

MARQUETTE HOUSING COMMISSION
BOARD MEETING MINUTES

April 25, 2023, 2023

The meeting was called to order at 2:07 pm.

- 1) Roll Call
Present: Stark, Metz, Tharp, and Maki
Absent: Rose emailed that they were ill.
- 2) Approval of Agenda: Motion made by Metz, so moved by Tharp, to approve the agenda with adding c) Grievance Officer in New Business and a) Changing Meeting time to Old Business.
- 3) Approval of Previous Meeting Minutes: Motion made by Metz, so moved by Tharp, to approve the March 28, 2023 minutes with the removal of Stark being present and removing the "e" from Tharp.
- 4) Public Comment:
- 5) Consent Agenda
(a) Executive Director's Report

Pine Ridge Marquette:

- Apartment manager and occupancy specialists have reorganized about 80% of the tenant files.
- Maintenance issues include problems with the front door not opening correctly and roof fan noise. Both issues have been referred out and resolved.
- Vacancies: None; 1 eviction in process since November, hearing date on 5/20. The previous hearing date of 4/6 was rescheduled due to the tenant having COVID.

Lake Superior Village:

- Apartment manager and occupancy specialists have reorganized about 70% of the files.
- Management requires over housed tenants to transfer to correctly sized units. This is resulting in vacancies taking longer to fill than normal.

Executive Director:

- I have not made any progress on completing the necessary 40 hours of course work for my real estate license. I will have more available time in the next few months.
- MHC will end our compliance contract with KMG Prestige on May 30, 2023. They requested a 60 day notice to allow time to restructure staffing.
- Attended the Michigan NAHRO conference in Gaylord. My term as President is up September 2023.
- I met with the lawyer for the roof fire lawsuit. I will be attending a second mediation in an attempt to negotiate an agreement. I do not feel there will be a resolution. The earliest court date would be January 2024.
- We only received one response for the Request for Proposals to project eight (8) vouchers. Informed Woda Cooper that MHC will work with them if they receive their 9% tax credit award.

- Another developer to build without tax credits but only with investors, targeting middle income.
- I attended the Annual Spring MI NAHRO conference. Many updates were given for changes in both the HCV and the multifamily programs effective 1-1-2024. Will need to re-write the Administrative Plan. Goal is to have it done by June meeting.
- I attended a NELROD conference in Las Vegas. I attended sessions to prepare for the HCV review that will be coming up this summer. Have some housekeeping plan.
- (b) Youth and Family Center Report – Stark would like to see a schedule of events so can attend to help or meet the kids.
- (c) Financials – March 2023 In the positive. Both programs not having any issues.
- (d) Approval of checks – Now receiving all four registers. Nothing looked questionable. Noted utility expenses are so high, but it's for multiple units.
- (e) Cash Position Statement – Looks healthy. Need to either pay down our debt or property improvements. Metz suggested to approach project managers to ask for ideas. Tharp suggested asking residents for ideas. i.e. helping a family who needs a break from the kids. Need to go through Kendra as liaison. If Operational funds not used, MSHDA takes it. Our income comes from tenant rent & HUD. What we pay out is MSHDA. Need to come up with new ideas of revenue. New account opened for PRM – reserve. Monies not used during RAD. When CD retires, it goes into the top line.
- (f) Housing Choice Voucher Progress Report – Continue to spend more money to keep the targeted budget is met. Maybe HCV can collaborate with CAAM to find more landlords.
- (g) Pine Ridge Marquette Report – Unavailable
- (h) Lake Superior Village Report -
Motion made by Tharp, seconded by Metz, to approve the Executive Director's report.
- 6) Communications
- 7) Old Business
 - a) Meeting times – Suggestion to meet at 5:30 pm.
Motion made by Tharp, 2nd by Metz to move the meeting to the 4th Tuesday of every month at 5:30 pm.
- 8) New Business
 - a) NAHRO poster contest winner – Take all that have been entered and make a calendar.
 - b) Payroll through the City – Starting October 1 the City no longer wants to run our payroll. We would not have an HR person. Would want to get it hired out.
 - c) Grievance procedure - Metz made motion to appoint Tharp as grievance officer, seconded by Stark. All in favor. Motion passed.

- 9) Commissioner Comments: - Tharp - Forwarded an email regarding Better Tent City that is happening in Canada. This will be referred to ASHUP. Stark - Would like Strategic Planning be added to Old Business. No comment from Metz.
- 10) Public Comment - None
- 11) Adjournment at 3:32 pm


Signature

5/24/23
Date