

MARQUETTE HOUSING COMMISSION
BOARD MEETING MINUTES

July 26, 2022

The meeting was called to order by President Lankinen at 12: 06pm.

- 1) Roll Call
Present: Lankinen, Stark, Metz, Taylor, and Maki Word on the Street
Absent:
- 2) Approval of Agenda: Motion made by Stark so moved by Taylor, to approve the agenda as presented.
- 3) Approval of Previous Meeting Minutes: Motion made Metz, so moved by Stark, to approve the June 28, 2022 minutes.
- 4) Public Comment: None
- 5) Consent Agenda
(a) Executive Director's Report

Staff:

- Both sites have a scheduled REAC (Real Estate Assessment Center) review. PRM is August 5th and LSV is August 9th & 10th. Staff is working on preparing the buildings and tenants for inspections. The inspection will include all common areas and eight apartments at each property. Tenant apartments will be determined the day of the visit.
- Maintenance staff will be signed up for Fair Housing training. This will be a live training.
- Pine Ridge Manager, manager's assistant and LSV assistant will be signed up for the LIHTC training. Live training.

Vacancies:

Lake Superior Village: 1 – 3 bedroom

Pine Ridge Apartments: 0

- **Executive Director:**
- In preparation for the MOR (tenant file reviews) reviews, E.D. will be reviewing and updating policies for board approval.
- I attended a MSHDA budget training. MSHDA will be sending a template every year for completion. I have yet to receive one.
I attended a LIHTC training with LSV Project Manager, Sarah Fogaroli. We learned many things and will be implementing them. Maintaining a separate LIHTC file will be instituted.
- Continue meeting with both property managers and their assistants to review the tenant selection plan and procedures to ensure they are following HUD's requirements.
- The LSV and PRM MSHDA loans have not been converted from a construction loan to a permanent loan as reported last month. There are a few items that need to be addressed for both LSV and PRM. The RAD transaction was completed for both projects last month.
- Submitted quarterly report to our tax investor, Cinnaire. Reports to them quarterly. HUD receives all of our checks.

- Working with MSHDA to get appropriate access to their data programs to provide monthly reporting.
 - (b) Financials – Review of June financials. This is Business Activities. Financials received in the middle of the month. Fees based on occupied units.
 - (c) Approval of Checks – Why HAP amounts to landlords are all different. Some landlords have more than one participating renter. Reason for the three voided checks.
 - (d) Cash Position Statement – HCV is only for paying HAP checks.
 - (e) Housing Choice Voucher Progress Report – May need to front load, but have a couple families moving. Commissioner wondered if received any other monies during COVID. What can we do to increase funding?
 - (f) Youth and Family Report – New person is doing great. Four new grants received since they have started. Carnival fund raiser was great. Commissioner knows of another organization that can donate to youth programs and will do a request. Serving lunches every day. Weekends kids receive a grocery bag of lunches to take home.

Motion made by Stark, seconded by Metz, to approve the Executive Director’s report.
- 6) Communications – None
- 7) Old Business
 - a) Letters from auditor – no findings. Stark & Metz would like to review.
 - b) United Way Check – Picture of Jules and kids holding the check.
- 8) New Business – Commissioner Training – Metz would like to do Boyne. Taylor also interested.
- 9) Strategic Planning...a.k.a. Jumping off point

We will go through SWOT. Commissioner Metz said it’s good to have an outside party and wondered if there will be two parts in planning. Will there be two sessions?

STRENGTHS: \$3 mil/more flexibility/increased demand/management

OPPORTUNITIES: Jacobetti/Beacon House parcel/Barrier free housing/combining commissions/out of city developers/PSH/Workforce/USDA/Public Housing Units

WEAKNESSES: In the city limited building area/transportation/commissioner must live in city for one year/must live in city to be on board/money or limited income

E.D. questioned each Commissioner: What was your objective for applying for this board? To just keep afloat/wanted to help the community/focus on those who need housing to fit in their budget/keep those graduates in the city/create more safe affordable housing/how to address the needed affordable housing.

*Commissioner wants to look into Jacobetti (Jackie) & Beacon House (Metz)

Commissioner Comments – none
- 10) Public Comment – Complimented the looks of PRM/LSV. Thinks the community would embrace any direction the MHC takes in helping the community.
- 11) Adjournment at 2:14 pm


Signature

August 23, 2022
Date