

MARQUETTE HOUSING COMMISSION
Minutes
October 28, 2008

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

Present: Jeeves, Scullion, Jordan, Hamari, Burcar

Absent: None

In Attendance: Tammy Shega

Approval of Minutes: Motion by Jordan, seconded by Hamari, to approve the August 26, 2008, regular meeting minutes as presented. Motion carried unanimously.

Minutes: Motion by Scullion, seconded by Burcar, to approve the Sept. 23, 2008, minutes as written.

Public Comment: Tammy Shega thanked the board for their consideration of the Supervisory Union Contract as being presented this evening, stated that they had ratified it and were hopeful the MHC Board would do the same.

Bills and Communications: Motion by Burcar, seconded by Scullion, to approve and authorize payment of bills totaling \$138,671.59 for the General Fund, \$40,181.77 for the Capital Fund, and \$9,851.00 for the Housing Choice Voucher Program. Pelto explained the bills that were out of the ordinary. Motion carried unanimously.

Cash Position Statements .Motion by Burcar, seconded by Hamari, to accept and place on file the October 21,2008 Cash Position Statement. Pelto reported that a CD at Range Bank matured during the month and she moved it to Superior Iron Range Community Federal Credit Union since they offered an interest rate of 3.65 as opposed to 2.4 offered by Range. Motion carried unanimously.

Pelto reported that the year end (9/30/2008) financial reports are not completed. Because of Project Based Management and a new FDS (Financial Data Schedule) taking place this year, preparation of year end reports will be different. Pelto reported she will be attending a Public Housing Project-Based Accounting Seminar November 18-21 in Cambridge, MA. to get a better understanding of the new requirements. Our fee accountant needs similar training. Because our year end reports must be submitted by December 31, 2008, we can't put off getting the training.

TAR Report: Motion by Scullion, seconded by Jordan, to accept and place on file the July TAR Reports and to write off the following Pine Ridge accounts:

016-05	\$174.65
107-11	\$118.61
108-08	<u>\$605.73</u>
	\$898.99

Hamari complimented Shega on having collected what was due from each of the 6 to whom she had sent a Notice to Quit. Shega said she had given each a call. Motion carried unanimously.

Summary of Project Performance, ^{Sept.} July 2008: ^{UJP}

Motion by Jordan, seconded by Hamari, to accept and place on file the September Summary of Project Performance reports for Pine Ridge and Lake Superior Village. Motion carried unanimously.

Executive Director's Report

Pelto stated the paragraph concerning her evaluation should be omitted from her report. It was inadvertently included.

Capital Funds: Pelto reported that HUD had drawn down the final debt service payment from the 2006 Capital Fund either Friday, Oct. 17 or over the weekend so she prepared all closing documents and submitted them to HUD for project close out. We were one year ahead of schedule according to our original Implementation Schedule.

Pelto reported that she all findings of her recently-completed quality control HQS inspections have been resolved.

Annual inspections by REAC (Real Estate Assessment Center) are scheduled for Nov. 11 and 12 at Pine Ridge and Lake Superior Village. Steven Foote will be doing them, he did them two years ago as well, and was very reasonable.

John Thomas (Union Rep) called Pelto on Monday, Oct. 27 to say he has a meeting set up with maintenance for November 4, 2008. So non-supervisory union negotiations will likely resume shortly.

Pelto reported, at the City's request, she had prepared a document to be used by the City during the Orientation of new Commissioners following the election.

Capital Fund Work Session: The Board agreed to move this up on the agenda. Tammy Shega actively participated in this discussion.

Pelto presented the background and directed attention to the charts she had prepared. There is not enough money for many improvements at LSV for 2009 (using 2008 Capital Funds). Only \$139,442.89 is available. Several options were discussed: A. Finish 110/112 (it currently has the patio slab done) and do 4 more patio slabs; B. Do one 4-

Plex; c. Do one 4-plex but eliminate divider wall and front canopy which may allow for a 4 plex and one patio slab; D. Do nothing; E. None of the proposals provide for needed changes for administrative offices. Shega stated she had some people interested in renting the space (in the absence of AMCAB's Early Head Start Program) as a child care center, there is a real need for infant child care. The Health Department is also interested in some of the space to use as a counseling center. These activities will determine what needs to be done with LSV Administrative offices (will Tammy move downstairs or remain where she is but with changes to the environs). After MUCH discussion, motion by Jordan, seconded by Burcar, to complete 110/112 and do complete exterior renovation of 236-242 Dobson Place (as recommended by Shega). Everyone agreed that it is the goal to continue the exterior renovation of all buildings at LSV and to take a reprieve of doing anything one year would appear to be abandoning that goal. Motion carried unanimously.

Renovations to administrative offices remains, unfunded. Pelto suggested the Board consider using the interest earned on the Debt Service Reserve which today amounts to \$9,197.33. It would require approval from Fannie Mae for the use of this interest, but it is possible. No decisions need to be made today but using these funds would not negatively impact general operations nor the capital funds. It cannot be used for anything other than capitalized items.

Report of Committees:

Pine Ridge: 1 vacancy, 20 on the waiting list.

LSV: 3 vacancies (1-2 BR, 2-3BR), 14 on waiting list.

HCV: 38 under lease, 8 on waiting list.

Youth and Family center: Report included in Commission Packet, from the YMCA.

Old Business

Youth and Family Center Management Contract with the YMCA: Lisa Coombs-Gerou has informed Pelto that the YMCA Board has approved the contract (Oct. 23) and she was meeting with Judy Watson-Olson (GLCYD) late this afternoon to get her signature. Pelto should have the signed document Thursday, Oct. 29.

New Business

Capital Fund Work Session: Handled earlier in the meeting.

Resolution 2009-03, SEMAP: Motion by Scullion, seconded by Hamri, to adopt Resolution 2009-03 and authorize it's submittal to HUD. Motion carried unanimously.

Resolution 2009-01, Fair Market Rents: Motion by Burcar, seconded by Hamari, to adopt the FMRs effective October 1, 2008. Motion carried unanimously.

Resolution 2009-02, HCV Utility Allowances: Motion by Scullion, seconded by Hamari, to adopt Resolution 2009-02, Utility Allowances, effective Dec. 1, 2008. Motion carried unanimously.

UPHO Winter Conference, Green Bay: No Commissioners were able to attend.

Change Nov. and December meeting dates: the Board set the following meeting dates:

November 11, 2008

December 15, 2008

Pelto will notify the City for posting of the change.

Resolution 2008-29, Reconciliation of Book Asset Detail: Motion by Hamari, seconded by Burcar, to write off the items listed on said resolution. Motion carried unanimously.

Annual Report: Motion by Scullion, seconded by Hamari, to approve and authorize it's submittal to the City. The Board was very complimentary of the report and felt this should be given to the new commissioners at their orientation. Motion carried unanimously.

Signature to Resolution with Superior Iron Range Community Federal Credit Union:

Board members signed the resolution and provided Pelto with drivers licenses and social security cards for copying to be given to Superior Iron Range for their records.

Violence Against Women's Act: The Board had adopted the VAWA Addendum to Dwelling Lease Agreement on June 19, 2006; the Board adopted changes to the Dwelling Lease Agreement May 27, 2008. Inadvertently, when the May 2008 Lease was created, the VAWA was not incorporated into it. Pelto is asking the board to approve its incorporation into the May 27, 2008, board approved lease. Motion by Burcar, seconded by Scullion, to incorporate the Addendum as approved into the May 27, 2008 approved lease. Copies of the lease with it's incorporation was presented to the Board. Motion carried unanimously.

Executive Session: Motion by Scullion, seconded by Hamari, to adjourn into executive session to discuss union negotiations. Motion carried unanimously.

Motion by Burcar, seconded by Hamari, to adjourn out of executive session. Motion carried unanimously.

Motion by Hamari, seconded by Scullion, to approve the Supervisory Contract as negotiated. Motion carried unanimously.

Motion by Jordan, seconded by Hamari, (after much discussion) to grant eye insurance coverage (Vision A-80) at the MHC's expense for Dvorscak and Pelto. Motion carried unanimously.

It was agreed by consensus of the Board, not to make any changes to the current retirees MERS Benefit Program E.

Motion by Hamari, seconded by Scullion, to adjourn the meeting at 6:26 PM. Motion carried unanimously.

Bonnie J. Pelto

Bonnie J. Pelto