



MEETING AGENDA

The Marquette Housing Commission hereby gives public notice of a meeting scheduled for Tuesday, July 25, 2023 at 5:30 P.M. in the Pine Ridge conference room.

- 1) Roll Call
- 2) Approval of Agenda (page 1)
- 3) Approval of Previous Meeting Minutes-June (page 2-4)
- 4) Public Comment
- 5) Consent Agenda
 - a) Executive Director's Report (page 5,6)
 - b) Youth and Family Center Report (page 7)
 - c) Financials-June (page 8-13)
 - d) Approval of checks (page 14-20)
 - e) Cash Position Statement (page 21)
 - f) Housing Choice Voucher Progress Report (page 22)
 - g) Pine Ridge Marquette Report (page 23)
 - h) Lake Superior Village Report (page 24)
- 6) Communications
 - a) Tenant letter (page 25-26)
- 7) Old Business
 - a) Strategic Plan
 - b) Rules of Procedure (page 27-33)
- 8) New Business
 - a) Separation from City
 - 1) EIN
 - 2) Non-profit status
 - b) Resolution 2023-4 No Trespass Policy (page 34-35)
- 9) Commissioner Comments
- 10) Public Comment
- 11) Adjournment

Mission

To provide and maintain quality, affordable housing free from discrimination.

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

Date

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11) Adjournment at 7:06 pm



Signature

7.25.23

Date



July 21, 2023

TO: Board of Directors
FROM: Sharon L. Maki, Director
SUBJECT: Executive Director's Report

Pine Ridge Marquette:

- Vacancies: 3; 1 eviction; 1 move out on 7-21-23; 1 apartment awaiting for cabinets prior to rental.
- Cinnaire conducted a desk file review on July 17th. There was no finding on the files.
- The maintenance man who is transferring over to Lake Superior Village will start working at Lake Superior Village on day per week to start orientation prior to his full-time transfer over there.

Lake Superior Village:

- The Cinnaire representative has been provided files for a desk review. He has reviewed half the files and anticipates completing the review on Monday.
- Vacancies: 1; 1 3-bedroom
- The retiring maintenance man's position was posted on Indeed. We only received three applications from that posting. A previous part-time maintenance person also applied. We will be making an offer for the position within the next couple of weeks.

Housing Choice Voucher:

- The Minnesota Field Office of HUD started a remote review of the HCV program. We anticipate they will complete the review next week.

Executive Director:

- Attended the second meeting of the Central UP Regional Housing Partnership. I am on the Housing Ecosystem Committee. This is very early on in the process but the group is very positive there will be positive impact on the housing situation in the Upper Peninsula
- Jackie Stark and I met with Karen Kovac, the City Manager. We will be separating from the City effective October 1. The city will continue to appoint our board of commissioners.
- I continue to work on securing all benefits that historically have been incorporated with the city benefits. I still need to obtain information from the city regarding workman's comp and unemployment insurance.
- I am working to analyze the cost impact to the housing commission from separating from the city.

- I have reached out to housing commissions for payroll vendors. I have received the names of eight different companies. I reached out to one vendor and received a quote from them. I am in the process of researching the other vendors to determine if they can provide the services we need and obtain quotes.
- Will be attending the Michigan Office of Rural Development Leadership Summit in Munising.
- The annual presentation to the City of Marquette is August 14th. I will be working on revising the presentation to reflect the changes after RAD and separation from the City.
- And lastly, I (hopefully) rescued a baby bunny rabbit that was found in the community room at Pine Ridge. Update at meeting. 😊

Board Report July 2023 LSVYFC

July:

- Kendra and I have another opportunity for a very large grant. This grant is through LEO (Department of Labor and Economic Opportunity). The State has issued a Michigan Community Center and Neighborhood Initiative Grant Program with the minimum amount you can ask for is \$150,000 and the max being \$2,500,000. This is a three-year grant. The requirements are you have to have matching funds with the ability to cover costs until you are reimbursed for the awarded grant. Kendra and I are working on a plan to seeing if we can financially be able to meet the requirements for this grant. Then deadline for this is August 31st.
- We received a \$2,000 dollar grant for Huntington Bank for food programing!
- Summer Program is going amazingly. Our first Field Trip will be on Tuesday the 25th and we are going to the Children's Museum (by popular demand for the kids...lo!!)
- We have the garden up and going, finally! The kids are super excited to watch the plants grow and get our first harvest of the year. This year we are trying to grow popcorn so the kids can see how popcorn is made! The other plants in the garden are: tomatoes, bean, onions, squash, pumpkins, peppers, cantaloupe, watermelon, and a few herbs and flowers the kids wanted to try out.

Marquette Housing Commission
Business Activities
Income & Expense Statement
For the 1 Month and 9 Months Ended June 30, 2023

	1 Month Ended		9 Months Ended			
	<u>June 30, 2023</u>		<u>June 30, 2023</u>		<u>BUDGET</u>	<u>*OVER/UNDER</u>
Operating Income						
Rental Income						
Total Rental Income	\$	0.00	\$	0.00	\$	0 \$ 0.00
Revenues - HUD PHA GRANTS						
Total HUD PHA GRANTS	\$	0.00	\$	0.00	\$	0 \$ 0.00
Nonrental Income						
3610 - Interest Income	\$	2,124.68	\$	17,927.71	\$	1,080 \$ (16,847.71)
3690.1 - Non-Tenant Income		559.06		612,561.39		30,000 (582,561.39)
3693 - Management Fees- PRM		7,129.00		61,460.00		79,205 17,745.00
3694 - Management Fees- LSV		5,907.00		50,924.00		65,628 14,704.00
Total Nonrental Income	\$	15,719.74	\$	742,873.10	\$	175,913 \$ (566,960.10)
Total Operating Income	\$	15,719.74	\$	742,873.10	\$	175,913 \$ (566,960.10)
Operating Expenses						
Routine Expense						
Administration						
4110 - Administrative Salaries	\$	6,929.80	\$	76,129.10	\$	111,495 \$ 35,365.90
4130 - Legal Expense		0.00		100.00		200 100.00
4140 - Staff Training		3,058.20		6,010.99		750 (5,260.99)
4150 - Travel Expense		217.68		4,544.39		7,500 2,455.61
4170 - Accounting Fees		2,549.00		21,607.00		19,440 (2,167.00)
4171 - Auditing		0.00		6,750.00		9,000 2,250.00
4182 - Employee Benefits - Admin		9,393.17		88,603.97		52,500 (36,103.97)
4185 - Telephone		138.42		1,298.69		2,000 701.31
4190.1 - Publications		0.00		43.20		0 (43.20)
4190.2 - Membership Dues & Fees		0.00		1,178.74		700 (478.74)
4190.3 - Admin Service Contracts		2,819.34		24,266.76		5,000 (19,266.76)
4190.4 - Office Supplies		163.16		1,392.78		500 (892.78)
4190.5 - Other Sundry		1,471.12		7,782.51		500 (7,282.51)
Total Administration	\$	26,739.89	\$	239,708.13	\$	209,085 \$ (30,623.13)
Tenant Services						
4220 - Rec., Pub., & Other Services	\$	0.00	\$	25,000.00	\$	0 \$ (25,000.00)
Total Tenant Services	\$	0.00	\$	25,000.00	\$	0 \$ (25,000.00)

Marquette Housing Commission
Business Activities
Income & Expense Statement
For the 1 Month and 9 Months Ended June 30, 2023

	1 Month Ended	9 Months Ended		
	<u>June 30, 2023</u>	<u>June 30, 2023</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Utilities				
Total Utilities	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Ordinary Maint. & Operations				
4420 - Materials	\$ 0.00	\$ 228.04	\$ 0	\$ (228.04)
4433 - Employee Benefits - Maint.	36.00	144.00	0	(144.00)
Total Ordinary Maint. & Oper	\$ 36.00	\$ 372.04	\$ 0	\$ (372.04)
General Expense				
4510.2 - Liability Insurance	\$ 183.16	\$ 1,648.77	\$ 1,159	\$ (489.77)
4510.3 - Workmen's Compensation	0.00	2,948.00	0	(2,948.00)
4510.4 - All Other Insurance	0.00	0.00	3,318	3,318.00
Total General Expense	\$ 183.16	\$ 4,596.77	\$ 4,477	\$ (119.77)
Total Routine Expense	\$ 26,959.05	\$ 269,676.94	\$ 213,562	\$ (56,114.94)
Non-Routine Expense				
Extraordinary Maintenance				
Total Extraordinary Maintenance	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Casualty Losses-Not Cap.				
Total Casualty Losses	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Total Non-Routine Expense	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Total Operating Expenses	\$ 26,959.05	\$ 269,676.94	\$ 213,562	\$ (56,114.94)
Operating Income (Loss)	\$ (11,239.31)	\$ 473,196.16	\$ (37,649)	\$ (510,845.16)
Depreciation Expense				
Total Depreciation Expense	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Surplus Credits & Charges				
Total Surplus Credits & Charges	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Capital Expenditures				
Total Capital Expenditures	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Other Financial Items				
Total Other Financial Items	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
GAAP Net Income (Loss)	\$ (11,239.31)	\$ 473,196.16	\$ (37,649)	\$ (510,845.16)

PRM Limited Dividend Housing Association LP
Income & Expense Statement
For the 1 Month and 6 Months Ended June 30, 2023

	1 Month Ended	6 Months Ended		
	<u>June 30, 2023</u>	<u>June 30, 2023</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Operating Income				
Rental Income				
5120 - Rental Income- Apartments	\$ 47,909.00	\$ 285,460.00	\$ 557,280	\$ 271,820.00
5121 - Rental Assistance Payments	49,111.00	281,839.00	567,600	285,761.00
5200 - Vacancy Loss	(1,352.00)	(2,575.00)	(1,250)	1,325.00
5300 - Bad Debt/Former Residents	0.00	0.00	(500)	(500.00)
Total Rental Income	<u>\$ 95,668.00</u>	<u>\$ 564,724.00</u>	<u>\$ 1,123,130</u>	<u>\$ 558,406.00</u>
Financial Income				
5410 - Interest on General Fund	\$ 683.83	\$ 3,800.34	\$ 140	\$ (3,660.34)
5420 - Interest on S/D Fund	2.50	17.44	2	(15.44)
5430 - Interest on Taxes/Insurance Reserve	138.76	580.35	6	(574.35)
5440 - Interest on Replacement Reserve	3,140.93	17,816.42	1,210	(16,606.42)
5460 - Interest on General Operating Reserve	1,330.75	7,631.04	530	(7,101.04)
5480 - Interest on ORC Reserve	9.27	53.16	12	(41.16)
Total Financial Income	<u>\$ 5,306.04</u>	<u>\$ 29,898.75</u>	<u>\$ 1,900</u>	<u>\$ (27,998.75)</u>
Other Income				
5910 - Laundry and Vending Revenue	\$ 631.64	\$ 5,121.85	\$ 9,300	\$ 4,178.15
5920 - Tenant Charges	304.47	4,049.80	500	(3,549.80)
5970 - Bad Debt Recovery	40.00	380.00	0	(380.00)
5980 - Rooftop Rental	1,161.25	6,967.50	18,000	11,032.50
5990 - Miscellaneous Revenue	0.00	6,434.77	0	(6,434.77)
Total Other Income	<u>\$ 2,137.36</u>	<u>\$ 22,953.92</u>	<u>\$ 27,800</u>	<u>\$ 4,846.08</u>
Total Operating Income	<u>\$ 103,111.40</u>	<u>\$ 617,576.67</u>	<u>\$ 1,152,830</u>	<u>\$ 535,253.33</u>
Operating Expenses				
Project Expenses				
Rent Expenses				
6210 - Advertising	\$ 0.00	\$ 54.20	\$ 450	\$ 395.80
Total Rent Expenses	<u>\$ 0.00</u>	<u>\$ 54.20</u>	<u>\$ 450</u>	<u>\$ 395.80</u>
Administration				
6310 - Office Salaries	\$ 7,030.42	\$ 35,156.05	\$ 89,100	\$ 53,943.95
6311 - Office Supplies and Expense	740.79	6,656.21	0	(6,656.21)
6315 - Staff Training	0.00	108.68	0	(108.68)
6320 - Management Fees	7,129.00	42,770.00	98,700	55,930.00
6330 - Legal Expense	874.00	3,499.88	0	(3,499.88)
6350 - Auditing	0.00	10,100.00	0	(10,100.00)
6360 - Telephone	841.28	4,740.78	10,000	5,259.22
6390.1 - Bank Service Charges	15.00	110.00	0	(110.00)
6390.2 - TRACS- ShofCorp	224.00	712.00	0	(712.00)
6392 - Service Coordinator	2,880.00	14,400.00	37,634	23,234.00
6393 - Resident Services	246.60	808.14	0	(808.14)
Total Administration	<u>\$ 19,981.09</u>	<u>\$ 119,061.74</u>	<u>\$ 235,434</u>	<u>\$ 116,372.26</u>

PRM Limited Dividend Housing Association LP
Income & Expense Statement
For the 1 Month and 6 Months Ended June 30, 2023

	1 Month Ended	6 Months Ended		
	June 30, 2023	June 30, 2023	BUDGET	*OVER/UNDER
Operational Expenses				
6510 - Maintenance Payroll	\$ 6,789.08	\$ 33,619.97	\$ 87,189	\$ 53,569.03
6515 - Supplies	3,143.68	9,683.01	0	(9,683.01)
6520.02 - Heating & Cooling Contracts	0.00	865.15	0	(865.15)
6520.04 - Elevator Maintenance Contracts	2,149.87	14,325.98	8,200	(6,125.98)
6520.07 - Electrical Contracts	0.00	716.75	0	(716.75)
6520.08 - Plumbing Contracts	0.00	1,158.21	0	(1,158.21)
6520.09 - Exterminating Contracts	267.12	2,924.14	3,000	75.86
6520.11 - Routine Maintenance Contracts	1,450.14	9,056.51	0	(9,056.51)
6520.12 - Miscellaneous Contracts	172.32	3,226.36	0	(3,226.36)
6525 - Garbage and Trash Removal	1,413.74	6,044.28	9,900	3,855.72
Total Operational Expenses	\$ 15,385.95	\$ 81,620.36	\$ 108,289	\$ 26,668.64
Utilities				
6450 - Electricity	\$ 6,021.62	\$ 33,552.00	\$ 60,000	\$ 26,448.00
6451 - Water	1,856.35	10,121.71	25,790	15,668.29
6452 - Gas	2,134.54	32,345.12	42,000	9,654.88
6453 - Sewer	2,663.40	16,171.29	69,510	53,338.71
Total Utilities	\$ 12,675.91	\$ 92,190.12	\$ 197,300	\$ 105,109.88
Depreciation/Amortization Expense				
Total Depreciation/Amortization Expense	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Taxes and Insurance				
6710 - Payment in Lieu of Taxes	\$ 1,360.38	\$ 7,627.80	\$ 0	\$ (7,627.80)
6711 - Payroll Taxes	1,265.66	6,435.28	17,115	10,679.72
6720 - Property and Liability Insurance	2,459.07	14,754.42	0	(14,754.42)
6723 - Other Employee Benefits	5,686.25	39,285.88	28,560	(10,725.88)
Total Taxes and Insurance	\$ 10,771.36	\$ 68,103.38	\$ 45,675	\$ (22,428.38)
Financial Expenses				
6820 - Interest on Mortgage Payable	\$ 0.00	\$ 0.00	\$ 345,767	\$ 345,767.00
6850 - Interest on Loan Payable	1,153.33	6,919.98	0	(6,919.98)
Total Financial Expenses	\$ 1,153.33	\$ 6,919.98	\$ 345,767	\$ 338,847.02
Total Project Expenses	\$ 59,967.64	\$ 367,949.78	\$ 932,915	\$ 564,965.22
Operating Income (Loss)	\$ 43,143.76	\$ 249,626.89	\$ 219,915	\$ (29,711.89)
Other Payments - Memorandum				
7510 - Tax Escrow Deposits	\$ 1,600.00	\$ 11,200.00	\$ 14,460	\$ 3,260.00
7515 - Insurance Escrow Deposits	2,265.78	15,860.46	46,892	31,031.54
7520 - Replacement Reserve Deposits	3,500.00	24,500.00	42,000	17,500.00
7590 - Operating Expenditures- Contra	(7,365.78)	(51,560.46)	(- 33,352)	(51,791.54)
Total Memorandum Accounts	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00

LSV Limited Dividend Housing Association LP
Income & Expense Statement
For the 1 Month and 6 Months Ended June 30, 2023

	1 Month Ended	6 Months Ended		
	<u>June 30, 2023</u>	<u>June 30, 2023</u>	<u>BLDGET</u>	<u>*OVER/UNDER</u>
Operating Income				
Rental Income				
5120 - Rental Income- Apartments	\$ 48,619.00	\$ 318,847.00	\$ 550,620	\$ 231,773.00
5121 - Rental Assistance Payments	70,862.00	401,397.00	845,316	443,919.00
5200 - Vacancy Loss	(1,280.00)	(14,022.00)	(8,700)	5,322.00
5300 - Bad Debt/Former Residents	0.00	0.00	(4,500)	(4,500.00)
Total Rental Income	<u>\$ 118,201.00</u>	<u>\$ 706,222.00</u>	<u>\$ 1,382,736</u>	<u>\$ 676,514.00</u>
Financial Income				
5410 - Interest on General Fund	\$ 484.49	\$ 2,988.77	\$ 140	\$ (2,848.77)
5420 - Interest on S/D Fund	1.53	11.08	1	(10.06)
5430 - Interest on Taxes/Insurance Reserve	172.81	674.20	10	(664.20)
5440 - Interest on Replacement Reserve	1,195.15	6,691.92	600	(6,091.92)
5460 - Interest on General Operating Reserve	1,548.89	8,881.99	860	(8,021.99)
5485 - Interest on ORC	9.78	56.10	0	(56.10)
Total Financial Income	<u>\$ 3,412.65</u>	<u>\$ 19,304.06</u>	<u>\$ 1,611</u>	<u>\$ (17,693.06)</u>
Other Income				
5920 - Tenant Charges	\$ 2,256.08	\$ 6,685.54	\$ 3,000	\$ (3,685.54)
5970 - Bad Debt Recovery	0.00	329.57	0	(329.57)
Total Other Income	<u>\$ 2,256.08</u>	<u>\$ 7,015.11</u>	<u>\$ 3,000</u>	<u>\$ (4,015.11)</u>
Total Operating Income	<u>\$ 123,869.73</u>	<u>\$ 732,541.17</u>	<u>\$ 1,387,347</u>	<u>\$ 654,805.83</u>
Operating Expenses				
Project Expenses				
Rent Expenses				
6210 - Advertising	\$ 0.00	\$ 0.00	\$ 1,000	\$ 1,000.00
Total Rent Expenses	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 1,000</u>	<u>\$ 1,000.00</u>
Administration				
6310 - Office Salaries	\$ 7,350.41	\$ 36,758.40	\$ 38,200	\$ 61,441.60
6311 - Office Supplies and Expense	976.98	5,356.92	21,280	15,923.08
6315 - Staff Training	0.00	104.50	6,160	6,055.50
6320 - Management Fees	5,907.00	35,438.00	31,780	46,342.00
6325 - Travel Expense	0.00	0.00	2,550	2,550.00
6330 - Legal Expense	1,393.08	6,208.33	4,000	(2,208.33)
6350 - Auditing	0.00	10,100.00	11,400	1,300.00
6360 - Telephone	446.30	2,337.20	5,000	2,662.80
6380 - Bad Debts	0.00	0.00	13,200	13,200.00
6390.1 - Bank Service Charges	10.00	90.00	740	650.00
6390.2 - TRACS- ShofCorp	204.00	612.00	2,070	1,458.00
6392 - Service Coordinator	720.00	3,600.00	10,594	6,994.00
6393 - Resident Services	0.00	0.00	25,000	25,000.00
Total Administration	<u>\$ 17,007.77</u>	<u>\$ 100,605.35</u>	<u>\$ 231,974</u>	<u>\$ 181,368.65</u>

LSV Limited Dividend Housing Association LP
Income & Expense Statement
For the 1 Month and 6 Months Ended June 30, 2023

	1 Month Ended	6 Months Ended		
	<u>June 30, 2023</u>	<u>June 30, 2023</u>	<u>BUDGET</u>	<u>*OVER/UNDER</u>
Operational Expenses				
6510 - Maintenance Payroll	\$ 6,708.81	\$ 33,851.30	\$ 85,931	\$ 52,079.70
6515 - Supplies	1,184.10	9,011.59	20,960	11,948.41
6520.02 - Heating & Cooling Contracts	0.00	0.00	500	500.00
6520.05 - Landscaping & Grounds Contracts	2,200.00	2,200.00	0	(2,200.00)
6520.07 - Electrical Contracts	140.00	140.00	500	360.00
6520.08 - Plumbing Contracts	0.00	862.97	1,000	137.03
6520.11 - Routine Maintenance Contracts	0.00	1,187.25	3,600	2,412.75
6520.12 - Miscellaneous Contracts	350.00	457.40	9,440	8,982.60
6525 - Garbage and Trash Removal	1,519.76	8,399.80	19,000	10,600.20
Total Operational Expenses	<u>\$ 12,102.67</u>	<u>\$ 56,110.31</u>	<u>\$ 140,931</u>	<u>\$ 84,820.69</u>
Utilities				
6450 - Electricity	\$ 8,951.29	\$ 56,763.73	\$ 100,000	\$ 43,236.27
6451 - Water	3,961.64	23,025.85	41,130	18,104.15
6452 - Gas	3,071.59	51,972.83	87,000	35,027.17
6453 - Sewer	6,250.28	36,293.68	65,870	29,576.32
Total Utilities	<u>\$ 22,234.80</u>	<u>\$ 168,056.09</u>	<u>\$ 294,000</u>	<u>\$ 125,943.91</u>
Depreciation/Amortization Expense				
Total Depreciation/Amortization Expense	\$ 0.00	\$ 0.00	\$ 0	\$ 0.00
Taxes and Insurance				
6710 - Payment in Lieu of Taxes	\$ 1,004.17	\$ 5,470.76	\$ 0	\$ (5,470.76)
6711 - Payroll Taxes	1,119.19	5,617.08	15,500	9,882.92
6720 - Property and Liability Insurance	4,577.02	27,462.12	0	(27,462.12)
6722 - Workmen's Compensation	0.00	0.00	1,000	1,000.00
6723 - Other Employee Benefits	6,509.95	39,489.90	123,691	64,201.10
Total Taxes and Insurance	<u>\$ 13,210.33</u>	<u>\$ 78,039.86</u>	<u>\$ 120,191</u>	<u>\$ 42,151.14</u>
Financial Expenses				
6820 - Interest on Mortgage Payable	\$ 0.00	\$ 0.00	\$ 322,000	\$ 322,000.00
6850 - Interest on Loan Payable	941.56	5,649.36	5,350	(299.36)
Total Financial Expenses	<u>\$ 941.56</u>	<u>\$ 5,649.36</u>	<u>\$ 327,350</u>	<u>\$ 321,700.64</u>
Total Project Expenses	<u>\$ 65,497.13</u>	<u>\$ 408,460.97</u>	<u>\$ 1,165,446</u>	<u>\$ 756,985.03</u>
Operating Income (Loss)	<u>\$ 58,372.60</u>	<u>\$ 324,080.20</u>	<u>\$ 221,901</u>	<u>\$ (102,179.20)</u>
Other Payments - Memorandum				
7510 - Tax Escrow Deposits	\$ 1,250.00	\$ 8,750.00	\$ 15,000	\$ 6,250.00
7515 - Insurance Escrow Deposits	4,436.45	31,055.15	53,232	22,176.85
7520 - Replacement Reserve Deposits	2,900.00	20,300.00	34,800	14,500.00
7590 - Operating Expenditures- Contra	(8,586.45)	(60,105.15)	(103,032)	(42,926.85)
Total Other Payments - Memorandum	<u>\$ 0.00</u>	<u>\$ 0.00</u>	<u>\$ 0</u>	<u>\$ 0.00</u>

Date: 07/21/2023
Time: 10:23:29

Marquette Housing Commission
Check Register Summary Report
Pine Ridge Marquette Limited
From: 06/27/2023 To: 07/21/2023

Date	Ref Num	Payee	Payment	Deposit	Balance	Memo
07/20/2023	001965	Waste Management	814.50			9215093299 37.18
07/20/2023	001966	MSHDA	31,101.00			9215598693 36.63
07/20/2023	001967	City of Marquette - Utilities	6,703.95			9215598694 35.92
07/20/2023	001968	Marquette Board of Light & Power	6,559.04			inv 1473469-0411-2
07/20/2023	001969	Kenricks, Bordeaux, Keefe, Seavoy &	300.00			Mortgage #3924 August 2023
07/20/2023	001970	First Advantage	89.92			Due 7/27/2023
07/20/2023	001971	Cardmember Service	638.10			Due 7/25/2023
07/20/2023	001972	Semco Energy	1,584.91			81448 June
07/20/2023	001973	Cardmember Service	147.77			81448 Pine Ridge June
Total:			196,897.03	0.00		inv 87612306
						Due Aug 1
						Due Aug 4
						Due Aug 1 - Kendra

Date	Ref Num	Payee	Payment	Deposit
06/30/2023	001902	Emily J. Rice	336.76	
06/30/2023	001903	HD Supply Facilities Maintenance	270.79	
06/30/2023	001904	Verizon Wireless	53.16	
06/30/2023	001905	Canon	166.78	
06/30/2023	001906	Kenricks, Bordeaux, Keefe, Seavoy &	1,393.08	
06/30/2023	001907	Jesse Wright	140.00	
06/30/2023	001908	MSHDA	56,700.00	
07/07/2023	001909	City of Marquette-City Treasurer	22,456.83	
07/13/2023	001910	City of Marquette - Utilities	10,553.52	
07/13/2023	001911	Marquette Board of Light & Power	9,118.03	
07/13/2023	001912	Household Appliance	101.76	
07/13/2023	001913	Waste Management	229.59	
07/13/2023	001914	Sherwin-Williams CO.	383.32	
07/13/2023	001915	Capital One Trade Credit - Menards	192.41	
07/13/2023	001916	Canon	141.78	
07/13/2023	001917	Mares -Z- Doats Feed	9.53	
07/13/2023	001918	Northland Lawn & Sport Equipment	46.47	
07/13/2023	001919	SHOFCORP LLC	204.00	
07/13/2023	001920	Waste Management	1,429.00	
07/13/2023	001921	906 Technologies	30.00	
07/13/2023	001922	North Country Disposal, Inc	1,150.00	
07/13/2023	001923	Swailes Plumbing & Heating Co.	1,107.96	
07/13/2023	001924	HAAS	645.00	
07/16/2023	EFT	Charter Communications	257.93	
07/20/2023	001925	Verizon Wireless	86.12	
07/20/2023	001926	MSHDA	41,962.00	
07/20/2023	001927	City of Marquette-City Treasurer	18,954.95	
07/20/2023	001928	City of Marquette-City Treasurer	10,282.99	

Memo
A/R
inv 9214187668
inv 9937618475
inv 30718023
inv 81280 \$1214.50
inv 81283 178.58
inv 274
2022 Annual Audit Dev. No. 3923
May
May payroll
Water & Sewer
Due 7/17
inv SV00047078
inv 0131339-0411-3
inv 8814-6
Due July 26
inv 30053571
ticket 13509 Straw bale
inv 11945
July & Aug
Inv 1473612-0411-7
AT 29139
Inv 162483 Set containers 5/30 & Pulled 6/6
Inv 203360
6/30/2023
inv 0158307062923
inv 9938974047
August Mortgage #3923
June Payroll
LSV Limited Dividend Housing Association LP FYE 12/31/2022

Check Register Summary Report

Lake Superior Village Limited

From: 06/27/2023 To: 07/21/2023

Date	Ref Num	Payee	Payment	Deposit	Memo
07/20/2023	001929	Semco Energy	1,988.96		Due 8/4/2023
07/20/2023	001930	Kennicks, Bordeaux, Keefe, Seavoy &	300.00		inv 81448 Lake Superior Village
07/20/2023	001931	Cardmember Service	815.27		Due Aug 1
07/20/2023	001932	Cardmember Service	562.50		Due Aug 1 LSV Swick

Total: 182,070.49 0.00

Date	Ref Num	Payee	Payment	Deposit	Memo
06/28/2023	001940	FRACO CONCRETE PRODUCTS	1,762.10		Order 2305-635868 Mohawk Molveno Stones Perfect Greige 17.5 SF CTN
06/30/2023	001941	Verizon Wireless	35.44		inv 9937618475
06/30/2023	001942	Capital One Trade Credit - Menards	140.48		Due 7/14/2023
06/30/2023	001943	Canon	131.65		inv 30718022 due 7/10/2023
06/30/2023	001944	Credit-Check	14.00		client no. 10720
06/30/2023	001945	Kenricks, Bordeaux, Keefe, Seavoy &	874.00		inv 81280
06/30/2023	001946	MSHDA	78,364.00		2022 Audit Dev. No. 3924
06/30/2023	001947	Baraga Telephone	32.91		inv 10735003
07/07/2023	001948	City of Marquette-City Treasurer	23,651.41		May Payroll
07/13/2023	001949	Carahsoft Technology Corp.	46.97		INV IN1417260 Date June 13
07/13/2023	001950	Credit-Check	195.67		Lient 10720 6/6/23 J.Rygh
07/13/2023	001951	Pennisula Fiber Network LLC	425.01		inv 50028728 July 1-31
07/13/2023	001952	LandlordLocks.com, Inc.	459.19		INV 169190 10 IC Core, 7 pin 100 icore key blanks
07/13/2023	001953	Thomas Szyperski	44.44		Reimbursement for Micle grow for PRM flowers
07/13/2023	001954	Swick Plumbing	674.25		INV 52241652 Inv date July 5th Camera scope for suds
07/13/2023	001955	Prime Specialty Contracting, LLC	5,511.31		INV SO3464 New expansion tank work
07/13/2023	001956	SHOFCORP LLC	244.00		inv 171104 July & August 2023
07/13/2023	001957	HAAS	775.00		6/30/2023
07/20/2023	001958	Verizon Wireless	104.31		inv 9938974047 Due 7/29/23
07/20/2023	001959	906 Technologies	30.00		AT-29190
07/20/2023	001960	Orkin	267.12		inv246359839 & 246359840
07/20/2023	001961	Johnson Controls Fire Protection	400.73		Inv 51032933Replacement for 310 water damage above shower
07/20/2023	001962	City of Marquette-City Treasurer	14,844.74		in Lieu of Taxes 01/19/2023 Ordinance No. 687 PMR Limited Dividend Housing Association LP FYE 12/31/2022
07/20/2023	001963	City of Marquette-City Treasurer	18,885.32		June Payroll
07/20/2023	001964	HD Supply Facilities Maintenance	1,043.79		9214978026 348.83 9215016701 585.23

Date	Ref Num	Payee	Payment	Deposit
06/30/2023	026782	906 Technologies	946.75	
07/07/2023	026783	City of Marquette-City Treasurer	22,913.78	
07/13/2023	026784	Susan Hurley	49.78	
07/13/2023	026785	906 Technologies	446.00	
07/13/2023	026786	UP Health System	90.00	
07/13/2023	026787	HAAS	200.00	
07/20/2023	026788	Verizon Wireless	138.48	
07/20/2023	026789	City of Marquette-City Treasurer	21,207.36	
07/20/2023	026790	First Advantage	14.97	
07/20/2023	026791	Cardmember Service	949.03	

Total: 46,956.15 0.00

Memo
AT-28736 \$260.75
AT-28678 \$686.00
May 12 & 26 payroll
Travel 2nd quarter 4/11-6/30 2023
AT-29150 Monthly Webroot 6/1-6/30/2023
INV 44778 SMF incident
6/30/23
inv 9938974047
June Payroll
inv 87612306 Y&F
Due Aug 1

Date: 07/21/2023
Time: 10:22:56

Marquette Housing Commission
Check Register Summary Report
Voucher

From: 06/27/2023 To: 07/21/2023

Page: 1

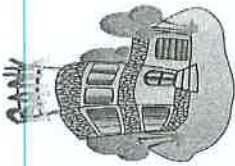
Date	Rcf Num	Payee	Payment	Deposit	Memo
07/01/2023	000087	906 Real Estate Holdings LLC	303.00		July Hap
07/01/2023	000087	Stuart Bennett	465.00		July Hap
07/01/2023	000087	James B. Butts	319.00		July Hap
07/01/2023	000087	Scott or Sharon Ciullo	352.00		July Hap
07/01/2023	000087	Findley's LLC	825.00		July Hap
07/01/2023	000087	Grandview Marquette	2,811.00		July Hap
07/01/2023	000087	Ironshore Properties, LLC	1,124.00		July Hap
07/01/2023	000087	Iron Bay Properties	904.00		July Hap
07/01/2023	000087	Kevin Koupus	696.00		July Hap
07/01/2023	000087	Lost Creek Apartments	399.00		July Hap
07/01/2023	000087	M&M Properties LLC	251.00		July Hap
07/01/2023	000087	Denise Nelson	459.00		July Hap
07/01/2023	000087	Orianna Ridge - The Preserve	2,423.00		July Hap
07/01/2023	000087	Proex Realty	1,250.00		July Hap
07/01/2023	000087	Racine Rentals, LLC	553.00		July Hap
07/01/2023	000087	Allison L. Smith	1,499.00		July Hap
07/01/2023	000087	Lisa St. Charles	750.00		July Hap
07/01/2023	000087	Ron Thorley	524.00		July Hap
07/01/2023	000087	Heidi Lynn Werda	597.00		July Hap
07/01/2023	003992	Birch Grove MHC	280.00		July Hap
07/01/2023	003993	ANJANETTE DISHMOND	19.00		July Hap
07/01/2023	003994	Casey J. Finney	26.00		July Hap
07/01/2023	003995	PAUL HARRAH III	28.00		July Hap
07/01/2023	003996	Daniel Lohman	493.00		July Hap
07/01/2023	003997	Katie A. Martinez	282.00		July Hap
07/01/2023	003998	Audrey Puuri	169.00		July Hap
07/01/2023	003999	Rae A. Robar	102.00		July Hap
07/01/2023	004000	Sawyer Village	550.00		July Hap
07/01/2023	004001	ANA M. SICOTTE	43.00		July Hap
07/01/2023	004002	Negaunee Apartments LP	211.00		July Hap

From: 06/27/2023 To: 07/21/2023

Date	Ref Num	Payee	Payment	Deposit
07/07/2023	004003	City of Marquette-City Treasurer	853.56	
07/13/2023	004004	HAAS	218.36	
07/20/2023	004005	Cardmember Service	20.00	
07/20/2023	004006	City of Marquette-City Treasurer	887.53	

Total: 20,686.45 0.00

Memo
May payroll
6/30/23
Due Aug 1
June Payroll



Marquette Housing Commission Cash Position Statement

FISCAL YEAR END 2023

July

Bank	Account Number	Account Name	Last Board Meeting 6/23/2023	Current Balance	Change
Incredible Bank	CK MPOOL 0001 100221327	GF checking	598,498.30	562,453.21	(36,045.09)
Incredible Bank	100617919	HCV Checking	54,794.04	60804.3	6,010.26
Incredible Bank	CD (3.1%)	matures 10-28-23	3,000,000.00	3,000,000.00	-
Incredible Bank	100883339	Pine Ridge-Operating	463,251.43	447,580.63	(15,670.80)
Incredible Bank	100919232	Pine Ridge-SD	39,317.05	39,729.27	412.22
Incredible Bank	100987924	Pine Ridge-Op Reserve	231,801.93	231,829.19	27.26
Incredible Bank	100883305	LSV-Operating	364,725.20	383,397.23	18,672.03
Incredible Bank	100919224	LSV-Security Deposit	27,463.08	27,637.87	174.79
TOTALS ALL ACCTS			4,779,851.03	4,753,431.70	(26,419.33)

Business Activities (Sharon, Susi and Kendra)

HAP-Housing Assistance Payment

HCV-Housing Choice Voucher

January - December 2023

	Oct-23	Nov-23	Dec-23	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23
Total Under Lease				33	33	33	34	34	34			
Voucher Count												
Shop Mode				Smith	Smith	0	0					
Issued from wait list				Kuehl & 1 no show	Finney	Schofield & Martinez						
Port in						Martinez					Pfizer	
Leased						Kuehl declined	Finney					
Portable Vouchers Pd												
% Voucher Utilized				62%	62%	62%	64%	64%	64%	64%		
Monthly HAP Expense				\$17,503	18,027.00	17,941.00	19,169.00	19,169.00	18,995.00	18,707.00	19,068.00	
Total Spent to date				\$17,503	35,530.00	53,471.00	72,640.00	91,809.00	110,804.00	129,511.00	148,579.00	
% Budget Utilized	0.0%	0.0%	0.0%	8.34%	15.9%	23.9%	32.5%	41.1%	49.6%	58.0%	66.5%	0.0%
Target %	83.3%	91.6%	100.0%	8.33%	16.66%	25.0%	33.3%	41.7%	50.0%	58.3%	66.7%	75.0%

Based on 9/2022 \$209,000 report from HUD, 2023 will be based on \$223,455 (changed 3/15/2023)

May 2022 report based on \$182637



Pine Ridge Apartments

Project Performance FYE 12/31/2023

Applications	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Waitlist count: 1 bedroom	48	54	57	62	61	39							321
Waitlist count: 2 bedroom	0	0	0	2	2	2							6

Occupancy Report	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	AVG
Apartments available	140	140	140	140	140	140							140
Apartments leased	139	140	139	140	139	138							139.2

Lease Enforcement	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
30-Day Notices to Quit issued	1	0	1	1	0	1							4
Court ordered evictions	0	0	0	0	1	0							1

Swenson

Tenant Account Receivable

Charges	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Amount Charged	\$47,131.00	\$46,806.00	\$50,002.34	\$48,838.00	\$47,989.72	\$47,129.47							\$287,897
Amount Collected	\$47,752.50	\$47,224.72	\$48,627.00	\$49,062.00	\$47,115.32	\$48,694.40							\$288,476

Collection Loss Receipts	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Debt Collected	\$20.00	\$44.03	\$0.00	\$20.00	\$0.00	\$599.06							\$683.09

Write Offs	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Parker mostly rent and move out charges	\$2,416.92	\$1,232.39	\$0.00	\$0.00	\$0.00	\$0.00							\$3,649.31
Sharp: rent and moveout charges													



Lake Superior Village
Project Performance Report FYE 12/31/2023

Applications	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Waitlist count: 2 bedroom	13	17	22	22	26	12							112
Waitlist count: 3 bedroom	8	13	20	19	19	20							99
Waitlist count: 4 bedroom	2	5	6	7	7	10							37

Occupancy Report	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	AVG
Apartments available	2	3	2	3	0	1							2
RAD Apartments	0	0	0	0	0	0							0
Apartments leased	114	113	114	113	116	115							114

Lease Enforcement	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
30-Day Notices to Quit issued	0	4	4	2	1	3							14
Court ordered evictions	0	0	0	0	0	0							0

Tenant Accounts Receivable

Charges	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Amount Charged	\$ 52,416.44	\$ 50,628.00	\$ 52,311.02	\$ 52,324.74	\$ 55,418.26	\$ 49,595.08							\$ 312,693.54
Amount Collected	\$ 54,437.58	\$ 49,297.29	\$ 50,698.04	\$ 51,004.74	\$ 54,514.99	\$ 47,007.90							\$ 306,960.54

Collection Loss Receipts	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Debt Collected	\$0.00	\$0.00	\$0.00	\$0.00	\$329.57	\$0.00							\$ 329.57

Write Offs	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
	\$ -	\$ 1,099.77	\$ 59.53	\$590.62	\$ -	\$ -							\$ 1,749.92

Sharon Maki

From: Lorie Jenerou <ljenerou@gmail.com>
Sent: Thursday, July 13, 2023 11:35 AM
To: Emily Kettu; Heidi Rosenberg; Kendra Goedert; Sharon Maki; cmayor@marquettetemi.gov; fstonehouse@marquettetemi.gov; jhanley@marquettetemi.gov; jottaway@marquettetemi.gov; jsmith@marquettetemi.gov; mlarson@marquettetemi.gov; mwiese@mqtc0.org; programcompliance@michigan.gov; sdavis@marquettetemi.gov
Subject: Inappropriate action of Marquette housing commission

I would have included all commissioners of the MHC, however there is no public listing for contact information.

To the management of Pine Ridge Marquette:

This is my formal request that you remove the no trespassing letter issued to Chris Swenson. The following will outline the reasons I am making the request, and the reasons I believe that adding him to "the banned list" is a violation of HUD policy, state law, and that the arbitrary use of the banned list would indicate the decision to add him is nothing more than an act of harassment and extortion.

1. The project manager called another tenant and told him that he was friends with Chris Swenson and it would be his responsibility to enforce the no trespass order issued to Chris, because Chris owes Pine Ridge Marquette money. This violation of confidentiality occurred 24 hours prior to Chris being served with the no trespass letter.
2. That I explained to the executive director how the enforcement of the no trespass would adversely affect my ability to operate my business as Chris is my business partner and there are things I physically need his help with, and that it is also costing me additional time and money to operate the business.
3. The executive director said that he owes money, and that as soon as he pays the money the order goes away.
4. The Michigan court of appeals determined that any payments accepted by management from or on behalf of the tenant they seek to evict for rent passed the final date of the notice to quit will reinstate the lease and disallow the district court the right to hear or make a decision regarding eviction. That any payment accepted will require the landlord to start the process with a new 30 day notice.
5. That the landlord has the right once the eviction process exceeds 7 days, to file for a judgement requiring the tenant to pay any rent that may accrue due to the length of the process into an escrow account until the final judgment in the case. This was not done.
6. That the landlord also has the right to request the judgement for the accrued subsequent rent be part of the terms of the final judgment. This was not done.
7. That the landlord upon disagreement with the final judgment had the right to appeal the decision and ask it be amended to include the additional rent within 10 days following the judgement.
8. That HUDs recommendation for a tenant who's desired guest is on the banned list, is to simply notify the landlord in writing that the person is the tenants invited guest and therefore not trespassing, as quiet enjoyment gives the tenant the rights to use the property as their own.
9. The house rules state that anyone who has a lease agreement with the Marquette housing commission will be in violation of the lease by allowing a person on the banned list into the property, however the lease agreement is not with Marquette housing commission, it's a lease agreement between tenants and affordable housing solutions of UP.
10. That simply claiming someone owes money does not make it a fact. I.e... if I submit an invoice for payment when I do snow removal at pine ridge, management could simply say that there is no agreement for payment and they don't owe the balance of the invoice. They in that case would be correct.
11. Causing, or threatening to cause harm or distress to force someone to pay money, is the very definition of extortion, and by informing other persons of confidential information shows the intent to use the financial

losses, and isolation from the person's friends and business partner as a means to coerce Chris into paying money they are not owed.

In summary the management at Pine Ridge had 3 opportunities to legally be awarded the monetary compensation, they failed to seek a judgment each time. Michigan law says the judgement of the eviction proceedings will determine if a person must leave or can stay, and if the person is required to pay any money. Chris signed a consent judgment because he was told he would not owe any money, and that if he signed he would remain eligible to obtain subsidized housing in a different housing development. Does being banned from the property affect the status of his eligibility for other subsidized housing?

Please also provide the tenants of Pine Ridge the exception from HUD as well as the request for the exception to allow the conflict of interest that occurs when the housing commission employees are also representatives of a private owner.

Thank you for your time. I look forward to hearing your decision on this matter.

Lorie K Jenerou
President of Pine Ridge resident Council
Co-Owner of S&J Inspection Services LLP
Pine Ridge tenant unit 401
906-250-3624
Ljenerou@gmail.com

SUBJECT: HOUSING COMMISSION RULES OF PROCEDURE

PURPOSE: These Rules of Procedure help the Marquette Housing Commission to run an efficient meeting and interact with the public and media in a positive manner.

POLICY:

I. REGULAR AND SPECIAL MEETINGS

A. Regular Meetings

1. All meetings of the Marquette Housing Commission will be held in compliance with state statutes, including the Open Meetings Act, 1976 PA 267 as amended, and with the following rules:
2. Per City Charter, the Housing Commission shall meet at regular intervals. Said meetings shall be open to the public.

B. Special Meetings

1. Special meetings shall be called by a Commissioner or the Executive Director. At least 18 hours written notice will be given to each Commission sent electronically, served personally, or left at their usual place of residence.
2. Nothing in this section shall bar the Housing Commission from meeting in an emergency session in the event of a severe and imminent threat to the safety or welfare of tenants residing in MHC managed properties or MHC employees.
3. No business shall be transacted at any special meeting of the Housing Commission unless the same has been stated in the notice of such meeting. However, any business which may lawfully come before a regular meeting may be transacted at a special meeting if all the members of the Housing Commission present consent thereto and all the members absent file their written consent.

C. Posting Requirements for Regular and Special Meetings

1. No later than the first day of January each year the Housing Commission shall provide public notice stating the dates, times, and places of its regular meetings.
2. For a rescheduled regular or special meeting of the Housing Commission, a public notice stating the date, time, and place of the meeting shall be posted at the City Hall at least 18 hours before the meeting.
3. The notice described above is not required for a meeting of the Housing Commission in emergency session.

D. Minutes of Regular and Special Meetings

1. Executive Director (ED) or designee shall attend the Housing Commission meetings and record all the proceedings and resolutions of the Housing Commission in accordance with Open Meetings Act.
2. Executive Director (ED) or designee shall prepare the official proceedings of each Housing Commission meeting which shall be the minutes required by the Open Meetings Act.

3. Approved minutes shall be available for public inspection not later than five business days after the meeting at which the minutes are approved by the public body.
4. The ED or designee shall also prepare a summary of the minutes showing the substance of each separate proceeding of the Housing Commission and shall indicate the vote of the Housing Commission members. The summary shall be published within ten days of the meeting on the Housing Commission's website.
5. A copy of the minutes of each regular or special Housing Commission meeting shall be available for public inspection at the Executive Director's office during regular business hours and on the Housing Commission website.

II. CONDUCT OF MEETINGS

A. Meetings to be Public

1. All regular and special meetings of the Housing Commission shall be open to the public, and all persons shall have a reasonable opportunity to be heard in accordance with such rules and regulations as the Housing Commission may determine, except that the meetings may be closed to the public and the media in accordance with the Open Meetings Act.
2. All official meetings of the Housing Commission shall be open to the media, freely subject to recording by audio-visual means at any time, provided that such arrangements do not interfere with the orderly conduct of the meetings.

B. Agenda Preparation

1. An agenda for each regular Housing Commission meeting shall be prepared by the Executive Director with the following order of business:
 - a. Roll call of the Housing Commission
 - b. Approval of Agenda
 - c. Approval of Minutes
 - d. Public Comment
 - e. Consent Agenda
 - f. Communications
 - g. Old Business.
 - h. New Business.
 - i. Public Comment. (May not exceed three minutes per person.)
 - j. Comments from the Housing Commissioners
 - k. Comments from the Executive Director
 - l. Adjournment
2. Any Housing Commissioner member shall have the right to add items to the regular agenda, provided support from one additional Housing Commissioner member is obtained.
3. Any Housing Commissioner member shall have the right to remove items from the regular agenda by a majority vote of the Housing Commission.

C. Consent Agenda

1. A consent agenda may be used to allow the Housing Commission to act on numerous administrative or non-controversial items at one time. Included on this agenda can be non-controversial matters such, review of checks written, payment of bills, program reports, etc.
2. Upon request of a member of Housing Commission, an item shall be removed from the consent agenda and placed on the regular agenda for discussion.

D. Agenda Distribution

The ED or designee shall endeavor to distribute agenda packets to the Housing Commissioners prior to a regular City Housing Commission meeting, but in no case shall distribution occur later than Friday prior to a regular scheduled meeting.

E. Quorum

At all meetings of the Commission, three members of the Commission shall constitute a quorum for the purpose of transacting business; provided that a smaller number may meet and adjourn to some other time or until a quorum is obtained.

F. Attendance at Housing Commission Meetings

1. Appointment to the Marquette Housing Commission is a privilege freely sought by the applicant. It carries with it the responsibility to participate in Housing Commission activities and represent the Housing Commission. Attendance at Housing Commission meetings is critical to fulfilling this responsibility.
2. Upon recommendation of the mayor, the city commission may remove a member of the commission from office before the expiration of his term

III. CLOSED MEETINGS

A. Purpose

Closed meetings, which must be approved by vote at an open meeting, may be held only for the reasons authorized in the Open Meetings Act.

B. Minutes of Closed Meetings

A separate set of minutes shall be taken by the Executive Director or the designated secretary of the Housing Commission at the Closed Session. These minutes will be retained by the ED, shall not be available to the public, and shall only be disclosed if required by a civil action, as authorized by the Michigan Open Meetings Act. These minutes may be destroyed one year and one day after approval of the minutes of the regular meeting at which the closed session was approved.

IV. DISCUSSION AND VOTING

A. Rules of Parliamentary Procedure

1. In order to facilitate the running of an efficient and orderly meeting, the rules of parliamentary practice as found in the latest edition of Robert's Rules of Order will be used for guidance by the Housing Commission, provided that they are not in conflict with these Rules of Procedure or applicable statutes.
2. No action taken by the Housing Commission in good faith shall be deemed invalid by reason of the Housing Commission's failure to adhere strictly to Robert's Rules of Order or these Rules of Procedure.
3. The President of the Board of Commissioners (President) shall preserve order and decorum and may speak to points of order in preference to other Housing Commission members.
4. The President shall decide all questions arising under this parliamentary authority, subject to appeal and reversal by a majority of the Housing Commission members present.
5. Any member may appeal to the Housing Commission a ruling of the President. If the appeal is seconded, the member making the appeal may briefly state the reason for the appeal and the President may briefly state the ruling. There shall be no debate on the appeal and no other member shall participate in the discussion. The question shall be, "Shall the decision of the President be sustained?" If the majority of the members present vote "Yes", the ruling of the President is sustained; otherwise, it is overruled.

B. Conduct of Discussion

1. During discussion and debate, no person shall speak until recognized for that purpose by the President. After such recognition, the member shall confine discussion to the question at hand and to its merits and shall not be interrupted except by a point of order or privilege raised by another member.
2. Speakers should address their remarks to the President, maintain a courteous tone and avoid interjecting a personal note into debate.
3. No member shall speak more than once on the same question unless every member desiring to speak to that question shall have had the opportunity to do so.
4. The President, at his or her discretion and subject to the appeal process described in A. 4. above, may permit any person to address the Housing Commission during its deliberations.

C. Resolutions

A vote on all resolutions shall be taken by majority vote.

D. Roll Call

In all roll call votes, the names of the members of the Housing Commission shall be called in rotating order as determined by the President.

E. Duty to Vote

1. Election to a deliberative body carries with it the obligation to vote. Housing Commission members present at the Housing Commission meeting shall vote on every matter before

the body, unless otherwise excused or prohibited from voting by law or Housing Commission policy. Conflict of interest, as defined by law, shall be the sole reason for a member to abstain from voting.

2. No member of the Housing Commission shall vote on any question concerning their own conduct
3. On all other questions each member who is present shall vote when their name is called unless excused by the unanimous consent of the remaining members present. Any member refusing to vote except when not so required by this paragraph shall be guilty of misconduct in office
4. The right to vote is limited to the members of the Housing Commission present at the time the vote is taken. Voting by proxy is not permitted.
5. All votes must be held and determined in public; no secret ballots are permitted.
6. Prior to calling for a vote, the President should state the question being voted upon.

F. Results of Voting

1. In all cases where a vote is taken, the President shall declare the result.
2. It shall be in order for any Housing Commission member voting in the majority to move for a reconsideration of the vote on any question at that meeting or at the next succeeding meeting of the Housing Commission. When a motion to reconsider fails, it cannot be renewed.

V. PUBLIC PARTICIPATION

A. General

1. Each regular and special Housing Commission meeting agenda shall provide time for public comment.
2. The President shall have discretion to allow a member of the public to speak at times other than during the time reserved for public comment.

B. Length of Presentation

Any person who addresses the Housing Commission during the time set for public comment shall be limited to three minutes after giving his or her name and address as required below.

C. Addressing the Housing Commission

When addressing the Housing Commission, unless waived by the President, a person shall state his or her name; and, once during the meeting, his or her physical home address, including municipality. The speaker shall address all remarks to the board.

D. Rules of Decorum

1. Meetings of the Housing Commission shall be conducted in an orderly manner to ensure that the public has a full opportunity to be heard and that the deliberative process of the Housing Commission is retained at all times.

2. While any meeting of the Housing Commission is in session, the following rules of decorum shall be observed:
 - a. Members of the Audience. No person in the audience at a Housing Commission meeting shall engage in disorderly or boisterous conduct, including the utterance of loud, threatening, or abusive language; whistling, clapping, or stamping of feet; or other acts which disturb, disrupt, or otherwise impede the orderly conduct of the Housing Commission meeting.
 - b. Persons Addressing the Housing Commission. Each person who addresses the Housing Commission at its meetings shall not utter loud, threatening, or abusive language, engage in a personal attack on a Housing Commissioner or employee of the Housing Commission that is unrelated to the manner in which he or she performs his or her duties, or engage in any other disorderly conduct which disrupts, disturbs, or otherwise impedes the orderly conduct of the Housing Commission meeting.
 - c. No signs, banners, posters, or similar items shall be permitted at Housing Commission meetings. This paragraph does not apply to exhibits, displays, or visual aids used in connection with and during the presentation of a recognized speaker at a Housing Commission meeting.
3. Enforcement. The rules of decorum set forth above shall be enforced by the President and/or a police officer in the following manner:
 - a. The President shall request that a person who is breaching Paragraph 1, 2, or 3 above be orderly and comply with the rules as outlined therein.
 - b. If a sign size exceeds the permitted size, the sign shall be ordered to be removed.
 - c. If after receiving a warning from the President, the person persists in disrupting, disturbing, or otherwise impeding the orderly conduct of the meeting, the President shall order the person to leave the Housing Commission meeting for the remainder of the meeting. If the person does not leave, the President contact the police to remove that person from the meeting area.

VI. ELECTRONIC MEETINGS

A. Participation in Electronic Meetings

Housing Commissioners may participate in Housing Commission meetings by electronic means to accommodate absence due to military duty, a medical condition or out of town for personal or business reason.

B. Conduct of Electronic Meetings.

1. Two-Way Communication. Any electronically-held meeting will be conducted in a manner that permits two-way communication so that Housing Commissioners can hear and be heard by one another, and so that the public participants can hear and be heard by the Housing Commissioners and other public participants during the Public Comment period. The Housing Commission may use technology to facilitate typed public comments submitted by members of the public participating in the electronically held meeting that shall be read to or shared with the Housing Commissioners and other participants.

2. Physical Place. As permitted by the Open Meetings Act, a physical place is not required for an electronically held meeting. Housing Commissioners and members of the public participating electronically in a meeting that occurs in a physical place are considered present and in attendance at the meeting for all purposes. For a meeting at which Housing Commissioners are physically absent due to military duty or a medical condition and who are being accommodated by remote participation, all other Housing Commissioners must be physically present at the meeting to be able to participate.
3. Housing Commissioner Participation. A Housing Commissioner who anticipates their physical absence from a Housing Commission meeting as allowed by the Open Meetings Act may request accommodation of their absence to permit their remote participation in and voting on Housing Commission business by two-way telephonic or video conferencing communication. A Housing Commissioner who desires to attend a meeting remotely shall inform the Executive Director at least 24 hours before the meeting so as to permit any necessary technology to be put in place to accommodate participation by the absent member. Housing Commissioners attending a meeting remotely may fully participate in the meeting, including voting and attendance in any closed session. Any Housing Commissioner attending a meeting remotely must publicly announce at the outset of the meeting that the Housing Commissioner is attending the meeting remotely. If the Housing Commissioner is attending the meeting remotely for a purpose other than military duty, the Housing Commissioner's announcement must identify the city, township, village or county and state from which the Housing Commissioner is attending the meeting.

VII. MISCELLANEOUS

A. Adoption and Amendment of Rules of Procedure

1. These Rules of Procedure of the Housing Commission will be placed on the Housing Commission agenda for review and adoption as needed. A copy of the Rules adopted shall be distributed to each Housing Commission member.
2. The Housing Commission may alter or amend its rules at any time, when not in conflict with the Housing Commission policies, by a vote of a majority of its members after notice has been given of the proposed alteration or amendment.

B. Suspension of Rules

The rules of the Housing Commission may be suspended for a specified portion of a meeting by an affirmative vote of two-thirds of the members present except that Housing Commission actions shall conform to state statutes and to the Michigan and the United States Constitutions.



No trespass policy

The Marquette Housing Commission has the responsibility to ensure the properties they manage are safe for the tenants residing at those properties. They are also responsible to ensure only individuals who have or will abide by MHC and HUD policies will be on the property. A no trespass order will be served to an individual by a police officer if the management determines they are not appropriate to be on the property.

These individuals include but are not limited to:

1. Former tenants court ordered to vacate their unit for cause or nonpayment of rent.
2. Former tenants who owe money to any MHC managed property for rent, charges or property damage.
3. Any person on the life time sex offender registry.
4. Any person convicted of drug sales, delivery or possession.
5. Any person with a weapons conviction.
6. Any person against whom a personal protection order has issued where the protected person resides in public housing.
7. Any person with an assault conviction where the victim resides in public housing.
8. Any person(s) management has determined to be living with a tenant without the consent of the Marquette Housing Commission. *

*This provision of the policy shall only be used when all other efforts have been exhausted and the tenant remains in non-compliance with the Lease Agreement. The Marquette Housing Commission shall then have the option of bringing eviction against the tenant or issuing a No Trespass Order to the guest/visitor. It is not the intent of this policy to prevent family or friends from visiting residents nor to circumvent court ordered visitation of children.

If a person wishes to be removed from the No Trespass List, they must submit a written request to the Executive Director. The request must state the original reason for being placed on the list and why they believe they should be removed. The ED may remove the person from the list based on available information or set up a hearing date to review request. A person may be removed from the list if:

1. The person has been on the list for a least 12 months; and
2. The person can document they have had no additional legal issues or incidents of violating MHC policies and procedures; and
3. The MHC contacts the victim/complainant and confirms no adverse activity has taken place by person; and
4. Violator signs an Agreement of Understanding with the hearing officer (E.D. or his/her designee) setting forth criteria imposed by the MHC for the return to MHC properties. Such Agreement of Understanding will contain the provision that one infraction will result in being permanently added to the No Trespass List.
5. It is understood that being on the life time sex offender registry will automatically result in permanent banning from any MHC managed property.



RESOLUTION 2023-4 NO TRESPASS ORDER

WHEREAS, the Marquette Housing Commission (MHC) has encountered members of the community on MHC managed property who have violated the policies of procedures of the Department of Housing and Urban Development and the Marquette Housing Commission; and

WHEREAS, MHC may request said person be served a no trespass order by a local law enforcement authority; and

WHEREAS, MHC may request a former tenant be served a no trespass order by a local law enforcement;

WHEREAS, with time, behaviors may change that would allow for person who has been served with a no trespass order to return to the site; and

WHEREAS, procedures should be established setting forth requirements to be removed from the No Trespass List;

NOW, THEREFORE, BE IT RESOLVED, to adopt the No Trespass List policy as revised.

Motion by Rose, seconded by Tharp to adopt this Resolution this 25th day of July, 2023, and such resolution shall become effective 30 days from passage.

AYES:

Jef 80
President

NAYS:

Sharon L. Maki
Executive Director/Secretary to the Board



Below is an excerpt from an email from Lorie Jenerou. In bold and italics are the response to he comments.

This is my formal request that you remove the no trespassing letter issued to Chris Swenson. The following will outline the reasons I am making the request, and the reasons I believe that adding him to “the banned list” is a violation of HUD policy, state law, and that the arbitrary use of the banned list would indicate the decision to add him is nothing more than an act of harassment and extortion.

According to policy, the person on the no trespass list can request to be removed one year after placement on the list.

1. The project manager called another tenant and told him that he was friends with Chris Swenson and it would be his responsibility to enforce the no trespass order issued to Chris, because Chris owes Pine Ridge Marquette money. This violation of confidentiality occurred 24 hours prior to Chris being served with the no trespass letter.

This is not confidential information. The other tenant was in jeopardy of lease violation because an evicted tenant was living with him.

2. That I explained to the executive director how the enforcement of the no trespass would adversely affect my ability to operate my business as Chris is my business partner and there are things I physically need his help with, and that it is also costing me additional time and money to operate the business.

No response from ED.

3. The executive director said that he owes money, and that as soon as he pays the money the order goes away.

My response was not accurate. He may be removed after paying past rent due and waits one year.

4. The Michigan court of appeals determined that any payments accepted by management from or on behalf of the tenant they seek to evict for rent passed the final date of the notice to quit will reinstate the lease and disallow the district court the right to hear or make a decision regarding eviction. That any payment accepted will require the landlord to start the process with a new 30 day notice.

Correct. Therefore, we did not accept rent during the process. Thus, leaving a large amount of past due rent.

5. That the landlord has the right once the eviction process exceeds 7 days, to file for a judgement requiring the tenant to pay any rent that may accrue due to the length of the process into an escrow account until the final judgment in the case. This was not done.

Correct. We do not feel it is necessary.

6. That the landlord also has the right to request the judgement for the accrued subsequent rent be part of the terms of the final judgment. This was not done.

Correct. The request for judgement was for a cause judgement not a non-payment judgement. The tenant did not owe rent at the time the judgement was filed.

7. That the landlord upon disagreement with the final judgment had the right to appeal the decision and ask it be amended to include the additional rent within 10 days following the judgement.

There was no disagreement with the judgement. The judgement was for possession of the unit.

8. That HUDs recommendation for a tenant who's desired guest is on the banned list, is to simply notify the landlord in writing that the person is the tenants invited guest and therefore not trespassing, as quiet enjoyment gives the tenant the rights to use the property as their own.

HUD's recommendation, not requirement.

9. The house rules state that anyone who has a lease agreement with the Marquette housing commission will be in violation of the lease by allowing a person on the banned list into the property, however the lease agreement is not with Marquette housing commission, it's a lease agreement between tenants and affordable housing solutions of UP.

MHC is the contracted management agent of AHSUP.

10. That simply claiming someone owes money does not make it a fact. I.e... if I submit an invoice for payment when I do snow removal at pine ridge, management could simply say that there is no agreement for payment and they don't owe the balance of the invoice. They in that case would be correct.

The lease states the tenant must pay rent for every month living in the unit. (paraphrased)

11. Causing, or threatening to cause harm or distress to force someone to pay money, is the very definition of extortion, and by informing other persons of confidential information shows the intent to use the financial losses, and isolation from the person's friends and business partner as a means to coerce Chris into paying money they are not owed.

The tenant was never threatened, he was sent a bill for past due rent.

Information of owing past due rent is not confidential. A trespass order was put in place per our no trespassing policy.

In summary the management at Pine Ridge had 3 opportunities to legally be awarded the monetary compensation, they failed to seek a judgment each time. Michigan law says the judgement of the eviction proceedings will

determine if a person must leave or can stay, and if the person is required to pay any money. Chris signed a consent judgment because he was told he would not owe any money, and that if he signed he would remain eligible to obtain subsidized housing in a different housing development. Does being banned from the property affect the status of his eligibility for other subsidized housing?

Please also provide the tenants of Pine Ridge the exception from HUD as well as the request for the exception to allow the conflict of interest that occurs when the housing commission employees are also representatives of a private owner.

Thank you for your time. I look forward to hearing your decision on this matter.