

MARQUETTE HOUSING COMMISSION  
Minutes  
June 23, 2009

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

Present: Jeeves, Scullion, Burcar, Jordan, Zoller

Absent: None

In Attendance: Tammy Shega, Michael Dvorscak, Debora Maki, Shelby Bischoff

Motion by Scullion, seconded by Jordan, to move Budgets and Succession Plan up on the agenda. Motion carried.

2009 Budget Revision: Following presentations of their respective budgets (Shega for LSV, Maki for PR, and Pelto for the COCC), motion by Scullion, seconded by Zoller, to approve Resolutions 2009-15, 2009-16, 2009-17, and 2009-22, 2009 Budget Revision # 1 for Pine Ridge, Lake Superior Village, COCC and Combined. Motion carried unanimously.

2010 Budget: Following presentations by Shega for LSV and Pelto for the COCC, motion by Jordan, seconded by Zoller, to approve Resolutions 2009-2009-20 and 2009-21, 2010 Budgets for LSV and COCC. The Pine Ridge Budget was not available. Motion carried unanimously.

The Board agreed to review the 2010 Pine Ridge and Combined budgets at the July meeting.

Succession Plan: MAHPI's President Shelby Bischoff requested that MAHPI be included in the interview and selection process for a new director upon Pelto's retirement. The MHC Board agreed to do so, unanimously.

Election of Officers: Pelto conducted the election of officers.

President: After calling for nominations, motion by Scullion, seconded by Jordan, to nominate Jeeves as President. Motion by Jordan, seconded by Scullion, to nominate Jeeves as President and cast a unanimous ballot for Jeeves as President. Motion carried unanimously.

Vice President: After calling for nominations, motion by Jeeves, seconded by Jordan, to nominate Scullion as Vice President. Motion by Jeeves, seconded by Jordan, to nominate Scullion and cast a unanimous ballot for Scullion as Vice President. Motion carried unanimously.

Grievance Officer: The board agreed to select a Grievance Officer from outside the organization. Pelto will do so.

Approval of Minutes: Motion by Jordan, seconded by Scullion, to approve the May 26, 2009 regular meeting minutes as presented. Motion carried unanimously.

Public Comment: None

Bills and Communications: Motion by Jordan, seconded by Scullion, to approve and authorize payment of Juney bills of \$98,018.31 for General Fund, \$175,015.04 for Capital Fund; and \$19,059.56 for the Housing Choice Voucher Program. Pelto explained the bills that were out of the ordinary. Motion carried unanimously.

Cash Position Statements .Motion by Scullion, seconded by Zoller, to accept and place on file the June 15, 2009, Cash Position Statement. Motion carried unanimously.

Operating Statements: Motion by Zoller, seconded by Jordan, to accept & place on file the June 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. Motion carried.

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

188-06	\$352.56	(eviction, no rent included)
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Motion carried unanimously.

Summary of Project Performance, May 31, 2009: Motion by Zoller, seconded by Jordan, to accept and place on file the April Summaries of Project Performance for Pine Ridge and LSV. Motion carried.

#### Executive Director's Report

A & F Construction: 30% billed, 40+ % completed. Ahead of schedule.

CFRC: Pelto reported she hoped to have the application submitted this week, by Friday. She is still waiting for information from Northern Options.

The Board supported Pelto's contact of Congressman Stupak as it relates to the proposed change to the One Strike You're Out bill.

CFRG: Pelto reported that 86% of the funds are obligated, \$79,826.52 has not been. Of this \$79,000, \$20,000 is being held for potential change orders (A & F Construction) and the \$59,827 balance will be used for replacement prime doors. Architect Fritz Dreger is currently working on these specifications.

2008 CF: 100% obligated (\$437,926); 47% expended (\$204,409.42).

2007 CF: 100% obligated (\$404,250.00); 91% expended (\$367,424.60), leaving an open balance of \$36,825.40, all of which is for 5 months of debt service which HUD pays on our behalf using our CF.

HCV: Pelto reported that for HAP year to date, we are \$966.05 to the good. For Administration, we are short to the tune of \$9,176.48. We have reserves of \$63,428.49 for HAP and \$59,098.19 for Administration. HUD is always at least one year behind in calculating HAP and admin fee, using lease up rates from at least a year back. The MHC is at a much higher lease up rate now so we are watching these figures carefully that we don't over-extend ourselves and create a problem will having to pull subsidy from participants. It can mean at some point that we could have to stop adding new participants, even if one dropped off the program if the funding is not there.

#### Report of Committees:

Pine Ridge: 3 vacancies at Pine Ridge, 2 lease ups scheduled for Wednesday, 20 are on the waiting list.

LSV: No vacancies, 25 are on the waiting list.

HC V: 43 are on the program, 38 are on the waiting list.

Youth and Family Center: With payment tonight, the Y & F Center has drawn down the last of their \$25,000 match for this year.

#### Old Business

2005-2009 Agency Plan Revision: Pelto reported she had electronically submitted it to HUD on June 3 and again June 8, 2009. Mary Schlicht, Finance Dept., helped with this by creating a single document for submission as opposed to ten (or more) attachments. Pelto has budgeted to purchase the program that will allow the MHC to do this ourselves in the future.

Cable TV re-wiring: Work was completed Friday, June 19, 2009. Residents will be contracting directly with Charter Communications effective July 1, 2009.

#### New Business

Succession Plan: Discussed earlier.

2009 Budget Revision # 1: Discussed earlier.

2010 Budget: Discussed earlier.

New Signature Cards: Board members signed. Pelto will send them to Burcar for signature and then return them to the respective banks.

Pelto Control Policy: Motion by Scullion, seconded by Jordan, to adopt Resolution 2009-18. Motion carried unanimously.

By\_Laws, Capitalization, Check Signing Policies: Motion by Jordan, seconded by Zoller, to re-approve these three policies, without change. Motion carried unanimously.

Evaluation: Board members are to complete their evaluation form and submit them to President Jeeves by July 14, 2009. He will then compile a single evaluation form and Pelto's evaluation will be conducted at the July meeting. Pelto requested that the evaluation take place in closed session.

Technical Energy Performance Group: Pelto explained that TEPG would like us to consider replacing our boilers at Pine Ridge and through their program, they guarantee savings. With those savings, the MHC would pay for the boiler replacement. The Board does not wish to consider this at this time, perhaps later. They would first like to see what savings are realized with the change in furnaces at LSV and windows at Pine Ridge.

Motion by Jordan, seconded by Zoller, to adjourn at 5:45 PM. Motion carried unanimously.

A handwritten signature in cursive script that reads "Bonnie J. Pelto".

Respectfully submitted, *Bonnie J. Pelto*