



## MARQUETTE HOUSING COMMISSION

### Board Meeting Minutes November 28, 2017

The meeting was called to order by Kruhak at 5:36 pm.

1) Roll Call

PRESENT: Kruhak, Smith, Lankinen, Cerioli, Maki and Hurley

ABSENT: Norberg

2) APPROVAL OF AGENDA: A motion was made by Lankinen, seconded by Smith to approve the agenda. Motion passed unanimously.

3) APPROVAL OF PREVIOUS MEETING MINUTES: A motion was made by Lankinen, seconded by Smith to approve the September 26, 2017 minutes. Motion passed unanimously.

4) PUBLIC COMMENT: None

5) Consent Agenda:

(a) Executive Director's Report:

LAKE SUPERIOR VILLAGE:

Youth & Family Center: New member Officer Lawson on Youth & Family board.

Lowe's Hero's Project: On October 12<sup>th</sup> the MHC and Lowe's staff worked on LSV grounds improvements with donation made from Lowe's.

Office Skylight: Project complete.

Security Grant: Installation of deadbolts and door handles started November 27<sup>th</sup>.

Wind Damage: Several buildings received minor damage on October 24<sup>th</sup>. Repairs started.

PINE RIDGE:

Fire Alarm System: New system completely installed and old removed. Final punch on November 2<sup>nd</sup>. Kruhak questioned the inspection schedule. We have a company that will do the annual inspection.

Garage Door: Repair completed.

EXECUTIVE DIRECTOR: Attended the Service Coordinator Conference with Goedert from September 23-27 in Orlando.

Service Coordinator Grant: Submitted to HUD and award to be announced in December.

NAHRO Committees: Maki has been appointed to the National, Regional and State

Small Agency Task Force for the next two years. Maki has been appointed as the State Homeless Task Force chair.

NAHRO National Conference: Maki attended the Pittsburg conference from October 25-29 and attended RAD presentations.

REAC: Both properties will be inspected this week.



SEMCO Bill: Pine Ridge rates are at the lowest. LSV will be changed from business to residential lower rate in December.

(b) Financial Statements: Percentages right on line.

(c) Cash Position Statement: Decrease is due to the fire alarm system. CD was due today.

(d) Approval of Checks (Current and previously issued reviewed.) Attachment part to Lawn mower check questioned by Smith. Cerioli asked if Fire Alarm System was all paid for – yes. YMCA check explained it was for only ½ of what was committed. In March 2018 we will re-visit supporting the YMCA. Deadbolt & Door handle explained. Question as of why purchasing a large quantity of doors. It is to replace the accordion doors.

(e) Housing Choice Voucher Progress Report: Four vouchers out looking to lease.

(f) Pine Ridge: Project Performance Reports: Good.

(g) Lake Superior Village Report: Kruhak questioned if the 3 BR has rented out. Many work orders have been completed to get ready for REAC by both properties.

A motion was made by Lankinen, seconded by Smith to approve the Executive Director's Consent Agenda. The motion passed unanimously.

6) Tenant Accountant Receivable Write Offs:

(a) Pine Ridge -\$0 Lankinen moved, seconded by Smith to approve the write offs. Motion passed unanimously.

(b) Lake Superior Village- \$2757.43 Lankinen moved, seconded by Smith to approve the write offs. Motion passed unanimously.

7) Communication: None

8) Old Business:

(a) Strategic Planning Meeting: E.D. will contact Lew Bender for a March 8 presentation. Commissioners agreed on a four hour time frame. A tentative time frame from 1:00-5:00 pm was discussed. They will readdress in January.

(b) RAD meeting review. Letter of Intent. Exploration of modernization needs and loan variables. Cash flow/financial question to be addressed by initial consultant. Kruhak called for a vote on the Letter of intent. Ayes from all Commissioners.

(c) First Bank CD (Formerly Northern Michigan Bank) due today. Rate chart presented by E.D. The decision was made to go with River Valley 24 months at 1.5%.

(d) E.D. evaluation and raise. A day designated to work at home one day a week has been agreed upon. The day needs to be presented to staff and board members ahead of time.

(9) New Business:

(a) Resolution 2018-1A motion was made by Lankinen, seconded by Cerioli to approve the resolution. Motion passed unanimously.

(b) Resolution 2018-2 A motion was made by Lankinen, seconded by Cerioli to approve the resolution. Motion passed unanimously.

(c) Presentation to the City on Monday, December 18<sup>th</sup>.

(d) 2018 board meeting calendar will be fourth Tuesday of every month at 5:30 pm.

(e) This December 25<sup>th</sup> meeting moved to the 19<sup>th</sup>.

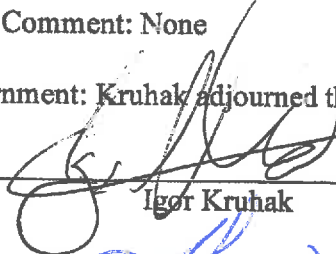
A motion was made by Lankinen, seconded by Cerioli to accept the board meeting schedule. Motion passed unanimously.

10) Commissioners Comments: Lankinen - None. Cerioli - None. Smith – Name in for City Commission. Kruhak- Welcomed Cerioli to the board.


11) Public Comment: None

12) Adjournment: Kruhak adjourned the meeting at 6:53 pm.

President:

  
Igor Kruhak

Executive Director:

  
Sharon Maki

Susan Hurley, Minutes