MARQUETTE HOUSING COMMISSION
BOARD MEETING MINUTES
February 27, 2024

The meeting was called to order at 5:33 pm.

1) Roll Call
   Present: Stark, Metz, Tharp, Agassi, and Maki
   Absent: None
2) Approval of Agenda: Motion made by Agassi, so moved by Tharp, to approve the agenda as presented.
3) Approval of Previous Meeting and Special Meeting Minutes:
   Motion made by Tharp, so moved by Agassi, to approve the minutes.
4) Public Comment: Mayor-Trying to visit at least one of all Commission meetings. I have been reading the minutes. Just wanted to observe and say hi.
5) Consent Agenda
   (a) Executive Director's Report
   Pine Ridge:
   Vacancies: 0
   Lake Superior Village:
   Vacancies: 0
   Midway Drive Villas
   Vacancies: 1
   Tharp questioned how the vacancy was being advertised. On Facebook Marketplace. Rent is $975. Agassi asked if this was same for the other three units. They are at $900.
   Executive Director:
   -Community Housing Network (CHN) has not heard about the 9% LIHTC award.
   -New server has been installed. Phone and internet have yet to be transferred to AT&T. 906 has not provided a date to pick up our old server. We have phones from AT&T but they are not programmed. Working with AT&T to complete the transfer.
   -The MHC website is not operational right now. Our IT guy is trying to figure out who owns the website address. 906 has not been able to assist with this portion of the transition. Stark will try and resolve the issue.
   -Have not completed the 503(c)3 application for MHC. Hopefully I will be able to get back to that in March.
   -The application submitted to Negaunee Township for the Midway apartments was not the correct application. They provided me with a different application, which needs to be sent to the State of Michigan.
   -MHC financial audit was completed on 1/24/2024. There were no findings in the audit.
   -PRM and LSV financial audit remains in progress. It is scheduled to be completed by 2/29/24. I currently have one request for information pending. The request is regarding employee benefit amounts.
   -MSHDA management agent report is due 3/1/24. Portions of the report have been completed. They require tenant information be reported into the Certifications On Line System. It has required many hours to correct the information being downloaded.

-Cinnaire is conducting a file audit. All the requested files have been uploaded to Cinnaire and are under review.

-I have been working on the Cinnaire quarterly report. That will be completed by the end of the month.

-I attended the winter MI NAHRO meeting in Grand Rapids. I am the Small Agency and Regional representative. I have been working to get contact information for all the small agencies in the Upper Peninsula. Once that is completed, it is my goal to have quarterly information sharing meetings to discuss HUD changes and updates. I will be inviting in a person from NAHRO to be included in a Zoom meeting.

- I have attended several meetings focusing on housing in the Upper Peninsula. There are several funding opportunities coming up that I will apply to help with building four units on the Midway property. There may be an opportunity to build eight units instead of four, depending on how grant opportunities flesh out. We would need an additional septic field. The Mayor from Ishpeming is also looking for funding and we would like to manage their building. Tharp questioned if MHC or ASHUP Tharp would manage Midway. MHC is the management company. Agassi brought up the tax credits and ED explained that ASHUP has the tax credits.

(b) Youth & Family Center: November 2023-February 2024 presented.

(c) Financials – Stark wanted to know when the board would receive a budget to approve. ED said next meeting. Stark also asked what the $600,00 transfer between properties was for. It was for the purchase of Midway, previously approved by the board. Agassi asked what the management fees were. ED wants them to note that both properties came out in the positive and MHC &ASHUP will receive monies. ED said it was from a dividend payment.

(d) Approval of Checks-No questions on checks.

(e) Cash Position Statement – Business Administration money market line added to see how the CD is performing.

(f) Housing Choice Voucher – Spending allocated by HUD is going well. Metz commented until they revise the budget. Stark asked about the vouchers that will go to the new project. If we spend up, HUD will provide more money.

(g) Pine Ridge Marquette Report – Tharp commented on how long the waitlist is.

(h) Lake Superior Village Report

Motion made by Tharp, seconded by Metz, to approve the consent Agenda. Motion passes unanimously.

6) Communications – LEO grant for $400,000 came through. Youth and Family Director will stay on and work full-time with benefits now. Stark asked who the fiduciary was. ED confirmed it was MHC. There will be a separate budget moving forward. Hopefully HAAS our current accounting firm will do this.

7) Old Business –

(a) Wright Street Apartments – Owner will go with first contact but is keeping in touch with ED in case the deal does not go through.

(b) Black Rocks – The agreement is ready to go and around 50 units will be in the fair market rate for 45 years.

8) New Business –

(a) EIV Policy- Motion made by Metz, seconded by Agassi, to approve Resolution 2024-3. Motion passes.

(b) Reasonable Accommodations Policy-Motion made by Agassi, seconded by Tharp, to approve Resolution 2024-4. Motion passes unanimously.

(c) Tenant Selection Plans with HOTMA – Motion made by Tharp, seconded by Agassi, to table the topic until the next meeting. Motion passes. Motion made by Tharp, seconded by Agassi, to move the March 26, 2024, meeting to March 19, 2024, at 4:30pm. Motion passes.

(d) Team Player Award – The name "Superior Award" name was suggested by MHC employee Goedert. Agassi suggested the "Superlative Award" name. Stark did not think this award amount has to be board approved but at the ED's own discretion. An agreeable amount will be $100-$150, but nothing over $500.

9) Commissioner Comments- Agassi: Positive meeting. Went through a lot. Great direction with new housing on the horizon. Happy to see Mayor Davis at the meeting. Tharp: 1) With the potential monies for senior housing, thinks this is where we can help. 2) Ridge Street 10 BR multifamily unit for sale and the possibilities how to make it work at market rate. This will be an item at the next meeting. Agassi gave the suggestion of what about a new building for $1,8000,000 and compared it to a fixed building, like the one on Ridge. Our mission statement is "to be sustainable". Would like to collaborate about the Third and Fisher building. Stark: Also pleased with the LEO grant. Likes the low staff turnover rate. Prefers the idea of one structure housing many families rather than multiple structures housing single families.

10) Public Comment – Mayor: Glad to attend this meeting. This is a very engaged board. One can tell the board is very interested in what is happening. Can tell the board is doing a lot of studying.

11) Adjournment at 6:33 pm

Signed

5/6/24

Date