

MARQUETTE HOUSING COMMISSION
BOARD MEETING MINUTES

March 28, 2023

The meeting was called to order at 12:00 pm.

- 1) Roll Call
Present: Metz, Rose, Tharp, and Maki
Absent: Stark
- 2) Approval of Agenda: Motion made by Rose, so moved by Tharp, to approve the agenda as presented.
- 3) Approval of Previous Meeting Minutes: Motion made Tharp, so moved by Rose to approve the February 28, 2022 minutes, with the correction of removing the November date.
- 4) Public Comment:
- 5) Consent Agenda
 - (a) Executive Director's Report: MHC board will be receiving all the same items as before the RAD conversion.

Pine Ridge Marquette:

- Apartment manager and occupancy specialists are working on reorganizing tenant files.
- Maintenance issues include issues with the front door not opening and roof fan noise. Both issues have been referred out and resolved. Need to eliminate the pressure.
- Vacancies: 1-end of the month transfer to LSV; 1 eviction in process since November, hearing date 4/6.
- Roof fire hearing has been postponed to May 2023.

Lake Superior Village:

- Apartment manager and occupancy specialist are working on reorganizing files.
- Management (HUD) require over housed tenants to transfer to correctly sized units. This is resulting in vacancies taking longer to fill than normal.
- Vacancies: 1 4-bedroom transfer to 3 BR.
- Tenant has a lawsuit against construction company due to a fall and getting injured.
- Little accident with a vehicle backing up at the same time as a child was riding a bike towards the vehicle. Child not harmed at the time.

Executive Director:

- Annual audits were submitted to MSHDA and received by MHC. There were no findings or areas of concern noted.
- Working on completing the necessary 40 hours of course work for my real estate license.

- MHC can end compliance contract with KMG Prestige with a 60-day notice. I have requested a 30-day notice. As soon as I receive a response, I will be sending a letter terminating the contract. The 30 day was declined.
- The owner of the Venture Motel has given a \$1.3 million purchase price. The property is valued at \$446,000. Commissioner wondering if there is a grant available. Architect will be up last weekend of July to look at the property. Can the grant be used for permanent supportive housing? The motel would be different options. Vrbn would help earn funding. Need to know what monies can be used with the various types of units and the percentages. What monies are exclusionary. Use layering funding. LHTC does not include middle income households. A possibility for an inspector? Bank will want an appraisal. Decision is to move forward
- A Request for Proposals
- Response to tenant concerns at previous meeting: The Executive Director, Management staff, and Service Coordinator have not received any complaints from tenants or the resident council regarding issues addressed by the tenant. When complaints are received, management addresses them via conversation with tenant and/or lease violation. Tenant and the resident council are not made aware of the actions taken once the complaint is received. The Grievance Procedure is being reviewed by the ED and two Commissioners. Once reviewed and updated, the procedure will be posted in multiple places throughout the building and on our website. We used the HUD lease. MSHDA gave us the money, so they wanted MHC to use their lease. Commissioner suggested the new lease be emailed to all tenants. Another Commissioner suggested it be put next to a copy of the Grievance Policy. Tenant complained that there are drugs. We have had people investigated. The other complaint was loose dogs.
- (b) Youth and Family Center Report – March activities reported.
- (c) Financials – February 2023 Question asked about the laundry & vending revenue line.
- (d) Approval of checks – Need to include PRM & LSV in next board packet.
- (e) Cash Position Statement – Commissioner asked if the operating money can be replenished and the answer is no. What is the advantage to pay off debts? MSHDA determines where the money goes. Keep the reserve and pay the normal mortgage payments.
- (f) Housing Choice Voucher Progress Report –
Motion made by Tharp, seconded by Ros, to approve the Executive Director's report.
- 6) Communications none
- 7) Old Business
 - a) Venture Motel update
- 8) New Business – Commissioner would like their social program at church to see if the Y&F has needs. Possibly do a can drive for the PR food pantry.

- 9) Commissioner Comments: Tharp - Asked about food insecurities at both locations. Rose- Asked how the gardens work at each property. Maki- There is a line item for Residential activities.

10) Public Comment –

- 11) Adjournment: Motion made by Tharp, seconded by Rose, to adjourn the meeting at 3:16

pm
Signature 

4-25-23
Date