

**MARQUETTE HOUSING COMMISSION**  
**BOARD MEETING MINUTES**  
October 26, 2021

The meeting was called to order by President Lankinen at 12:22 pm.

1) Roll Call

Present: Lankinen, Norberg, Stark, Maki, and Hurley

Absent: None

2) Approval of Agenda: Motion made by Stark, so moved by Norberg, to approve the agenda as presented.

3) Approval of Previous Meeting Minutes: Motion made by Stark, so moved by Norberg, to approve the August 24, 2021 minutes.

4) Public Comment: None

5) Consent Agenda

(a) Executive Director's Report

**Youth & Family Center:** The Youth and Family Center programming is going well. They consistently have 6-8 kids after school. Kendra was also informed that USDA will start providing funding for snacks.

**Staff:**

\*Administrative staff continues focusing on leasing apartments. They are also reviewing all files for correct paperwork and ensuring all annual recertifications are completed on a timely basis. The developer and I will be meeting with the compliance company to clarify expectations and roles. It is my hope that MSHDA will allow MHC to manage the properties without a compliance company by July of next year. As of October, all of the Pine Ridge apartments have been leased. LSV has 11 unqualified apartments to rent. They are either vacant or hotel units.

\*Service Coordinator continues coordinating all of the tenants packing and moving in and out of their apartments. If any damage is done during the construction, Kendra is working with the tenant and First Contracting. She is looking for an additional position at the Youth & Family Center.

\*Union Negotiations have been completed and new 5-year contracts started October 1, 2021. I have updated the personnel policy to mirror the benefits provided to the union employees. Juneteenth was presented, but declined.

**Construction:**

\*Pine Ridge: All apartment work has been completed except for the bathroom floors of apartments that were not part of the original scope. We have added flooring to those bathrooms so now all apartment bathrooms will have new flooring. Carpeting is scheduled to be completed by the end of next week. Additional landscaping was added and currently being worked on in the back-parking lot. Front landscaping has been completed. 906 Technologies is working on a new camera system and adding several cameras. The front office should be ready by the end of next week. Projecting a November project completion. Penthouse roof still needs work and antennas need to be moved.

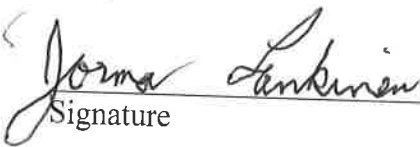
\*Lake Superior Village: Work in occupied apartments will be complete end of October. All hardscape is complete. Work on conversion of the office building to

apartments should be complete mid-November. 906 is working on installing a new camera system. The handicap building renovation should be completed mid-November. End of November completion is anticipated.

E.D. is hoping to do an outside event to celebrate the end of construction.

**Other:** Finalized planning for the Michigan NAHRO conference.

- (b) Financials – Assets should always equal liabilities. Majority of the board prefer the summary of financials. Stark would like to see the breakdown periodically.
- (c) Approval of Checks – Review of checks and no questions asked.
- (d) Cash Position Statement – No comment
- (e) HCV Report: Getting closer to needed percentage to be spent.  
Motion made by Stark, seconded by Norberg, to approve the consent Agenda.
- 6) Communications - None
- 7) Old Business – Lawsuit is done. We will be receiving a check from the lawsuit.
- 8) New Business
  - (a) Personnel Policy 2022-1: Sick and personal leave has increased. Flex time with the lunch and break times. Disciplinary policy removed. Motion made by Stark, seconded by Norberg to approve the updates in the Personnel Policy.
  - (b) 2022 Meeting Calendar: Approved as presented with the agreement of no December meeting.
  - (c) Online Commissioner Training: Schedule presented to Commissioners.
- 9) Commissioner Comments – None
- 10) Public Comment – None
- 11) Adjournment at 1:17 pm

  
Signature

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Date