

MARQUETTE HOUSING COMMISSION  
Minutes  
May 25, 2010

The meeting was called to order by President Jeeves at 4:06 PM.

Present: Jeeves, Scullion, Zoller

Absent: Burcar, Jordan

In Attendance: Carol Ann Howard (415), Jack Thornton, 517, Dave Hamari, 117;  
Tammy Shega, Carolyn Sironen, Michael Dvorscak, Dotty Lewis

Motion by Scullion, seconded by Zoller, to move the Search Committee Recommendation up on the agenda. Motion carried unanimously.

Dotty Lewis reported the Search Committee has been meeting since March and is recommending that the board interview three candidates: Eric Erland, Larry Frenette, and Oscar Mason. Motion by Scullion, seconded by Zoller, to accept the recommendation and authorize interviews be set up with these candidates. Motion carried unanimously.

Approval of Minutes: Motion by Zoller, seconded by Scullion, to approve the April 27, 2010, regular meeting minutes and May 17, 2010, Special Meeting minutes as presented. Motion carried unanimously.

Public Comment: Dave Hamari expressed his concerns about recent thefts of stolen medication involving his girlfriend Tammy Chrisman and Mary Trehwella, is there anything beyond reporting it to the police that can be done. Maybe have the police come over to talk to the residents and staff; Dave said he had raffle tickets and \$14 in cash stolen a year or so ago, he's not sure if he locked his door. Jack Thornton stated he thought it was an 'inside' job and wanted to know who had master keys. He says 'lots of things you don't know about' are happening in this building; that Bonnie Peltó shaped up this building when she first came, she saved it, but it's slipped in the last year and a half, what's happening? He also stated he felt Tessa Mattson (a former employee) should be considered to replace Bonnie Peltó as Executive Director.

Bills: Motion by Scullion, seconded by Zoller, to approve and authorize payment of May 2010 bills totaling \$101,004.13 for General Fund, \$5,751.98 for Capital Fund; and \$14,517.88 for the Housing Choice Voucher Program. Peltó explained the bills that were out of the ordinary. Motion carried unanimously.

Communications:

Pelto read the recent letter from mBank thanking the board for considering them for banking services, stating having all of our money in one bank should be of no concern because mBank would have pledged assets for all of it, and that River Valley should not have been allowed to make changes to the original RFP that was submitted after March 12, 2010, 4 EST.

Pelto read the letter dated May 21, 2010, from Detroit Multifamily Hub stating “This letter is to inform you that your application for the subject has been reinstated for further technical processing. After a thorough review it was determined that the IRS exemption letter submitted is acceptable and the Fair Housing criteria will be reviewed further. As a result, your application has been placed back into processing and you will be notified of the final outcome at a later date.”

Cash Position Statement: Motion by Zoller, seconded by Scullion, to accept and place on file the 5/18/10 Cash Position Statement. Motion carried.

Operating Statements: Motion by Scullion, seconded by Zoller, to approve the April 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 with \$42,290.83 in HAP fund balance; at the current rate, the HAP fund balance could support the program for 11 months. HUD is aware of this condition and has directed us to get 45 units under lease by August. Michael Dvorscak has an Orientation scheduled in June. Motion carried unanimously.

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

30-11	\$ 97.47	Pine Ridge
170-07	\$ 329.54	Lake Superior Village

Motion carried unanimously.

Summary of Project Performance: Motion by Zoller, seconded by Scullion, to accept and place on file the Summaries of Project Performance for Pine Ridge and Lake Superior Village. Pelto reported that lease enforcement is taking place the turn over for Pine Ridge for YTD is 4 day and for LSV the YTD is 17.2, for a combined total of 10.46 days, well within the 15 days required. Occupancy is 98% for PR; 100% for LSV; all recerts are done on time; rent collection for PR is 0% and for LSV it is .07%, the Project Managers are doing a very good job. Motion carried unanimously.

## EXECUTIVE DIRECTORS REPORT

2010 LSV Exterior Improvements: The Contract was signed and Notice to Proceed given May 17; work began 5/18; certificate of insurance and bonds were in place before work

began 5/18; siding is off all 3 buildings, excavation has begun on 2 buildings; the contractor will be making a payment request at tomorrow's Project Meeting. Pelto passed the camera around for board members to take a look at pictures taken of the buildings this morning. The contractor found a car buried where they excavated Monday.

Playground Equipment: Pelto complimented Tammy Shega and Carolyn Sironen and the LSV maintenance people on their work on the playground equipment. She passed around a picture of it. Twenty one tenants sold Saykly Candy raising \$2,121.50 of which \$1063.00 was paid to Saykly, leaving a net balance of \$1,058.50 to go toward additional playground equipment. In addition to the tenants, Carolyn Sironen and Lloyd Houle helped sell candy. Time and materials were donated by the following: Jean Kay Pasties donated \$25.00; Oberstar reduced our bill by 1.5 hours; Lindberg donated \$1,600 in sand, Fraco gave us a \$200 discount. Tammy Shega is now working on 'Discount Cards' as a second fundraiser and is working with local businesses for this card. Her expected time to start this fundraiser is July 1, 2010.

#### Report of Committees:

Pine Ridge has two vacancies, 25 are on the waiting list.

LSV has no vacancies, 28 families are on the waiting list.

HCV: 38 are under lease, 62 are on the waiting list.

Youth and Family Center: Their written report was included in the Board Packet. They will be closed June 9-11; summer hours will be 1 – 4 PM; community rummage sale will be June 18 & 19; they are planning for summer camp now.

#### OLD BUSINESS

Search Committee: Handled earlier in meeting.

Personnel Policy: Pelto asked that page 13 last paragraph be changed to read "A maximum of twenty five (25) days (200 hours) may be carried over from year to year." This will match union contracts then. Motion by Zoller, seconded by Scullion, to adopt. Motion carried unanimously.

LSV Smoke Free Policy: Motion by Zoller, seconded by Scullion, to adopt Resolution 2010-26, Smoke Free Policy for Lake Superior Village, with the addition of "Grandfathered families are on the attached list." Motion carried unanimously.

#### NEW BUSINESS

Resignation: President Jeeves read Bonnie Pelto's May 18, 2010, letter of resignation to the board. Motion by Scullion, seconded by Zoller, to accept the resignation with deep regret. Motion carried unanimously.

Set Special Meeting for Interviews of Candidates for Executive Director: The dates of June 16 and June 17, 2010, were selected. Pelto is to call the candidates and arrange for the interviews. The MHC will cover costs of travel, lodging and meals for such interview if necessary.

PETRA: Preservation and Enhancement and Transformation of Rental Assistance Act of 2010. No additional information available.

Policy Review: Motion by Scullion, seconded by Zoller, to re-approve the following policies:

Resolution 2006-14, Disposition Policy  
Resolution 2008-12, Rent Collection Policy  
Resolution 2006-30, Resident Initiatives Policy and Procedure  
Resolution 2007-06, Smoke Free Policy for Pine Ridge Apartments

Motion carried unanimously.

Architect Solicitation: Pelto reported she had received 9 proposals and has one yet to finish reviewing. The Board laid this item over to the June meeting.

Appointment to MAHPI Board: Jeeves asked to be relieved of his appointment to the MAHPI board since he will be traveling more in the future. Penni Zoller happily accepted the appointment to replace Jeeves on the MAHPI board.

Income Limits, Resolution 2010-29: Motion by Zoller, seconded by Scullion, to adopt Resolution 2010-29 effective immediately. Motion carried unanimously.

Equal Housing Opportunity, Resolution 2010-28: Motion by Scullion, seconded by Zoller, to adopt Resolution 2010-28. Motion carried unanimously.

Pelto had prepared a Certificate of Appreciation for Roger Burdick's 21 years of service to the Marquette Housing Commission and asked that the board approve such certificate and have Bill Jeeves and Bonnie Pelto's signature affixed to it. Motion by Scullion, seconded by Zoller, to award the Certificate of Appreciation to Roger Burdick. Motion carried unanimously.

Public Comment: None

Adjournment: Motion by Scullion, seconded by Zoller, to adjourn at 6:00 PM. Motion carried unanimously.



Respectfully submitted, *Bonnie J. Pelto*

Special Meeting Minutes  
Thursday, June 17, 2010

Purpose of Meeting: Interviews for Executive Director

The meeting was called to order by Vice President Marion Scullion at 2:00 PM.

Present: Larry Frenette (candidate), Marion Scullion, Penni Zoller, Caroline Jordan, Dotty Lewis, Sue Burcar, Bonnie Pelto

Absent: Jeeves (death in family)

In Attendance: Tammy Shega, Michael Dvorscak

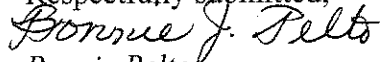
Marion Scullion introduced Mr. Frenette to the Board, explaining what they do for a living.

Marion Scullion welcomed those in attendance.

Marion Scullion asked Pelto to ask the prepared questions. Pelto reported that Mr. Frenette had already had a tour of Pine Ridge and Lake Superior Village, had met the Project Managers who had told him what they were involved in, how their developments were doing. Throughout the interview, board members interjected additional questions, as did Mr. Frenette. Everyone was given the opportunity to ask questions.

Mr. Frenette signed the document authorizing the Marquette Housing Commission conduct a background check on him.

Motion by Burcar, seconded by Zoller, to adjourn at 4:00 PM. Motion carried unanimously.

Respectfully submitted,  
  
Bonnie Pelto

Special Meeting Minutes  
Wednesday, June 16, 2010

Purpose of Meeting: Interviews for Executive Director

The meeting was called to order by Vice President Marion Scullion at 10:00 AM.

Present: Eric Erland (candidate), Marion Scullion, Penni Zoller, Caroline Jordan, Dotty Lewis, Bonnie Pelto

Absent: Jeeves (death in family), Burcar (work-related)

In Attendance: Tammy Shega, Michael Dvorscak

Marion Scullion introduced Mr. Erland to the Board, explaining what they do for a living.

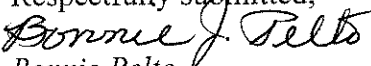
Marion Scullion welcomed those in attendance and explained they would have no participation in the interview process.

Marion Scullion asked Pelto to ask the prepared questions. Pelto reported that Mr. Erland had already had a tour of Pine Ridge and Lake Superior Village, had met the Project Managers who had told him what they were involved in, how their developments were doing. Throughout the interview, board members interjected additional questions, as did Mr. Erland. Everyone was given the opportunity to ask questions.

Mr. Erland signed the document authorizing the Marquette Housing Commission conduct a background check on him.

The meeting adjourned at 12:35 PM.

Respectfully submitted,

  
Bonnie Pelto