

MARQUETTE HOUSING COMMISSION
Minutes
April 27, 2009

The meeting was called to order by President Jeeves at 4:05 P.M.

Present: Jeeves, Burcar, Jordan, Hamari

Absent: Scullion

In Attendance: Four MSHS student – Kyle Lahti, Samuel DiLoreto, Chris Fassbender, and Luke Brugman.

Approval of Minutes: Motion by Hamari, seconded by Jordan, to approve the Feb. 24, 2009 regular meeting minutes and the March 5 and March 16, 2009, special meeting minutes as presented. Motion carried unanimously.

Public Comment: None

Pelto asked that Resolution 2009-13, Amendment to 2005-2009 Five Year Plan be added to the agenda under New Business. The board agreed to add this item.

Bills and Communications: Motion by Hamari, seconded by Burcar, to approve and authorize payment of March bills of \$112,301.88 for General Fund, \$24,196.81 for Capital Fund; and \$13,292.34 for the Housing Choice Voucher Program. The motion also was to approve and authorize payment of April bills totaling \$90,721.22 for General Fund, \$29,352.15 for the Capital Fund, and \$18,058.58 for the HCV Program. Pelto explained the bills that were out of the ordinary. Motion carried unanimously.

Cash Position Statements .Motion by Burcar, seconded by Jordan to accept and place on file the April 22,2009, Cash Position Statement. The only change is the sweep accounts now reflected on the report, which result in more interest. Motion carried unanimously.

Operating Statements: Motion by Burcar, seconded by Hamari, to accept & place on file the March and April Combining Project Based Income Statement, Pine Ridge Income Statement, Lake Superior Village Income Statement, COCC Income Statement, Combining Project Based Balance Sheet, Combining Project Based Income Statement, and Combined Balance Sheet all programs, Combining Income Statement for all programs. Pelto stated she had begun training on Operating Statements in today's Project Managers meeting. Motion carried.

TAR Reports: Motion by Jordan, seconded by Hamari, to accept and place on file the March and April TAR Reports for Lake Superior Village and Pine Ridge. The motion also covered writing off the following account:

172-14 \$982.56

Motion carried unanimously.

Summary of Project Performance, January 2009: Motion by Hamari, seconded by Burcar, to accept and place on file the March and April Summaries of Project Performance for Pine Ridge and LSV. Motion carried.

Executive Director's Report

American Recovery & Reinvestment Act, Status: Pelto reported that 9 contractors (4 prime) attended the pre-bid walk through on April 21; the bid deadline is May 24. She applied for the Building Permits 4/23, zoning clearing 4/23. "Buy American" is one of the new requirements for these ARRA stimulous funds.

ARRA Stimulus Competitive Application.: Pelto reported that the competitive grant NOFA was due out today, 4/27, with it's focus on energy conservation. . In anticipation of this, she met with Trudell Plumbing to get a price on replacing 116 furnaces at LSV. She also met with Pella Windows and A & F Construction for the cost to replace all windows at Pine Ridge. The cost to accomplish this would be \$1,250,467.31. Motion by Hamari, seconded by Burcar, to support an application for the replacement of windows at Pine Ridge and furnaces at LSV. Motion carried unanimously. Pelto stated she would also like to ask for \$100,000 toward leveraging funds to create affordable housing if such will be allowable under this package.

Stop Loss: Pelto reported that we received notice dated March 25, 2009, that "The Marquette Housing Commission has demonstrated a successful conversion to asset management" for year 2.

Asset Management e-Newsletter: Pelto reported that the Marquette Housing Commission will be featured in the next Asset Management e-Newsletter, a copy of which goes to every PHA in the USA. The board suggested Pelto notify the Mining Journal and local radio and TV stations when it comes out. Pelto will do so.

Report of Committees:

Pine Ridge: 2 vacancies at Pine Ridge, 10 are on the waiting list.

LSV: No vacancies, 24 are on the waiting list.

HC V: 44 are on the program, 15 are on the waiting list.

Youth and Family Center: We have not received a report for two months. Pelto has contacted the YMCA who has the contract for its operation.

Old Business

PNA, Physical Needs Assessment UP Engineers and Architects conducted the assessment Friday, April 24, 2009. The report is due May 5, 2009.

New Business

Resolution 2009-09, Five Year Agency Plan, Annual Plan: Motion by Hamari, seconded by Jordan, to approve and authorize the submittal of the 2010-2014 Agency Plan to HUD. Motion carried unanimously.

Resolution 2009-07, Income Limits: Motion by Jordan, seconded by Hamari, to approve the new income limits. Motion carried unanimously.

Resolution 2009-08, Capital Fund Stimulus Grant Procurement Policy: Motion by Jordan, seconded by Burcar, to adopt this resolution this date. Motion carried unanimously.

Resolution 2009-10, Disaster, Emergency & Evacuation Plan: Motion by Jordan, seconded by Hamri, to approve Resolution 2009-10 adding language on page 6, "Total Evacuation is ordered in the event of a bomb threat. Motion carried unanimously.

Resolution 2009-11, Internal Control Policy Amendment due to Asset Management: Motion by Hamari, seconded by Burcar, to adopt. Motion carried unanimously.

Resolution 2009-12, Inventory Policy: Motion by Burcar, seconded by Hamari, to adopt Resolution 2009-12 raising the value of equipment and tools to a total of \$1,000 for inventory purposes. Motion carried unanimously.

Resolution 2009-13, Amendment to 2005-2009 Five Year Agency Plan: Motion by Hamari, seconded by Jordan, to approve the addition of replacement windows and furnaces to the Five Year Agency Plan and authorize its submittal to HUD. Motion carried unanimously.

Replacement Board Member: Pelto reported that Hamari's term will expire in June and he does not wish to renew his term. We are required to have a tenant (or HCV participant) on the board so we are looking for someone to fill that role.

Request for Special Meeting: The board agreed to hold a special meeting for Monday, May 18, 2009, for the purpose of awarding a contract for LSV exterior work.

Motion by Hamari, seconded by Burcar to adjourn at 5:08 PM. Motion carried unanimously.

Respectfully submitted, *Bonnie J. Pelto*

