

MARQUETTE HOUSING COMMISSION

Board Meeting Minutes

August 28, 2018

The meeting was called to order by Kruhak at 12:01 pm.

1) Roll Call

PRESENT: Kruhak, Lankinen, Nucci, Maki and Hurley

12:10 pm Arrival: Schumacher

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

3) APPROVAL OF PREVIOUS MEETING MINUTES: A motion was made by Lankinen, seconded by Norberg to approve the July 24, 2018 minutes. No questions or comments. Motion passed unanimously.

4) PUBLIC COMMENT: Jen Hill, running for City Commission introduced herself. She is visiting commissions to observe and thanked everyone for their work.

5) Consent Agenda:

(a) Executive Director's Report:

LAKE SUPERIOR VILLAGE:

Youth & Family Center: The YFC board met and approved a new contact with the YMCA. Kruhak questioned the reason why funding was going to be held. Lankinen explained we were waiting for a signed contract. E.D. said a contract has been signed and good till November 30, 2018.

Sewer Project: The project moving along slowly. Now duct work needs to be done. Cerioli asked if we received a quote and E.D. explained that there are change orders. Schumacher questioned if we could receive any extra funding. Possibility to completely demolish one building with the 3" sinking floors and build new. Still waiting for price on duct work. At this point we are only doing time and material. No tenants are being displaced. Schumacher asked about a financial analysis if we take units off-line. An RFP will go out tomorrow. CSG recommendation is to get a physical needs assessment. Schumacher asked if scoping could be extended to other units.

PINE RIDGE:

Roofs: Only one bid was received. We will reissue the bid next winter for a summer of 2019 completion. Bell roofing did not bid. There are only three who do flat roofs. We are able to wait for another year.

Lowe's Project: We are not getting the Lowe's grant because the award could not be given to the same nonprofit two years in a row.

EXECUTIVE DIRECTOR:

RAD: There have been two teleconferences with CSG regarding the RAD conversion. E.D. reviewed the application. The tenant meetings are going very well. Next step is to obtain a lawyer.

NAHRO:

Summer Conference: Sarah was unable to attend the NAHRO conference. E.D. accepted the Innovation Reward. Attended Small Agency Task Force meeting.

MI NAHRO Summer Meeting: Attended the MI NAHRO summer meeting where E.D. presented Small Agency and Homeless reports. Senate and House is putting a good budget together for public housing.

(b) Financial Statements: Kruhak questioned the \$19,000 capital improvement amount. It wasn't budgeted in because the sewer project was not planned to be done.

(c) Cash Positions Statement: Good

(d) Approval of Checks (Current and previously issued reviewed.) Schumacher questioned the CSG invoice and the amounts charged for both the Pine Ridge and LSV modals. Capital and Operating expenses explained and there has been a 20 year plan done.

(e) Housing Choice Voucher Progress Report: over slightly, but there are less vouchers out.

(f) Pine Ridge: Project Performance Reports: No leasing issues.

(g) Lake Superior Village Report:

Lankinen moved, seconded by Norberg to approve the Executive Director report. Motion passed unanimously.

6) Tenant Accountant Receivable both Write Offs:

(a) Pine Ridge - \$0.

(b) Lake Superior Village- \$ 315.49 Schumacher moved, seconded by Cerioli to approve the write offs. Motion passed unanimously.

7) Communication:

(a) Lawsuit update. We should win the lawsuit.

8) Old Business:

(a) RAD updates. We need to talk to a RAD attorney. Still go forward with the 501(c)3. We become the developer, borrow the monies and pay the developer. We have a good architect and contractor. Kruhak concerned that E.D. acts as the developer. Schumacher wants to revisit the idea. Or a possibility to hire a temporary E.D. while current E.D. acts as the developer.

(9) New Business:

(a) Suggested ACOP changes – based on Nan McKay. Custody issues addressed that the person only needs to prove they primary custody. This is for a 30 review before it is put in as a resolution at next meeting.

(b) Review of 2019 budget – Operating subsidies have increased due to the Senate & House budget. Even if the President vetoes the bill, there should be enough votes to override. Administrative Salaries have a 5% increase. This is a preliminary budget. Send

any questions to the E.D. and will be addressed in September. Kruhak asked for a list of Capital projects. Cerioli commented that we have zero contingency in capital. Emergency needs will come out of reserves when approved by HUD. Everything approved by the auditor. Kruhak would like a separate work session. Cerioli agreed. Lunch budget meeting on September 11 at noon. Commissioners chimed in what they would like addressed by E.D. at the budget meeting. Contingency budget/Capital projects forecast. Better explanation how set up.

(c) Sign SAM agreement – President needs to sign for E.D. to apply for grants.

(d) Resolution 2018-6 – Schumacher moved, seconded by Lankinen to approve the Resolution. Motion passed unanimously.

10) Commissioners Comments: Jorma – we have done good progress. Cerioli – would like a background update regarding the YMCA from E.D. She will attend the next Y&F Center board meeting. Kruhak – Need a contract with YMCA using the Y&F Center. Paul – disappointing that we have to deal with the sewer issues. RAD would have been beneficial. Kruhak – Everything is a process. One step at a time.

11) Public Comment: Who would do the borrowing for RAD? It would be a private investment. In order to expand and improve our buildings. You could use the CDC as a tool. Explanation that HUD supplies the vouchers. The issue of bonds as a possibility.

12) Adjournment: Kruhak adjourned the meeting at 1:13 pm.

President: _____


Igor Kruhak

Executive Director: _____


Sharon Maki

Susan Hurley, Minutes

Marquette Housing Commission

316 Pine Street, Marquette, MI 49855

Board Meeting Minutes

September 11, 2018

The meeting was called to order by Kruhak at 12:01 pm.

ROLL CALL:

Present: Kruhak, Lankinen, Norberg, Cerioli, Schumacher, Maki and Hurley-Minutes

AGENDA: Budget

PUBLIC COMMENT: None

CONSENT AGENDA: Maki presented a review of monthly statements using last July and back as a reference to project next budget, based on a ten month period. Lankinen prefers the condensed version. Cerioli agreed, but would still like to see the detailed version at least two times a year. Norberg and Schumacher agreed. Maki will provide the detailed version at March and August meetings.

Maki explained the benefits column and how the seamless wrap works. Benefits are not be predictable.

Nucci questioned why PR dwelling remains the same in both 2018 and 2019 and LSV dwelling revenues were higher in 2019 than 2018. Maki explained there would be higher renters. PR is pretty stable.

Schumacher questioned what the roof rentals. Maki explained for our antennae on the PR roof and at LSV for the Greenpath office.

Nucci commented the \$25,000 for YMCA Y&F Center needs to be in a different column.

Schumacher questioned the tenant services and electric were less for 2019. Maki explained the electric was estimated to be higher in 2018 due to the rate increase.

Lankinen commented that gas prices are really stable

Kruhak thought the water and sewer should have 10% added to the projected 2019 amounts.

Schumacher asked why ordinary maintenance was higher. Maki explained it is due to higher salaries. He asked about which contract costs were included. Plumbing and heating were mentioned.

Nucci commented that LSV has \$\$ to spend before the fiscal year ends. They need to spread their spending out better throughout the year. Review maintenance spending at LSV.

Kruhak wondered how accurate the financials will be if converted to RAD.

Schumacher suggested a CNA. Will investigate those who do CNA's.

Maki reminded the board that the more we have in reserves, helps in paying down future loans.

PR needs new elevators and boilers. This why we need a CNA.

Reminder next meeting is September 25th at noon.

PUBLIC COMMENT: None

ADJOURNMENT: Kruhak adjourned the meeting at 12:44 pm.

President: _____

Igor Kruhak

Executive Director: _____

Sharon Maki

Susi Hurley, Minutes