

MARQUETTE HOUSING COMMISSION
BOARD MEETING MINUTES

June 27, 2023, 2023

The meeting was called to order at 5:30 pm.

- 1) Roll Call
Present: Stark, Metz, Tharp, Shannon, and Maki
Absent: Rose emailed that they were ill.
- 2) Approval of Agenda: Motion made by Shannon, so moved by Tharp, to approve the agenda.
- 3) Approval of Previous Meeting Minutes: Motion made by Metz, so moved by Shannon, to approve the May 23, 2023 minutes with the change that Tharp was not present.
- 4) Public Comment: Executive Director from Room at the Inn, along with a community member supporter, wanted to address an issue that occurred on the bike path. An unsheltered person threatened a community member's dog. This happened behind RITA, however the person was not a part of RITA. Not wanting to shift blame. They do have straight outreach.
- 5) Consent Agenda
(a) Executive Director's Report

Pine Ridge Marquette:

- Apartment manager and occupancy specialist continue to separate files into LIHTC and multifamily files. They have reorganized all the current tenant files. They continue to work on files of tenants who have moved out.
- The Cinnaire representative provided the report for his property visit on May 17th. He inspected 22 apartments and all common areas. The only comment in his report noted water pooling under one of the water heaters. I responded to the report informing him that Prime is working on the water heaters.
- Prime installed new regulators on both water heaters resolving the issue of insufficient hot water in tenants' bathrooms.
- Vacancies: 2; 1 eviction in process since November was concluded with a judgment of eviction and one apartment is waiting for cabinets prior to rental.

Lake Superior Village:

- Apartment manager and occupancy specialist continue to separate files into LIHTC and multifamily files. They have reorganized all of the 90% of current tenant files. Once current tenant files are completed, they will work on files of tenants who have moved out.
- The Cinnaire representative provided the report for his property visit on May 17th. He inspected 20 apartments and all common areas. He did not note any findings.
- Vacancies: 1; 1 3-bedroom
- MSHDA conducted a physical inspection on June 2nd and a desk file review on June 12th. See attached reviews. All exigent health and safety items were corrected within 48 hours and reported to MSHDA as such. A meeting will be held June 27, 2023 to develop a plan for all remaining physical inspection findings. They had concerns of debris in units. Mostly attendant behavior.

- The retiring maintenance person's position was posted at both properties. As a result, a maintenance person at Pine Ridge requested and was granted a transfer to LSV. The position is now open to the public. A former employee has submitted an application and will be interviewed for the position.

Executive Director:

- Attended a MSHD- sponsored budget training in Lansing.
 - Attended a regional housing meeting in Escanaba.
 - The City will begin sending us applications for board members prior to appointment. Shannon should be the last board member appointed without our input.
 - The City sent MHC a letter stating they would no longer be administering our benefits and payroll as of October 1, 2023. They failed to tell us several benefits expired prior to October 1st and we needed to secure those benefits independently. See attached chart for progress on benefits. After June 30th we will not have vision insurance, but our employee contracts do not state that it needs to be provided. Workman's Comp needs to be investigated.
 - I reached out to Michigan Employment Retirement System (MERS) and other executive directors to discuss the effects of separating from the City. We are a separate entity from the City. We are a City mandate. Currently we are using the City's EIN number. I am uncertain if we need to obtain our own number. Stark suggested a meeting with the City.
 - E.D. suggested watching the MSHDA videos and will send the link.
 - (b) Youth and Family Center Report – Lots of activities.
 - (c) Financials – No questions asked.
 - (d) Approval of checks- No questions asked.
 - (e) Cash Position Statement – B.A. has not transferred the management fees. There are monies in HUD reserves. Still have cash on hand.
 - (f) Housing Choice Voucher Progress Report – Spending is on tract. Will have to request a monthly front load because HUD does not want monies sitting on their books. Because a SEMAP was not submitted HUD will be conducting a review of our program in the next couple weeks. Stark will also be meeting with them.
 - (g) Pine Ridge Marquette Report – Commissioners like the report.
 - (h) Lake Superior Village Report – People not getting evicted. Report looks good.
Motion made by Metz, seconded by Tharp, to approve the Executive Director's report.
- 6) Communications: None
- 7) Old Business
- a) Strategic Plan – Permanent Supportive Housing: Metz reviewed for two new Commissioners. ALSUP meeting is next month and need to know how we will move forward when the CD matures. Also wanting to approach NMU, maybe addressing

student homelessness or helping students struggling with housing. Stark with reach out to Director of the Foundation to set up a meeting with Maki.

- 8) New Business
 - a) Resolution 2023-3 Accounts Payable Policy
Motion made by Metz, seconded by Tharp, to approve Resolution 2023-3. Motion passes.
 - b) Rules of Procedure – Draft. Would like to add E.D. comments before Commissioner Comments to the agenda. Will vote at the next meeting. Would like to know when Commissioners prefer the board packets. Fridays are preferred.
- 9) Commissioner Comments: – Tharp: comment about what is happening at KI Sawyer. Shannon – Thank you for the welcome and looking forward to seeing next year's budget. Metz- Reminder that next month is the ALSUP board meeting. Would like everyone to come up with an idea where to develop. Email these ideas to E.D. prior to the ALSUP meeting. Need to have the right person to address the Balance of State Reasonable Homelessness. Tharp – map with zoning codes.
- 10) Public Comment – E.D. from RITA wants to commit to long- term housing issues and would like to be involved. Very happy to be attending the MHC board meeting. Explained how to obtain Supportive Housing grant.
- 11) Adjournment at 7:06 pm



Signature

7.25.23

Date