

MARQUETTE HOUSING COMMISSION
Minutes
October 27, 2009

The meeting was called to order by President Scullion at 4:03 P.M.

Present: Jeeves, Scullion, Jordan, Burcar

Absent: Zoller

In Attendance: Michael Dvorscak, Tammy Shega

Approval of Minutes: Motion by Scullion, seconded by Burcar, to approve the Sept. 22, 2009 regular meeting minutes as presented. Motion carried unanimously.

Public Comment: None

Bills and Communications: Motion by Burcar, seconded by Scullion, to approve and authorize payment of October bills of \$152,117.46 for General Fund, \$77,155.72 for Capital Fund; and \$18,489.79 for the Housing Choice Voucher Program. Pelto explained the bills that were out of the ordinary. Motion carried unanimously.

Communications: Pelto reported she had received word Monday, Oct. 26, 2009, regarding the application for the Capital Fund Recovery Competition (furnaces for LSV, new windows for PR), which stated "The Marquette Housing Commission was not selected because available funds were exhausted before this application could be considered for funding." Disappointing.

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

Operating Statements: Motion by Jordan, seconded by Burcar, to accept and place on file the July and August 2009 Financial reports. Motion carried unanimously. Pelto reported that the Sept. reports serve also as year end reports and should be available for the November meeting.

TAR Reports: Motion by Scullion, seconded by Burcar, to accept and place on file the September TAR reports and to write off the following account:

Pine Ridge /35-08	\$466.40 (\$412 is rent)
-------------------	--------------------------

Motion carried unanimously.

Summary of Project Performance, September, 2009: Motion by Jordan, seconded by Scullion, to accept and place on file the September Summaries of Project Performance for

Pine Ridge and LSV. These included year end utility usage reports. Motion carried unanimously.

Executive Director's Report

A & F Construction: Patio fencing is all that remains, is expected to be delivered early next week, that is the last of work, only 6% of the contract funds remain. We have experienced damage to recently poured concrete (last 3 pours), stolen aluminum from job trailer, porta potty dumped over. Shega has talked to residents, has asked for additional patrols by police, we are considering issuing No Trespass Orders on two children who live outside LSV but frequently comes on site and causes problems. The prime door replacements and installation of chains on storage/garbage doors is completed, close out documents have been received, and work was inspected October 22.

Backflow Preventer, Pine Ridge: Work was completed and bill paid with this months bills.

Truck Order: Truck has not been received, there was a 6 to 8 week delivery period.

Year End Activities: Identified in E.D. printed report.

MAHPI: Pelto reported another meeting is scheduled for Wed., Oct. 28, 2009, with LARC, she hopes to submit the application on Nov. 10, 2009. Pelto asked the board to submit a letter of support and intent to MAHPI. Motion by Burcar, seconded by Jordan, to do so, with Marion Scullion signing such letter. Motion carried unanimously.

Report of Committees:

Pine Ridge: No vacancies, 19 on waiting list.

LSV: 4 vacancies, 18 are on the waiting list.

HC V: 41 are under lease, 41 are on the waiting list.

Youth and Family Center: The monthly report was included in the Board Packet. Pelto reminded them on Monday, Oct. 26, 2009, they could start drawing down on the Cash Match program again, it's a new fiscal year for us.

Old Business

Merit: This item had originally come up for discussion at a Special Meeting on September 8 but could not be discussed because it wasn't on the agenda, it was laid over then to the regular Sept. meeting and then on to the October meeting. Motion by Jordan, seconded by Scullion, to award a merit of \$1,000 to Bonnie Pelto for her efforts in bringing the MHC to Asset Management, developing the Central Office Cost Center, bringing the financial reports through Financial Data Schedule processes successfully,

leading us to successful completion of Stop Loss for Year Two. Motion carried unanimously.

Regarding Pelto's request that Michael Dvorscak also receive a Merit, the Board asked that Pelto support her request by way of 'documented by a written employee performance evaluation' – this item was laid over to the November meeting.

The board voiced their pleasure with work performed by Tammy Shega at Lake Superior Village and asked about considering a Merit for her. Pelto pointed out that there is no provision for Merit Pay in their Union Contract. Union Contracts require that all employees be treated the same if performing the same job.

New Business

Resolution 2009-35, Write Off Obsolete Items: Motion by Burcar, seconded by Jordan, to approve this resolution. Motion carried unanimously.

Resolution 2009-01, Payment Standards: Motion by Scullion, seconded by Jordan, to adopt this resolution effective November 1, 2009. Motion carried unanimously.

Board Meeting Schedule: Motion by Scullion, seconded by Burcar, to adopt the FY 2010 Board Meeting Schedule with a change in the regular meeting date for December – to Dec. 15, 2009. Motion carried unanimously.

Resolution, 2010-02, SEMAP: Motion by Jordan, seconded by Burcar, to approve form HUD-52648, SEMAP, and authorize its submission to HUD. Motion carried unanimously.

Resolution 2010-03, PHAS: Pelto reported that HUD is revising this system but has yet to come up with a final version. However, we are still required to prepare a Management Assessment for FYE 9/30/09. Therefore, Pelto prepared such – one for Pine Ridge and one for Lake Superior Village since we are at asset management. Motion by Jordan, seconded by Burcar, to approve. Motion carried unanimously.

Resolution 2010-04, Fair Market Rents: Motion by Jordan, seconded by Burcar, to approve resolution 2010-04, setting new fair market rents effective Nov. 1, 2009. Motion carried unanimously.

Resolution, 2010-05, Flat Rent, Public Housing: Motion by Burcar, seconded by Jordan, to approve resolution 2010-05 setting flat rents effective November 1, 2009. Motion carried unanimously.

Board members had seen the newspaper article of October 22, 2009, where George Fries, A & F Construction, and Fritz Dreger, Dreger & Associates, donated a tree for Lake Superior Village. Nice article.

Adjournment: Motion by Scullion, seconded by Burcar, to adjourn at 5:45 PM. Motion carried unanimously.

Bonnie J. Pelto

Respectfully submitted, *Bonnie J. Pelto*

MARQUETTE HOUSING COMMISSION

Minutes

September 22, 2009

The meeting was called to order by Vice President Scullion at 4:03 P.M.

Present: Scullion, Jordan, Zoller

Absent: Burcar

In Attendance: Michael Dvorscak, Debora Maki, Kristine Setala

Approval of Minutes: Motion by Zoller, seconded by Jordan, to approve the August 25, 2009 regular meeting minutes and September 8, 2009, special meeting minutes as presented. Motion carried unanimously.

Public Comment: None

Motion by Jordan, seconded by Zoller, to move 2009 Pine Ridge Budget Revision # 2 and Furniture Bid up on the agenda. Motion carried unanimously.

2009 Pine Ridge Budget Revision # 2: Maki presented her proposed budget to the board, explaining changes. Ms. Maki also reported on her solicitation for furniture bids (dining table with 4 matching chairs, card table with 4 matching chairs) and that Karen Larson Interiors was the lowest responsible bidder at \$2,347.68, \$2,500 was budgeted.

Bills and Communications: Motion by Jordan, seconded by Zoller, to approve and authorize payment of September bills of \$87,913.18 for General Fund, \$72,957.66 for Capital Fund; and \$15,047.00 for the Housing Choice Voucher Program. Pelto explained the bills that were out of the ordinary. Motion carried unanimously.

Cash Position Statements: Motion by Zoller, seconded by Jordan, to accept and place on file the September 14, 2009, Cash Position Statement, July and August Operating Statements. Motion carried unanimously.

TAR Reports: Motion by Jordan, seconded by Zoller, to accept and place on file the August TAR reports and to write off the following accounts:

187-14	\$153.62
203-14	\$199.00
240-12	\$ 78.00
Total	\$430.62

Motion carried unanimously.

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

Executive Director's Report

Account 2004-12: Yes, we have the forwarding address and have billed the resident.

Civil Rights Complaint: Pelto reported she had responded on Sept. 15, 2009.

Backflow Preventer: It has been installed but is still missing the discharge piping.

LSV Door Replacement: The doors have been ordered, should be in in 2 to 3 weeks.

A & F Construction: We have spent all but 11% (\$62,381) of their contract.

MIOSHA Training for Staff: All staff attended. We are bringing this training to UPHO at the December conference. All PHAs need to know.

Furniture Bid for Pine Ridge: Maki awarded the contract to Karen Larson Interiors for \$2,347.68.

Section 811 Program: Training by HUD is being set up for this application process. Pelto hopes to attend via WebCast.

Report of Committees:

Pine Ridge: 2 vacancies, 20 on waiting list.

LSV: 1 vacancy, 21 are on the waiting list.

HC V: 38 are under lease, 3 are coming for orientation on Thursday, Sept. 24, 2009, 43 are on the waiting list.

Youth and Family Center: Nothing to add beyond the report in the Board's packet.

Old Business

Nothing

New Business

Resolution 2009-30, HCV Utility Allowances: Motion by Jordan, seconded by Zoller, to approve Resolution 2009-30. Motion carried unanimously.

Commendation: The board laid this over to the October meeting so Jeeves and Burcar could be a part of this discussion. Pelto asked that the board consider a Merit for Michael Dvorscak as well. He went above and beyond in creating the Ethics Power Point presentation Pelto used for the MI NAHRO April Conference and Sept. UPHO Conference, he hosted the Audit Workshop here in Marquette Aug. 7 on behalf of Pelto, he has taken the initiative to develop spreadsheets for use by Project Managers. Pelto reported that the COCC reserves stand at \$77,879.37.

Unveil Web Site: Pelto reported that this is not up and running yet but should be soon. Following the meeting, the Board joined Pelto in her office and viewed the work that has been completed on the Web site.

Doubtful Accounts: Motion by Jordan, seconded by Zoller, to approve resolution 2009-27, Write-Off Doubtful Accounts. Motion carried unanimously.

Drug-Free Workplace and Equal Housing Opportunity: Motion by Zoller, seconded by Jordan, to re-adopt Resolution 2006-15 (Drug-Free Workplace Policy) and Resolution 226-17, Equal Housing Opportunity Policy, with no changes. Motion carried unanimously.

2009 Budget Revisions, Resolutions 2009-30 to 2009-33: Motion by Zoller, seconded by Jordan, to adopt Resolutions 2009-30 through 2009-33, 2009 Budget Revision # 2 for Pine Ridge, LSV, COCC, and Combined. Motion carried unanimously.

Truck Bid: After discussion, motion by Zoller, seconded by Jordan, to award the truck bid to Frei Chevrolet for \$22,830.00. They were the only bidder who submitted a complete bid as required in the request for bids plus their warranty is superior to Fox, Marquette. Motion carried unanimously.

Adjournment: Motion by Zoller, seconded by Jordan, to adjourn at 5:30 PM. Motion carried unanimously.

Respectfully submitted, *Bonnie J. Pelto*

