

MARQUETTE HOUSING COMMISSION
Meeting Minutes
October 25, 2011

The meeting was called to order by Vice President Scullion at 5:00 P.M.

Present: Scullion, Burcar, Jordan, Zoller, Lewis, Bonnie Pelto (Interim Executive Director) and Sharon Kivikko (new Executive Director)

Absent: None

In Attendance: None

The board welcomed Dotty Lewis (new board member) and Sharon Kivikko (new Executive Director).

Approval of Minutes: Motion by Jordan, seconded by Zoller, to approve the minutes of September 27, 2011, as written. Motion carried unanimously.

Public Comment: None

Bills and Communications: Motion by Zoller, seconded by Jordan, to approve and authorize payment of \$100,102.52 for General Fund, \$31,936.46 for Capital Fund, and \$34,617.41 for the HCV Program. Pelto explained the bills that were out of the ordinary. Motion carried unanimously.

Motion by Zoller, seconded by Jordan, to approve the checks issued between 11/05/2010 and 8/01/2011 not previously approved by the board. For General Fund the total of the checks was \$11,012.56 and for the HCV Program, \$45,348.77. Pelto had discovered, in her review of checks issued vs approved, these had not been. She contacted Shane Ellison, Anderson Tackman (Auditor) who advised her to present them to the board now for approval. Motion carried unanimously.

Pelto showed the board a quick and easy way to review check registers to account for each and every check issued by the MHC under every one of their programs.

Cash Position Statement: Motion by Burcar, seconded by Jordan, to accept and place on file the 10/18/2011 Cash Position Statement. Pelto pointed out that an investment at River Valley State Bank will mature on 11/19/2011 and Kivikko will be contacting banks to determine where best to reinvest these \$108,900+ funds. Motion carried unanimously.

Operating Statements: Pelto reported that, as is customary, the year end financial reports (Sept. 2011) are not ready yet. Until the October board meeting and the boards approval of payments, year end reports cannot be executed – many bills paid in October are attributable to September, the fiscal year end. The board should have both Sept. and October financials for review at the November meeting.

TAR Report: Motion by Lewis, seconded by Jordan, to write off the 5 accounts totaling \$4,838.46. Pelto assured the board that the MHC will continue its efforts to collect, they will be turned over to collection as well as entered into EIV. It was also pointed out that one of the 5 accounts should have been written off in August 2010 (\$3,920.06) and another (\$131.42) should have been written off in October 2010. Motion carried unanimously.

Summary of Project Performance: Motion by Zoller, seconded by Jordan, to accept and place on file the October 18, 2011, MHC Property Management and HCV Program Report with one correction. Page 2, 1.2.3, Vacancy Unit Turn, September 2011 Vacant Unit Turn Report (MASS #!), bottom line, last column should indicate avg. turn days to be 9.38 instead of 15.67. Motion carried unanimously.

Executive Director's Report

Weatherization Program: Pelto reported we received word Monday, October 24, 2011, that Pine Ridge would receive the following work at no cost to the MHC:

- Clean/tune/repair boilers

- Remove existing water holding tank and replace with Lochivar (on demand) water heaters (cycled)

- CO detectors in the maintenance level of the building

- 119 new high efficiency refrigerators (21 have been replaced in the last 2 years)

Thirty nine of the new furnaces have been replaced at LSV, Luxaire, 95.5 efficiency rating.

No 'buy back' will be necessary for either site. However, the MHC will experience some expense related to the removal of the water holding tank and asbestos material that encases it.

Arbitration: Pelto explained that Shega has requested the case go to arbitration but now the Union must decide if they agree to take it to arbitration. Pelto agreed to give the Union's request for a 45 day extension for their committee to determine, based on review of the records, if the case has merit which would cause them to proceed with arbitration.

Wind Damage: Pelto reported that LSV experienced wind damage October 29, 2011, that Deb Maki got bids, bids were sent to the Insurance company and the Insurance Company approved awarding the contract to A & F Construction for \$3,200.00. Work will begin Oct. 26, 2011.

By-Laws Amendment: The board was asked what their intent was when they passed Resolution 2011-6 April 26, 2011, because, to Pelto, it wasn't clear. After considerable discussion, the board agreed to a change mirroring Pelto's agenda for this (Oct. 25) meeting with the addition of "Youth and Family Center" as "A" under Executive

Director's Report. Kivikko will prepare such resolution for adoption by the board at the November board meeting.

Annual Plan: Peltó reported that the 45 day comment period ends November 3, 2011 and that the MHC's 2011 Capital Fund cannot be submitted to HUD until board approval following the 45 day comment period. Some documents from the Annual Plan must be part of the 2011 Capital Fund ACC Amendment.

Peltó also explained how the relocation plan would be handled during the waste piping removal. Six vacancies would be "saved" as relocation units to which residents would be temporarily transferred during the work. Following completion of their original apartment, the resident would be returned and another tenant would be moved into the relocation unit. The MHC will provide Cable TV and a telephone (wo/long distance) in each relocation unit, the MHC would move the residents. All belongings of residents will not need to be moved to the relocation unit, only those items the resident believes they will need for that 3 to 4 week period. In the evenings, residents can return to their original unit to retrieve needed items or to use their own telephone. Peltó suggested that a meeting with all residents, contractors, sub contractors and the architect be held to explain what is going to happen and how they will be impacted, giving them an opportunity to ask questions. She also suggested that at the conclusion, that the MHC hold a 'dinner' for all residents in thanks for their cooperation during this work (which could take up to 3 years to complete). Peltó explained what she had done at other HCs when relocation took place, what made residents feel safer and more secure, less disturbed due to the work.

Peltó also explained that she had signed an MOU (Memorandum of Understanding) with James Childs Architects on 10/24/2011 to proceed with the work. We are asking that handicap height toilets be put in in place of the current stools.

Annual Meeting: After this meeting, the board will have no President nor Vice President since Bill Jeeves was not reappointed, Marion Scullion is resigning effective October 31, 2011, and the board did not have their annual meeting in June 2011 as provided for in the By-Laws. Peltó explained that the board could choose to hold an election this evening or, at the very latest, hold the election first thing at the November meeting. The board chose to hold the election at the November meeting, the November meeting will be considered the annual meeting. Peltó pointed out that the board will need to have an annual meeting in June 2012 to get back in sync with the provisions of their by laws.

CFFP: In the board packet, the board received a Debt Obligations report reflecting the original debt of \$1,303,619.16, \$434,539.72 has been paid, and the remaining open balance is \$869,069.44. This was a 15 year debt having 10 more years in which to pay it off.

Other: November Board Meeting: The board approved moving the November Board meeting to November 29, 2011.

OLD BUSINESS

Resolution 2011-13, Amendment to the ACOP regarding transfers: Motion by Lewis, seconded by Jordan, to adopt resolution 2011-13 as presented, reducing the number of days to transfer from 14 to 4 days. Ayes: Lewis, Jordan, Burcar, Scullion. Nays: Zoller. Motion carried.

NEW BUSINESS

Resolution 2012-01, 2011 Capital Fund: Motion by Jordan, seconded by Lewis, to approve the ACC Amendment of \$378,798 for the 2011 Capital Fund. Pelto pointed out we will need to attach the 5 year plan and resolution adopted by the board for the Annual Plan when we submit this to HUD. Motion carried unanimously.

Resolution 2012-02, PHAS: Motion by Zoller, seconded by Jordan, to approve and authorize the submittal of the Public Housing Assessment System report to HUD with the correction to Sub-Indicator # 1, Vacant Unit Turnaround Time, VI3100 to 9.38. Motion carried unanimously.

Resolution 2012-03, SEMAP: Motion by Jordan, seconded by Zoller, to approve and authorize the submittal of the Section Eight Management Assessment Program Certification to HUD. Pelto pointed out that # 4, Utility Allowance Schedule, had to be marked "no" because it had not been done as required, this could affect the MHC's score of 2011. It has since been started, by Heidi Rosenburg, but by the time Pelto discovered it had not been done (late August), there was not enough time to get the letters out to residents, information returned, releases sent to utility suppliers, get the information back and calculate the new utility allowances by the board. Motion carried unanimously.

Resolution 2012-04, FMRs: Motion by Lewis, seconded by Zoller, to approve resolution 2012-04, FMRs for FY 012. Motion carried unanimously.

Resolution 2012-05, Income Limits: Motion by Lewis, seconded by Jordan, to adopt the new income limits, resolution 2012-05. Motion carried unanimously.

Resolution 2012-06, Authorization for Kivikko to handle investment: Motion by Jordan, seconded by Zoller, to approve resolution 2012-06, authorization for Sharon Kivikko to handle investments for the MHC. Motion carried unanimously.

Compensation for Interim Executive Director for October 31, 2011: Motion by Burcar, seconded by Lewis, to approve the Memorandum dated October 25, 2011, from Marion Scullion and Board of Commissioners, to Susan Bohor, setting the rate for which Pelto is to be paid for October 31. (her weekly rate divided by 4). Motion carried unanimously.

Defined Benefit Plan vs Defined Contribution: Pelto explained that it is customary that the benefit package offered to an Executive Director mirror the benefit package offered to Department Heads for the City. Before hiring Sharon Kivikko, Pelto received a

'department head benefit package' sample and the board agreed to extend that offer, which Kivikko approved. Since then, Bohor advised Pelto that because the MHC is not 80% funded, we cannot offer the defined contribution. Motion by Jordan, seconded by Lewis, to extend the offer of the Defined Benefit Plan to Kivikko. Kivikko accepted. Motion carried unanimously.

Commendations, Heidi Rosenburg, David Wiegand: Motion by Lewis, seconded by Zoller, to extend the same commendations as that extended by Pelto in her letters dated October 6, 2011, to David Wiegand and Heidi Rosenburg. Motion approved unanimously.

Commissioner Education: No board members expressed interest in attending PHADA's 2012 Commissioners' Conference in Fort Lauderdale Jan. 8-11 nor the Commissioner Education by Nelrod to be held Feb. 14-16 in Las Vegas.

Exempt Employee Status: Kivikko discussed the board's intent when they passed resolution 2011-01, October 26, 2010, Personnel Policy, Non Union Employees, as it relates to overtime and/or comp time. Kivikko recommended changes to IX, Compensation, Item 8., flex time can be taken within a two week period and eliminate Item 10, the provision for administrative overtime. The board agreed to have Kivikko prepare a resolution for their adoption at the November meeting.

Certificates of Appreciation: Pelto presented a Certificate of Appreciation to Marion Scullion and Sue Burcar for their years of service to the Marquette Housing Commission, thanking them for their considerable contributions over the years.

Adjournment: Motion by Burcar, seconded by Scullion, to adjourn at 7:30 PM. Motion carried unanimously.

Respectfully submitted,

Bonnie J. Pelto