

**MARQUETTE HOUSING COMMISSION**  
**BOARD MEETING MINUTES**

October 25, 2022

The meeting was called to order at 12:00 pm.

- 1) Roll Call  
Present: Stark, Metz via Zoom, Taylor, and Maki  
Absent: None
- 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 Stark, so moved by Taylor, to approve the September 27, 2022 minutes.
- 4) Public Comment: None
- 5) Consent Agenda
  - (a) Executive Director's Report

**Staff:**

- Maintenance is completing winterizing tasks. The air conditioners have been insulated.
- Administration staff continues to work on updating documents. The lease has been sent to MSHDA and changes are waiting approval.
- All staff will be returning to a five-day work schedule on October 31.

**Vacancies:**

- Lake Superior Village: 0
- Pine Ridge Apartments: 0

**Executive Director:**

- Continue to work on gathering documents for the final closing for the MSHDA loan. MSHDA is working on the last items for the review. The closing date has been pushed back from October to November.
- Submitted the annual property budgets to MSHDA. Review has not been completed.
- Reviewing current contracts for Pine Ridge copier and extermination services.
- Submitted quarterly review to Cinnaire
- Started gathering documents for yearly audit for the properties. Commissioner asked if the E.D. needed help with the audit.
- (b) Youth and Family Center Report – Reported October's activities.  
Commented that the Resource Room still needs items. Commissioners requested a list of the items so they can present to other organizations they work with to help supply the items.
- (c) Financials – unavailable due to FYE
- (d) Approval of Checks – Question asked about the Void HAP check.
- (e) Cash Position Statement – Motion made by Taylor, seconded by Stark, to put 2-3 million in a 12-18-month CD
- (f) Housing Choice Voucher Progress Report – Welcomed a few new landlords to the program.

Motion made by Metz, seconded by Stark, to approve the Executive Director's report.

- 6) Communications – None
- 7) Old Business
  - a) Strategic Planning Date – All agreed on Saturday, December 10, 2022 at 10:00 am at the Youth & Family Center on 1901 Longyear.
- 8) New Business
  - a) 2023 Calendar – Motion made by Metz, seconded by Taylor, to meet on the fourth Tuesday of every month at 2:00pm at 316 Pine Street with the exception of December when they will meet on the third Tuesday.
- 9) Commissioner Comments – Taylor – wants a list of actual needs for tutoring supplies.  
Stark – Ditto Taylor's request.
- 10) Public Comment – None
- 11) Adjournment at 12:41 pm

  
Signature



12.2.22  
Date