

MARQUETTE HOUSING COMMISSION

Board Meeting Minutes

October 22, 2024

The meeting was called to order at 4:40 pm.

1. Roll Call

Present: Stark, Agassi, Schumacher, and Maki

Absent: None

2. Approval of Agenda: Motion made by Agassi, seconded by Schumacher, to approve the agenda as presented.

3. Approval of Meeting Minutes: Motion made by Agassi, seconded by Stark, to approve the August 27, 2024 meeting minutes.

4. Public Comment: None

5. Consent Agenda

a. Executive Director's Report

Pine Ridge Marquette:

Vacancies: 0

The back parking lot developed a sink hole near the drain/manhole cover. Oberstar was able to make repairs quickly.

Lake Superior Village:

Vacancies: 0

Midway Drive Villas:

Vacancies: 0

520/522 Fisher Street:

The MI Neighborhood grant reopened October 1st. I have begun working on the application.

Fisher: refrigerator needs to be addressed in 520. One house remains vacant. The house will remain vacant until we have heard about our MI Neighborhood grant application.

211 Mather:

Vacancies: The tenant in the efficiency apartment moved out. The apartment will remain empty until the MI Neighborhood grant has been decided.

Will be applying for MI Neighborhood grant for exterior work, foundation and furnace. Mather unit on cedar posts. Two furnaces in dirt basement. Commissioner Schumacher's idea to put them on a sealed concrete area and roof should be a priority. The grant amount is for \$140,000.

Need to know how old the shingles are. It's been decided as a priority to do basement, windows, and then doors

Maintenance can take Schumacher to view each property.

Executive Director:

Working on budget for LSV and PRM for MSHDA.

Attended MI NAHRO conference September 10-13, National NAHRO conference, NSPIREV training October 9-10, and MERS conference October 10-11. The NSPIRE training covered the new inspection protocol for both the multifamily properties and the voucher program. Most of the staff attended the training. The MERS conference is the first one I have attended. I will be meeting with our MERS representative to review our plan and to set up a meeting with the staff.

b. Youth and Family Center Report. Program Director is moving from full-time to part-time.

c. **Financials:** We have not received any reimbursement from the LEO grant. Questioning loss amount. Budget needs to be adjusted so loss amounts are diminished. Income taxes are in the same line item as employee benefits. Previously the City of Marquette was paying these amounts. Steps moving forward, need to add federal and state income taxes to the budget. Going to figure out how to make up those monies. Could bill ASHUP for part of ED salary. HUD sets the management fee.

d. **Approval of checks:** Checks questioned were EyeMed, HAAS, American Fidelity. 510 Fisher had extra work needed.

e. **Cash Positions Statement:** OD interest & earned amounts questioned. Change column name to accrued. Removing money market line. Question asked why there is a Pine Ridge operating reserve but not for Lake Superior Village. Need to find out why.

f. **Pine Ridge:** No comments or questions asked.

g. **Lake Superior Village Report:** 15 30-day notices to Quit but only one eviction. Those late renters are consistent. We do have someone who speaks with those late payments. Need to know why those numbers are going up each month.

h. **Housing Choice Voucher Report:** Doing really great on leasing up.

Motion made by Agassi, seconded by Schumacher, to approve the consent agenda.

6. Communications

a. Stark & Agassi interested in attending the PHADA Commissioners Conference. Maki will provide more information.

7. Old Business

a. **Committee** for housing plan report. No update this month.

b. **Addendum 1** has been added using "Progress" and "Correction". A policy should be done for when a work order is to be completed with a contingency of a time line of when materials must be ordered and when delivered that the job is to be completed. Example of a real experience was explained to Commissioners. 2. Need to complete realtor license and/or find a broker. 4. Agassi working on finding another Commissioner. Schumacher concerned that need long term commitments. 10-year goal: Leadership plan needs to be in place.

c. **BA 2024-25 FYE budget:** Needs employee benefits increased to reflect the income taxes paid. It's a matter of where we are putting the numbers. Feel safe with how many audits are done. Need a P&L statement or look at the cash position statement comparing today's date with a year ago. Would like to see an actual running amount. Reimbursement does not count as income revenue.

Motion made by Agassi, seconded by Schumacher to increase the salaries of BA administrative salaries.

d. **Executive director evaluation:** Tabled till November.

8. New Business

a) **Resolution 2025-1 HCV FMR.** Motion by Agassi, seconded by Schumacher, to approve the HCV FMR 2025.

b) **Pet Policy** motion made by Agassi, 2nd by Schumacher, Motion carries.

c) **Counter the lawsuit.** Not paying. Motion made by Agassi to ED to work with the attorney in response to the Lake State lawsuit.

Commissioner Comments: Agassi- Appreciates opportunity to attend the Commissioner training. Schumacher – hope to be a contributing member. Glad to be back on the board. Stark – is doing an annual presentation to the City.

9. Public Comment: None

10. **Adjournment:** The meeting ended at 6:57 pm.



Signature

12/9/24

Date