

MARQUETTE HOUSING COMMISSION
Minutes
November 24, 2009

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

Present: Jeeves, Scullion, Jordan, Burcar, Zoller

Absent: None

In Attendance: Michael Dvorscak, Tammy Shega

Approval of Minutes: Motion by Zoller, seconded by Burcar, to approve the October 27, 2009, regular meeting minutes as presented. Motion carried unanimously.

Public Comment: None

Bills and Communications: Motion by Zoller, seconded by Burcar, to approve and authorize payment of November bills of \$142,153.67 for General Fund, \$37,193.47 for Capital Fund; and \$15,577.70 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 Nov. 17, 2009 Cash Position Statement. Pelto reported an investment matured at Northern Michigan Bank and Trust on Nov. 19 and she moved the money to River Valley who offered the best return. Motion carried unanimously.

Operating Statements: Motion by Zoller, seconded by Jordan, to accept and place on file the Sept. year end and October 31, 2009, Financial reports. Pelto reported that the audit is scheduled for December 14, 2009. Motion carried unanimously.

TAR Reports: Motion by Scullion, seconded by Zoller, to approve, place on file, and write off account 0046-06 for \$97.42. Motion carried unanimously.

Summary of Project Performance, October, 2009: Motion by Zoller, seconded by Jordan, to accept and place on file the October Summaries of Project Performance for Pine Ridge and LSV. Scullion said it was good to continue to see short turn-over times. Motion carried unanimously.

Executive Director's Report

A & F Construction: Pelto reported all work has been completed but we are withholding \$1,000 for missing payrolls, Moyle could file for additional pay due to wage rates that were issued after the contract was awarded (as could National Coatings).

Close Out of the CFRG Program: Peltó reported that with payment to A & F Construction this evening, she was able to close out the CFRG program. Closing documents were submitted to HUD Monday, Nov. 23, 2009.

Broadband: This is a partnership with Michigan State University for stimulus funds for improving computer technology for low income people. Our application is on the 'short list' so stands a good chance of being funded. It will mean that, for Pine Ridge, the library computer lab will receive 5 networked computers (with Internet access) and printer, complete with work stations. LSV's computer lab at the Youth and Family Center will receive 8 and our main administrative office will receive 3. In the case of Pine Ridge and LSV's computer labs, they have never had new machines, they have always had either hand-me-downs or rebuilds.

Truck: Is due any day.

Bids awarded: Peltó had displayed pictures of the new playground equipment slated for LSV (one of the contracts awarded, \$16,474.42 Game Time). Game Time will match between \$14,100 and \$14,400. The equipment is expected to arrive in February with installation in the spring. Shega (Project Manager) budgeted \$18,000. The difference between the \$18,000 and \$16,474.42 will be used to put down 1' of chips under the equipment. Shega is also working with the YMCA on fundraising efforts to raise \$6,000 to \$9,000 for improvements to the swings and basketball court.

Report of Committees:

Pine Ridge: 0 vacancies, 15 on waiting list.

LSV: 3 vacancies, 26 are on the waiting list.

HCV: 41 are under lease, 42 are on the waiting list.

Youth and Family Center: The monthly report was included in the Board Packet.

Old Business

Merit: Motion by Scullion, seconded by Burcar, to grant a \$500 merit to Michael Dvorscak. Motion carried unanimously. Peltó was asked to put the Merit Policy on the agenda for discussion in December.

New Business

Annual Report: Motion by Zoller, seconded by Burcar, to approve the Sept. 30, 2009, Annual Report and to approve its submittal to the City Commission. Motion carried unanimously.

MERS Resolution, 2010-06: This was laid over to the December meeting since information is still lacking. Pelto assured the board they will not be asked to make any changes from what they agreed to in approving the Union Agreements earlier in the year.

UPHO Conference: Zoller expressed interest in attending. Pelto will see that she gets enrolled and will make reservations for her.

Policy Review: Code of Ethics, Funds Transfer, Grievance Procedure: Motion by Zoller, seconded by Scullion, to approve with no changes. Motion carried unanimously.

No Smoking Policy for LSV: This was laid over to the December meeting to give Shega additional time to contact tenants again (through the monthly Newsletter) for input and for her to give it more thought.

Adjournment: Motion by Scullion, seconded by Burcar, to adjourn at 4:50 PM. Motion carried unanimously.

A handwritten signature in cursive script that reads "Bonnie J. Pelto".

Respectfully submitted, *Bonnie J. Pelto*