

MARQUETTE HOUSING COMMISSION

Minutes

January 27, 2009

Before the meeting was called to order Pelto introduced the new Project Manager Debora Maki and Tammy Shega introduced her new part time assistant, Carolyn Sironen.

Pelto also asked the board to look around the room and enjoy the art that is displayed. Three Pine Ridge residents agreed to present some of their artwork for this board meeting. Another will do so in February.

The meeting was called to order by President Jeeves at 4:10 P.M.

Present: Jeeves, Scullion, Jordan, Hamari

Absent: Burcar

In Attendance: Michael Dvorscak, Tammy Shega, Carolyn Sironen, Debra Maki

Approval of Minutes: Motion by Jordan, seconded by Scullion, to approve the December 15, 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 the balance of December bills totaling \$17,520.96 and January bills totaling \$138,871.13 for the General Fund; \$5,603.96 for Capital Fund; and \$13,887.54 (December) and \$13,805.31 (January) for the Housing Choice Voucher Program. Pelto explained the bills that were out of the ordinary. Motion carried unanimously.

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

Operating Statements: Motion by Hamri, seconded by Scullion to accept & place on file the Combining Project Based Income Statement, Pine Ridge Income Statement, Lake Superior Village Income Statement, COCC Income Statement, Combining Project Based Balance Sheet, Comgining Project Based Income Statement, and Combined Balance Sheet all programs, Combining Income Statement all programs. Motion carried.

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

LSV	182-20	\$746.18
-----	--------	----------

Motion carried unanimously.

Summary of Project Performance, November 2008: Motion by Hamari, seconded by Scullion, to accept and place on file the Pine Ridge and Lake Superior Village Project Performance Reports for December. There are currently three areas of concern (unit turnover time, occupancy rate at Pine Ridge and past due recertifications, all items of which are being worked on. Pine Ridge has only one application so the Project Manager and Pelto are meeting with Radio Results Network on Wed. regarding some radio advertising, Debora Maki is running a newspaper ad and distributing some flyers around town in an effort to build a waiting list. Motion carried unanimously.

Executive Director's Report

LSV Improvements: Pelto reported that we may get double the normal Capital Fund but the Obligation Period will be reduced by one year. She and the architect, Fritz Dreger, are ready to move forward by adding up to 4 more buildings. At the Project Meeting today at 1:15; Tammy Shega selected which 4 units those would be and it has been passed on to the architect. This is great news and will enable us to complete LSV in much less time if this comes to fruition.

Project Manager: The board met Debora Maki who started Dec. 22, 2008.

Part Time Assistant to Project Manager, LSV: The Board met Carolyn Sironen who started work Jan. 20, 2009.

Operating Subsidy: Pelto reported she received the 2009 Calculation of Operating Subsidy Friday, Jan. 23, 2009, after Board Packets went out. Pine Ridge is eligible for 306,579 and LSV is eligible for \$490,601. It is interesting that the Utility Expense Levels for Pine Ridge (\$71.11) and Lake Superior Village (\$165.14) are so different. These numbers represent the average monthly cost of utilities by development. Currently, we are expecting to receive 88% of eligibility.

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).

Report of Committees:

Pine Ridge: 2 vacancies, 1 on the waiting list.

LSV: 3 vacancies, 10 applications on the waiting list and 10 waiting processing.

HCV: 41 under lease, 20 on waiting list.

Youth and Family Center: Report in packet. Ms. Sironen stated "Karen" is the new Program Coordinator.

Old Business

Fluorescent bulb disposal: Pelto reported she had awarded the contract to CRT, Janesville, WI., on Friday, Jan. 23. 4' fluorescent tube packaging, mailing, and recycling will cost \$77.95 (146) and CFLs (unknown #) will cost \$70.95 per box. Boxes have been ordered. As they fill (PR & LSV) they will be shipped to CRT for recycling.

Package Delivery: Pelto reported she had met with Fed Ex, UPS, and the post office to work out a compromise. Corporate for Fed Ex & UPS were not cooperative but the local drivers agreed to 3 attempts to deliver to the resident before dropping packages off at the office. The Post Office was very uncooperative but finally agreed that the postal worker would dial up the residents for whom they had packages instructing them they could come down right then to pick up their package(s). If no one is home or they fail to come down right then to get their package, the post office will leave the package in the mail room and put a note in the residents mailbox that they have a package at the office. In addition, the postal worker will let the office know if a resident was home and got the message but did not come down to pick up their package so the MHC can follow up with that resident. Pelto felt these were good compromises that can meet everyone's needs. The Board agreed. Pelto also stated that, in answer to the person's question, legally can the MHC refuse to accept packages, the answer is yes. The February Newsletter explained the new policy on packages.

New Business

River Valley, Signatures of Board Members for new investment: Board members present signed the documents. Pelto will send them to Burcar for signature.

Code of Ethics: Each Commissioner present signed the Code of Ethics policy.

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

Respectfully Submitted,

Bonnie J. Pelto

