

MARQUETTE HOUSING COMMISSION

Board Meeting Minutes

February 25, 2025

The meeting was called to order at 4:38 pm.

1. Roll Call

Present: Stark, Agassi, Schumacher, and Maki

Absent: None

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

3. Approval of Meeting Minutes: Motion made by Schumacher, seconded by Agassi, to approve the January 28, 2025, meeting minutes.

4. Public Comment: None

5. Consent Agenda

a. Executive Director's Report

Pine Ridge Marquette:

Vacancies: 0

Lake Superior Village:

Vacancies: 0

Midway Drive Villas:

Vacancies: 0

We will be replacing the kitchen countertop in one of the apartments.

520/522 Fisher Street:

One house remains vacant. Commissioners agreed to fill the unit even before or if the neighborhood grant comes through.

211 Mather:

Vacancies: The efficiency apartment remains empty. Due to the heating situation, it was agreed to fill in May and use rental monies towards furnace.

Executive Director:

MSHDA has not provided additional information about the MI Neighborhood application.

The LEO grant billing is up to date. I will be reviewing reimbursement to MHC to ensure MHC has been reimbursed in full for all expenses incurred.

I have not received an update from our lawyer regarding the roof counter suit.

The NMU antenna has been replaced on the roof. It is quite large.

Audit has been completed for the housing commission. There were no findings or concerns regarding business activities or the HCV program. A letter from the auditor is included under communications in the board packet. The audit is available upon request.

Met with the finance committee. A report will be provided during the meeting. I will be doing a deeper dive into the projected income and expenses of the business activities.

The HCV review is complete. We have gone from a troubled agency to a standard agency. Kendra has worked diligently to understand and improve the quality of

the program I anticipated MHC will be a high performer after the 2025 SEMAP is completed.

I am working with a local insurance agent to investigate the current insurance coverage for our retiree. We continue to get bills for uncovered expenses.

Explanation of taking part C on premiums.

b. Youth and Family Center Report: Submitted by Wil Pla, new Program Director. Commissioner Agassi will contact the Director regarding an Easter dinner donation.

c. Financials: N/A. Accountant is finishing year end for other clients. MIE not reported.

d. Approval of checks: Checks questioned – PlanSource (it is our Blue Cross Blue Shield health insurance), what MERS stands for (Michigan Employers Retirement), Swailes paid twice; however, second check was voided, just not updated in the report. HAP acronym questioned (Housing Assistance Payment). Review of water vs. sewer amounts. City supplied a chart with the unit amounts.

e. Cash Positions Statement: Close the money market and put it in regular checking account. Ask the bank if all accounts can receive the same interest rates.

f. Pine Ridge: Will be closing the 1BR waitlist on March 14, 2025.

g. Lake Superior Village Report: 3BR units are now filled.

h. Housing Choice Voucher Report: No changes from last month. Will be closing the month of February and issuing March landlord checks this week. Six vouchers will be going to the project-based units.

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

6. Communications:

a. Auditor's letter – Everything looks good.

b. City Manager's Correspondence – Explanation of SEMAP between the E.D. and City Manager.

c. Ishpeming Lofts update – E.D. had a call with them today. They need more points to increase their point value. Discussion of taking units from other jurisdictions, possible to contract some units. RAD option. Our voucher rates would go into those units. Commissioner Agassi questioned if this would be carrying out our mission. MHC is willing to do the work. Could be a third LIHTC property. ASHUP II would be needed and a developer.

d. SEMAP Review Letter – Looking better. On our way to be "High Performer".

7. Old Business:

a. **Strategic Plan Overview:** Nothing

b. **Finance Committee:** E.D. will look at the financials and see what the accountant is doing. Would like the loss smaller. We are unique with our position in comparison to other housing commissions.

8. New Business:

a) Resolution 2025-3 Housing Choice Voucher Payment Standard: Motion made by Schumacher, seconded by Agassi, to approve Resolution 2025-3. Motion passed unanimously.

b) Resolution 2025-4 SEMAP Correction Plan: Motion made by Agassi, seconded by Schumacher to approve Resolution 2025-4. Motion passed unanimously.

c) Resolution 2025-5 Credit Card Policy: Motion made by Agassi, seconded by Schumacher, to approve Resolution 2025-5. Motion passed unanimously.

d) Resolution 2025-6 Personnel Policy: Motion made Schumacher, seconded by Agassi, to approve Resolution 2025-6. Motion passed unanimously.

e) Resolution 2025-7 Electronic Communication Privacy Policy: Motion made by Agassi, seconded by Schumacher, to approve Resolution 2025-7. Motion passed unanimously.

Commissioner Comments: None

9. Public Comment: None

10. Adjournment: The meeting ended at 5:50 pm.

Signature

Date