

MARQUETTE HOUSING COMMISSION

Board Meeting Minutes

July 28, 2020

The meeting was called to order by Lankinen at 12:03 pm.

1) Roll Call

PRESENT: Lankinen, Norberg, Schumacher, Stark, Turner, Maki and Hurley

ABSENT: None

2) APPROVAL OF AGENDA: Motion made by Schumacher, seconded by Stark to approve the agenda as presented.

Ayes: All Nays: None

3) APPROVAL OF PREVIOUS MEETING MINUTES: Motion made by Norberg, seconded by Turner, to approve the June 2, 2020 minutes. No questions or comments.

Ayes: All Nays: None

4) PUBLIC COMMENT: None

5) CONSENT AGENDA:

(a) Executive Director's Report

LAKE SUPERIOR VILLAGE:

Youth & Family Center: Limited programming began at the Y&F mid-June. Ten to fifteen kids are being served each day. They are following USDA guidelines and sanitizing surfaces, using gloves and masks when necessary. Due to COVID-19, the USDA was unable to do an onsite review. A desk review is being conducted, which includes a phone interview and pictures of meals submitted online.

Three grants have been received. United Way \$8213, Zonta \$1000, and Marquette Community Foundation \$1000.

Staff: All are back to normal working hours, with Sarah working four days a week, six hours from home and four in the office, until school starts.

PINE RIDGE APARTMENTS:

Elevator: One elevator is down for repairs. The elevator room got extremely hot and a computer component failed. A portable air conditioner was placed in the penthouse to keep the room below 80 degrees. A timeline for the part to be replaced is undetermined.

Fire Restoration: Complete! We received our occupancy permit on July 22, 2020.

Tenants have started moving their belongings back to their apartments. TV 3 is coming July 29, 2020 to do a one year follow up story.

Staff: All staff is back to normal work hours.

Census: We are participating in a Census "drive" on July 29, 2020. Tenants and the community are invited to Pine Ridge to either complete the census online on one of our computers or show that they already have completed the census. For participating they will receive a lunch to-go.

EXECUTIVE DIRECTOR:

RAD:

- Looking at an August 31, 2020 closing.
- The final payment breakdown has been completed
- Received MSHDA approval allowing MHC to be a management company.
- Both Pine Ridge and Lake Superior Village received their RAD Conversion Commitment from HUD.

Data System: We switched from our current data processing and there are still some issues to be worked out. Switching from Charter to PFN.

Other: Attended a Michigan NAHRO conference last week. No one is reporting a significant impact from COVID-19 on their tenants or staff.

(b) Financial Statements: These are from May. Advertising line questioned.

(c) Cash Positions Statement: Question if insurance has finished reimbursements. We are still getting some final bills. Discussion regarding insurance situation.

(d) Approval of Checks (Current and previously issued reviewed): Swailes' check questioned.

(e) Housing Choice Voucher Progress Report: Trying to get more vouchers to lease up.

(f) Pine Ridge: Project Performance Reports: We are not evicting anyone.

(g) Lake Superior Village Report:

(h) Tenant Accountant Receivable: Write Offs: \$85.21 LSV move out charges.

Motion made by Schumacher, seconded by Norberg, to approve the consent agenda and the write-offs.

Ayes: All

Nays: None

6) Communications: Commissioners Fundamentals and Ethics Training on August 19-21. August 9th is the deadline. Schumacher and Turner interested in attending.

7) Old Business: None

8) New Business:

(a) Trade Breakdown: Summary of improvements to be done at each property.

(b) Management Contract: One year of management supervision with KMG. We need to make sure we abide with tax credits.

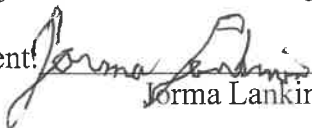
(c) RAD Invoices: Question regarding if bids went out and the answer was yes.

(d) AHSUP bylaws:

9) Commissioner Comments: Schumacher – Great to have Commissioner Lankinen back.

10) Public Comment: None

11) Adjournment: Lankinen adjourned the meeting at 12:40 pm.

President:  _____
Jorma Lankinen