

MARQUETTE HOUSING COMMISSION  
Minutes  
December 15, 2008

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

Present: Jeeves, Scullion, Burcar, Jordan, Hamari

Absent: None

In Attendance: None

Approval of Minutes: Motion by Jordan, seconded by Burcar, to approve the November 11, 2008, regular meeting minutes as presented. Motion carried unanimously.

Public Comment: None

Bills and Communications: Motion by Scullion, seconded by Hamari, to approve and authorize payment of November bills totaling \$98,901.13 and December bills totaling \$78,911.62 for the General Fund; \$60,364.46 (November) and \$10,238.45 (December) for Capital Fund; and \$12,015.41 (November) and \$3,766.54 (December) for the Housing Choice Voucher Program. Pelto explained the bills that were out of the ordinary. Motion carried unanimously.

Cash Position Statements .Motion by Burcar, seconded by Hamari to accept and place on file the December 9, 2008, Cash Position Statement. Motion carried unanimously.

Operating Statements, FYE 9/30/08 and October 31, 2008: Motion by Scullion, seconded by Burcar, to accept and place on file the Sept. 30, 2008, FYE Operating Statements and the October 31, 2008, Operating Statements. Pelto explained the new format (FDS schedule) necessary to pass Stop Loss, how one can use and understand the document, and its easy ability to compare one development with the other using the PUMs (per unit months). The year end reports reflected positive balances for all programs. Pelto also reported that the project managers will be reporting to her monthly, the reasons why there is a 10% difference between YTD actual and projected YTD figures. Motion carried unanimously.

TAR Reports: Motion by Hamari, seconded by Jordan, to accept and place on file the November TAR Reports and to write off the following accounts:

LSV	154-15	\$177.00
	200-19	7.80
	219-11	\$370.39
	Total	\$555.19

Motion carried unanimously.

Summary of Project Performance, November 2008: Motion by Scullion, seconded by Jordan, to accept and place on file the Pine Ridge and Lake Superior Village Project Performance Reports for November. The numbers for unit turnover are still over 15 days but are improved from October.

#### Executive Director's Report

LSV Improvements, 2008, Status Report: Work completed, holding \$1,000 for payroll issues (waiting for HUD determined driver pay rate). Pelto received a phone call from Fraco Concrete, they have not been paid \$19,000 due them (over 90 days old) by Gasparott for brick used on our project. George Fries, A & F, said Gasparott and Fraco are making payment arrangements.

Pelto reported the operating subsidy expected for FY 2009 is 88% (plus we will lose the 43% due to not meeting stop loss for year one).

Changes to the new proposed PHAS (public housing assessment system) which seem unfair include: subjectivity in the appearance and market appeal sub-indicator such as landscaping containing 'appropriate plantings', the institutional appearance (public housing projects were designed and constructed to HUD design standards – to now penalize us in a management assessment for these HUD approved designs is ludicrous); window treatments (which is the resident's responsibility); 2% vacancy standard; reduction in turnover time to 15 days; assessing us on factors beyond our control such as 50% of our households must be working (it wasn't a condition of rental) and control crime in the 'surrounding neighborhood'; continuation of under funding of operating subsidy and capital fund; accounts payable – no bill over 30 days old or it's a fail.

Project Manager Position: Tessa Mattson's last day was Friday, Dec. 12. Pelto advertised Dec. 2-9, received 43 applications, interviewing 7, three conducted today, Dec. 15, hope to fill the positions as soon as possible. Good candidates.

Also want to hire part time help for the project managers (20 hours per week, two separate individuals). With year end reports, it would appear we can do this. The positions may be temporary depending on need and budget.

MAHPI: No meeting was held in November, we meet again Thursday, Dec. 18, 2008. DEQ is doing and is funding an Environmental Review on the Round House Site, Mayor Kivela met with Barry Polzin and Tim Hunnicutt recently to discuss the development, it is Pelto's understanding we will be proceeding with this project with City Manager Akkala. December 9, 2008, Pelto met with Tim Hunnicutt (our developer), Shelby Bischoff (MAHPI President) and Sharon Kivikko (LSS) to discuss the status of our projects and to discuss the possibility of a partnership with LSS. Pelto recently met with a group called LARC, four families with young developmentally disabled adults. The parents would like to get a 5 bedroom house wherein their adult children could live with a

live in aid, their rent could be subsidized and the parents/young adults would pay for the live in aide. Pelto suggested (and provided applications) these families use our HCV program. MAHPI is looking at the possibility of working with MSHDA to acquire such a property for this purpose. Promising.

#### Report of Committees:

Pine Ridge: 4 vacancies, 10 on the waiting list, 7 have been notified of vacancies and have until Dec. 19 to decide, 8 applications have been received and are pending review. .

LSV: 1 vacancy, 9 applications on the waiting list and 7 waiting processing.

HCV: 37 under lease, 7 on waiting list, 8 with vouchers looking for an apartment, 12 applications being processed, 4 HQS inspections set up for this week..

Youth and Family Center: Their Christmas Party is set for December 19, 2008. A Pine Ridge resident donated a plethora of toys for this party (he used to have a toy store).

#### Old Business

Fluorescent bulb disposal: Pelto has not awarded a contract as yet, we are stockpiling used bulbs until a decision is made.

#### New Business

Job Description: Motion by Burcar, seconded by Scullion, to approve the Asset Manager job description as presented. Job duties of the Executive Director changed significantly as a result of the staff reorganization earlier in the year, Stop Loss requirements, changes in financial reporting (FDS), making it necessary to change the job description and title of the head of the Marquette Housing Commission. Motion carried unanimously.

Resources – 1009 Capital Fund work, LSV: Pelto reported that the budget available using 2007-2008 CF is \$126,175, approximately \$50,000 short of the expected cost to complete 110/112 and 236-242 Dobson Place. In an effort to get the best price possible, we are preparing plans and specs for an early bid (March/April) plus Pelto will handle the pre-bid walk through, preconstruction conference, and bid opening, saving the cost of three trips by the architect. In order for Pelto to give direction to the architect, Pelto needs board approval to commit reserves up to \$50,000 to do the 2009 work. Pelto suggests part of the \$50,000 be the \$9,197.33 interest earned on the Debt Service Reserve. Motion by Hamari, seconded by Jordan, to tap into the reserves and the debt service interest placing a cap of \$50,000 to complete the LSV exterior work in 2009. Motion carried unanimously.

REAC Inspection Results: Pine Ridge scored 99a (same as two years ago); LSV scored 83c (compared to 92c two years ago). Tessa Mattson made a recommendation to Pelto that Lloyd Dupras and Roger Burdick be granted a 'merit' for maintaining a high

performer score. Only the Board can grant merits. Motion by Hamari, seconded by Jordan, to award a \$250 merit to each (Roger and Lloyd). Motion carried unanimously.

Other:

Package Delivery at Pine Ridge: The Project Manager had stopped accepting packages for residents at Pine Ridge due to the liability involved (she was accused of taking a package of pills). Fed Ex, UPS, and the post office used to simply drop the packages off at the office, put a note on the residents mail box informing them a package was here for them, and we would be responsible for the package. These carriers should have attempted to deliver the package directly to the resident, but they didn't. Some residents are unhappy with our decision not to accept packages. Hamari asked (on behalf of residents) that this matter be held off until the next meeting, which will be held on site (at Pine Ridge).

Hamari also brought up the subject of the new project manager: they should have more than just technical expertise, they need to be more of a people person, friendly, not so cold. Also, residents shouldn't automatically be determined 'guilty' whenever a complaint is filed on them with the office.

Motion by Hamari, seconded by Scullion, to adjourn at 5:05 PM. Motion carried unanimously.

*Bonnie J. Pelto*

Respectfully Submitted,

*Bonnie J. Pelto*