

MARQUETTE HOUSING COMMISSION
Minutes
June 22, 2010

The meeting was called to order by Vice President Scullion at 4:10 PM.

Present: Scullion, Zoller, Burcar, Jordan

Absent: Jeeves

In Attendance: David Wiegand (momentarily), Tammy Shega

Motion by Zoller, seconded by Burcar, to make the following two changes to the Agenda: Add ACC Amendment, 2010 Capital Fund, to New Business, VIII, E. and delete the Executive Session. Motion carried unanimously.

Approval of Minutes: Motion by Zoller, seconded by Jordan, to approve the May 25, 2010, regular meeting minutes, June 16, 2010, Special Meeting minutes, and June 17, 2010, Special Meeting minutes with a correction to the day (Thursday) and time (2:00 PM) as presented. Motion carried unanimously.

Public Comment: None

Bills: Motion by Burcar, seconded by Jordan, to approve and authorize payment of June 2010 bills totaling \$82,955.01 for General Fund, \$160,707.58 for Capital Fund; and \$14,909.00 for the Housing Choice Voucher Program. Pelto explained the bills that were out of the ordinary. Motion carried unanimously.

Communications:

May 27, 2010, letter from Bobbi Ayotte, Marquette County Health Department, encouraging us to make our housing totally smoke free.

June 4, 2010, email from William Vajda (new City Manager) regarding his commitment to public and affordable housing.

June 7, 2010, formal letter from William Vajda thanking Pelto for her meeting and tour of MHC's facilities and asking that he be notified of Pelto's replacement

Cash Position Statement: Motion by Zoller, seconded by Burcar, to accept and place on file the 6/14/10 Cash Position Statement. Motion carried.

Operating Statements: Motion by Zoller, seconded by Burcar, to approve the May 31, 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. Pelto pointed out that the HCV program continues to run a deficit but, as directed by HUD, we are attempting to have 42 under lease by August, 2010. We will be using up our reserve.

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

160-06 \$ 58.21

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 reported that that PR is at 99% occupancy, LSV is 100%; rent collection (outstanding) is less than 1% for PR and 4.5% for LSV (goal, under 7%); turnover time for the month of May for PR was 4 days and for LSV, zero (no vacancies). Motion carried unanimously.

Tammy Shega, in answer to a questions raised by Zoller, reported that a officer from the Sheriff's Department is now living at the Village. Pelto gave the background that for a number of years, we have had an officer living at the site (with HUD approval). This officer lives near the newly established playground area.

EXECUTIVE DIRECTORS REPORT

2010 LSV Exterior Improvements: Pelto reported that A & F Construction is ahead of schedule, we have had three change orders to date, all for moving sewer/water lines: the first change order is for \$4,886 and the other two are \$961 each.

Alleged Stolen Medications: Only one is confirmed and that one is questionable; the second one (MT) told us she isn't even sure any medication was missing, that's why she didn't call the police. The other two that were recently in the Newspaper (300 Pine Street) are not for Pine Ridge. There are several other 300 block of Pine Street addresses on this block.

Transitional Housing: Tammy Shega reported she has rented 222 Dobson as a Transitional Housing unit for victims of domestic abuse, receiving a FMR from MSHDA for it. This unit was deprogrammed back in 2001 (former murder/suicide unit).

Report of Committees:

Committees:

Pine Ridge has 0 vacancies with 23 people on the waiting list.

LSV has 1 vacancy with 32 on the waiting list.

HCV has 38 under lease, 62 on the waiting list.

Youth and Family Center: The resident who assaulted a youth at the Y & F Center was scheduled for court (eviction) June 10, turned in her keys June 7, so we did not have to go to court.

OLD BUSINESS

Search Committee: Covered under New Director: replacement, discussion.

NEW BUSINESS

New Director: replacement, discussion: Copies of the two candidate's background check and a summary of responses to reference checking were distributed to the Board. Pelto was asked to talk with candidate Erland regarding his background check. Pelto read Dotty Lewis' email of today regarding her recommendation. After much discussion it was decided that the full board should be present for this important decision. A special meeting date of Monday, June 28, 2010, 12 Noon was set for the Special Meeting. Pelto will send out meeting notices.

Architect: Pelto distributed her most recent summary of the architects cost proposals received. There were six finalists: Martin Riley, Architect's Group, Hooker DeJong, James Child's Architect, OHM, and MC Smith. Of the six, only one gave a clear and concise cost proposal: James Child's Architects - \$73,050 for a 3 year contract with a 'not-to-exceed- amount of \$1,100 for reimbursables. Motion by Zoller, seconded by Burcar, to award the contract to James Child's Architect based on Quality and Price. Motion carried unanimously.

Policy Review:

Travel Policy, Resolution 2010-31; No Trespass Order Policy, Resolution 2003-7; and Compliance with the Violence Against Women's Act/Bifurcation Policy, Resolution 2010-30: Motion by Jordan, seconded by Burcar, to adopt these three policies as presented. Motion carried unanimously.

Tammy Shega excused herself at this point but wanted to ask the board not to make their decision about the new director be based upon their credit history, any number of things could account for bad credit (such as divorce). She felt Erland would be easy to work with, caring. Scullion assured Shega that the board would be giving the candidate an opportunity to explain.

Settlement, Bonnie J. Pelto, Retirement: As with the hiring of a new director, the Board felt Pelto's Settlement ought to be a decision made by the entire board. This item is to be added to the Special Meeting set for Monday, June 28, 2010 at Noon. The board

suggested Pelto make a couple of changes on her drafted agreement. Pelto also reiterated her willingness to come in specifically to close out the A & F Contract.

ACC Amendment, 2010 Capital Fund, Resolution 2010-32: Motion by Jordan, seconded by Zoller, to approved Resolution 2010-32, ACC Amendment for \$428,771 in 2010 Capital Funds. Motion carried unanimously.

Pelto presented a possible alternative to removal and replacement of existing waste piping planned for 2011 and 2012 which would be less disruptive for residents. It is a product called re-lining of the pipes. This she learned by reading the architect proposals, it was a method they were researching. Pelto has met with Jim Laughbohm of Tunnel Vision and had a displace to demonstrate to the board. Pelto will pass this information on to the selected architect. At this point, no study of its effectiveness or experience has been gathered.

Public Comment: None

Adjournment: Motion by Burcar, seconded by Jordan, to adjourn at 6:09 PM. Motion carried unanimously.



Respectfully submitted, *Bonnie J. Pelto*

MINUTES – SPECIAL MEETING
Monday, June 28, 2010

The meeting was called to order by President Jeeves at 12:10 PM.

Present: Jeeves, Scullion, Jordan, Zoller

Absent: Burcar (stranded in Florida due to weather in Chicago & Detroit)

Fill position of Executive Director: After a lengthy discussion, motion by Zoller, seconded by Jordan, to extend an offer to Eric Erland, fringe benefits to be equal to Pelto's current benefit package with the exclusion of health insurance following resignation from the MHC and subject to 6 month background checks for two years. Pelto will begin Contract Negotiations with Mr. Erland which will include some compensation toward moving expenses (between \$5,000 and \$7,000). Pelto will put together a draft contract for each board members review. Motion carried unanimously.

Settlement Agreement, Bonnie J. Pelto, Retirement: Motion by Zoller, seconded by Scullion, to approve the June 22, 2010, Separation Agreement with the addition of providing Pelto with a copy of the completed FYE 9/30/2010 audit. Motion carried unanimously.

Motion by Jordan, seconded by Scullion, to adjourn at 1:05 PM. Motion carried unanimously.

Bonnie J. Pelto

SPECIAL MEETING MINUTES
July 7, 2010
Dandelion Cottage Room, Peter White Public Library

PURPOSE OF MEETING: Plans for outgoing Executive Director.

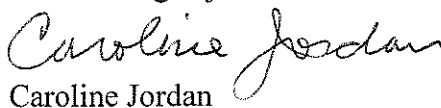
Present: Jeeves, Scullion, Burcar, Jordan, Zoller

Absent: None

In Attendance: None

The Board discussed plans for recognizing Bonnie Peltó at her retirement. Bonnie Peltó will be retiring after 38 years managing public housing, the last 10 of which has been at the MHC. Expenses can be covered by the Central Office Cost Center funds which are non Federal Funds and are funds earned through management fees. After discussion, the Board decided to host a catered reception from 2 to 4 PM at Pine Ridge on Saturday, August 14, 2010, inviting staff, residents from both Pine Ridge and Lake Superior Village, organizations to which Bonnie Peltó has belonged, and the public. Scullion and Burcar will meet with Koko's about food to be served. In addition, the Board chose to hold a more private dinner for Bonnie Peltó at 6 PM on this same date, at the Landmark Inn. The two boards will be invited (along with spouses), HUD representatives, MI NAHRO President, UPHO President, and Bonnie Peltó's children (along with spouses). In addition, if Peltó is ok with it, the Commissioners would like a display board with pictures of accomplishments at the MHC be prepared and presented at the reception.

The meeting adjourned at 7:00 PM.


Caroline Jordan