40,300.00. Motion carried unanimously. Pelto reported she had issued the Notice to proceed on August 20, A & F has 90 days to complete the work (Nov. 18,2009) and the doors have been ordered. Motion carried unanimously.

Insurance Bid: Handled earlier in the meeting.

Backflow Preventer Bid Award: The Bid Tabulation was distributed to the board. Larry Linna, Marquette Utility Inspector, wrote Pelto on August 3, 2009, informing her of his concerns about ‘the boiler-heated domestic hot water tank located in the basement boiler room is of a design that under certain conditions could result in water from the chemically-treated boiler system contaminating the domestic hot and cold water inside the building and potentially the public water system.’ To remedy the situation he recommended replacing the hot water tank itself but at a minimum, we needed to install a reduced pressure zone backflow preventer on the cold water service to the tank. Pelto bid out the work August 6 with an August 14 deadline, 4 bids were received with the lowest responsible bidder, Swailes Plumbing, awarded the contract on August 18 for \$4,163.00. The backflow preventer was delivered to Pine Ridge today, August 25, but Swailes is waiting for two flanges and some piping. Larry Swailes expects installation to be completed (with testing) by Sept. 11, 2009. Pelto awarded this contract because it was under the \$25,000 threshold set in our Procurement Policy.

Policy Review:

Procurement Policy, Resolution 2009-26: Motion by Zoller, seconded by Jordan, to adopt resolution 2009-26, American Recovery and reinvestment Act Capital Fund Recovery Competition Procurement Policy, raising the purchase threshold for Board award to \$100,000 (from \$25,000) for stimulus money only, as required by HUD. Motion carried unanimously.

Ethics Policy: Motion by Jordan, seconded by Scullion, to adopt Resolution 2009-28, Code of Ethics/Conflict of Interest/standards of Conduct. Motion carried unanimously.

Non-Smoking Policy: Pelto reported on the results of resident comments: Eleven were received, all from Pine Ridge, which represents only 8% of the PR residents. The results were 2 to leave the policy as is, 6 to go completely smoke free, 2 to allow smoking and 1 suggestion to designate a single floor as smoke free. The board chose to leave the policy as it now stands. No action was necessary.

Disposition and Doubtful Accounts Policies: To Pelto’s recommendation that no changes be made, motion by Zoller, seconded by Scullion, to adopt as is. Motion carried unanimously.

Adjournment: Motion by Scullion, seconded by Zoller, to adjourn at 5:35 PM. Motion carried unanimously

Bonnie J. Pelto

Respectfully submitted, *Bonnie J. Pelto*

MARQUETTE HOUSING COMMISSION
Minutes
July 28, 2009

*Scanned to
John 9/18/09*

The meeting was called to order by President Jeeves at 4:04 P.M.

Present: Jeeves, Scullion, Jordan, Burcar

Absent: Zoller

In Attendance: Tammy Shega, Michael Dvorscak, Debora Maki

Approval of Minutes: Motion by Scullion, seconded by Jordan, to approve the June 23, 2009 regular meeting minutes as presented. Motion carried unanimously.

Public Comment: None

Bills and Communications: Motion by Jordan, seconded by Scullion, to approve and authorize payment of July bills of \$77,336.80 for General Fund, \$221,241.57 for Capital Fund; and \$16,686.85 for the Housing Choice Voucher Program. Pelto explained the bills that were out of the ordinary. Motion carried unanimously.

Cash Position Statements .Motion by Jordan, seconded by Scullion, to accept and place on file the July 21, 2009, Cash Position Statement. Pelto reported she moved \$89,528.91 (matured CD) from Superior Iron Range Community Credit Union to mBank for the best return on reinvestment (quotes ranged from 1.05 APY to 2.05 APY). Motion carried unanimously.

Operating Statements: Motion by Scullion, seconded by Jordan, to accept & place on file the July Combining Project Based Income Statement, Pine Ridge Income Statement, Lake Superior Village Income Statement, COCC Income Statement, Combining Project Based Balance Sheet, Combining Project Based Income Statement, and Combined Balance Sheet all programs, Combining Income Statement for all programs. Motion carried unanimously.

TAR Reports: Motion by Burcar, seconded by Jordan, to accept and place on file the April TAR Reports for Lake Superior Village and Pine Ridge and to write off the following accounts:

41-10	.12
67-09	\$100.00
84-10	\$ 58.66
197-17	\$596.48

Motion carried unanimously.

Summary of Project Performance, June 30, 2009: Motion by Jordan, seconded by Burcar, to accept and place on file the June Summaries of Project Performance for Pine Ridge and LSV. Motion carried unanimously.

Executive Director's Report

A & F Construction: 68% complete, we reduced retainage from 10% to 5% (\$18,456.00).

CFRC: After today's payment of \$217,699.90, only \$151,047.61 is left in the CFRG. WE owe A & F Construction a total of \$179,765.00 yet, this will close our the CFRG early.

In addition, an ad will run 7/30 & 7/31 and again 8/3 and 8/4 for the replacement of 110 prime doors and for installation of garbage/storage shed doors. The pre-bid walk through is Aug. 6 and bid deadline is August 20,2009. This expense should close out the 2008 CF.

2009 Capital Fund: Pelto reported she wrote Ron Wooster, HUD and received a response today saying they don't know when they'll be awarding the 2009 CFs.

Web Site Update: It is in the process, supposed to be done within 30 days.

Scanner: It can be installed any time, the tentative date for staff training is August 6, 2009

Changes to ACOP: Most changes were identified in the E.D. Report. On addition will be the no-smoking policy if changed in response to PIH -2009-21, Non-Smoking Policies in Public Housing dated July 17, 2009.

Asbestos Testing: Pelto reported that Dan Maki, OSHA, called again today asking for a site inspection for asbestos, not just the plumbing elbows in mechanical rooms he had discussed with her previously. Pelto also reported that she had asked Lakeshore Environmental to take a door caulk sample for testing as well. As a result of Maki's phone call today, she has called Lakeshore again for a price to do a full assessment and will follow up when she returns from vacation.

Other: NOFA Broadband Deployment. Pelto stated three companies had been in touch with her regarding making application under this NOFA. She had contacted the YMCA who was willing to prepare the application under our name. The three companies who have contacted Pelto are ISI, PHA Broadband Outreach and MSU (Kurt DeMaagd). She is working with partnering with MSU and the YMCA on this grant.

Report of Committees:

Pine Ridge: 1 vacancy with the lease up for 7/29/09, 23 are on the waiting list.

LSV: No vacancies, 23 are on the waiting list.

HC V: 43 are on the program, 38 are on the waiting list.

Youth and Family Center: Report included in Board packet.

Old Business

2010 Pine Ridge Budget, Resolution 2009-19: After Project Manager Deb Maki's presentation, motion by Jordan, seconded by Burcar, to approve the 2010 Pine Ridge Operating Budget. Motion carried unanimously.

2010 Combined Operating Budgets: Motion by Scullion, seconded by Jordan to approve the 2010 Combined Budget, Resolution 2009-25. Motion carried unanimously.

Cable TV re-wiring: Pelto distributed copies of pictures taken of the brick damage. She is still working with Charter to get this resolved.

New Business

Policy Review:

Community Room/Facilities Policy: Computer Use Policy, Disposition Policy: Motion by Scullion, seconded by Jordan, to re-adopt as is, no changes to the existing policy. Motion carried unanimously.

Credit Card Policy, Resolution 2009-23: Motion by Jordan, seconded by Burcar, to adopt resolution 2009-23 with the addition of "Lowe's". Motion carried unanimously.

Criminal/Drug Treatment and Registered Sex Offender Classification Records Management Policy, Resolution 2009-24: Motion carried unanimously.

Audit: Motion by Jordan, seconded by Burcar, to approve. No findings. Motion carried unanimously.

Non-Smoking in Public Housing, PIH 2009-21: Pelto suggested that the Project Managers include this document in its entirety in the next Newsletter to get a response from resident. The board agreed to lay this item over to the next meeting to get resident comments first.

UPHO Conference: Pelto had distributed copies of the UPHO Fall Conference Agenda and asked board members to let her know if they would be interested in attending. One subject is of particular interest (Executive Director replacement). Burcar stated she may be interested and will let Pelto know.

Executive Session: Motion by Burcar, seconded by Jordan, to adjourn into Executive Session to conduct Pelto's annual evaluation as permitted under the Open Meetings Act, 15.268, Section 8, (a). Motion carried unanimously.

Motion by Burcar, seconded by Scullion, to adjourn out of Executive Session. Motion carried unanimously.

The Board gave Pelto a glowing evaluation and expressed their pleasure in working with her.

The Board asked about the pictures of the home on the display board. Pelto explained it was the Dr. Sabin home on the corner of Arch and Cedar that MAHPI is considering for developmentally disabled young adults. It was built in 1880, has 5 bedrooms and 5 baths, 2 'servant' bedrooms in the attic, a lot of space but it has not been updated since the 50s, 60s and 70s. There is an underground storage tank (oil), asbestos and lead based paint, but overall the home is in great shape.

Motion by Burcar, seconded by Scullion, to adjourn at 5:07 PM. Motion carried unanimously.

Respectfully submitted, *Bonnie J. Pelto*

