

MARQUETTE HOUSING COMMISSION
BOARD MEETING MINUTES
July 25, 2023

The meeting was called to order at 5:32 pm.

1) Roll Call

Present: Stark, Rose, Tharp and Maki. Metz joined via Zoom at 5:45 pm.

Absent: Shannon

2) Approval of Agenda: Motion made by Tharp, so moved by Rose, to approve the agenda as presented.

3) Approval of Previous Meeting Minutes: Motion made by Tharp, so moved by Rose, to approve the June 27, 2023 minutes.

4) Public Comment: None

5) Consent Agenda

(a) Executive Director's Report

Pine Ridge Marquette:

- Vacancies: 3; 1 eviction; 1 move out on 7/21/2023; 1 apartment awaiting cabinets.
- Cinnaire conducted a desk file review on July 17th. There were no findings in the files.
- The maintenance person transferring to LSV, due to a retiring position, will start working one day per week till full-time transfer over there. The job was posted on Indeed and only three applied. A previous part-time person also applied.

Lake Superior Village:

- The Cinnaire representative has been provided files for a desk review. They have reviewed half the files and anticipate to complete by July 31st.
- Vacancies: 1; 3BR
- The retiring maintenance will be covered with the PRM transfer.

Housing Choice Voucher:

- The Minnesota Field Office of HUD started a remote review of the HCV program. We anticipate they will complete the review next week.

Executive Director:

- Attended the second meeting of the Central UP Regional Housing Partnership. I am on the Housing Ecosystem Committee. This is very early on in the process but the group is very positive there will be positive impact on the housing situation in the Upper Peninsula.
- Jackie Stark and I met with Karen Kovac, the City Manager. We will be separating from the City effective October 1, 2023. The City will continue to appoint our board of commissioners.
- I continue to work on securing all benefits that historically have been incorporated with the city benefits. I still need to obtain information from the city regarding workman's comp and unemployment insurance.

- I have reached out to housing commissions for payroll vendors. I have received the names of eight different companies. I reached out to one vendor and received a quote from them. I am in the process of researching the other vendors to determine if they can provide the services we need and obtain quotes.
- Will be attending the Michigan Office of Rural Development Leadership Summit in Munising.
- The annual presentation to the City of Marquette is August 14th. I will be working on revising the presentation to reflect the changes after RAD and separation from the City.
- And lastly, I (hopefully) rescued a baby bunny rabbit that was found in the community room at Pine Ridge. Update at meeting. 😊 It died the next day.
- (b) Youth and Family Center Report – Wanted to know how much they were requesting for the grant. Y/F will get more information next week. Tharp will help review the grant request. Board did not vote, but willing to match the grant, which is one of the stipulations.
- (c) Financials – Business Activities receives management fees. Because we are audited the board feels comfortable with the financials as presented. B.A. has also received some old debt from before RAD.
- (d) Approval of checks – No questions asked.
- (e) Cash Position – If ASHUP needs financing they could ask MHC for a loan.
- (f) Housing Choice Voucher Progress Report – Still in audit mode. Accountant said we are in a position to absorb another port in.
- (g) Pine Ridge Marquette Report – Doing well.
- (h) Lake Superior Village Report – Doing well and incredibly better than ten years ago.
Motion made by Tharp, seconded by Rose, to approve the Executive Director's report.
- 6) Communications – Tenant letter regarding the “No Trespass Policy”. Board would like answers given to be attached to the packet.
- 7) Old Business
 - a) Strategic Plan
 - b) Rules of Procedure – Commissioners need to email the E.D. with their thoughts.
- 8) New Business
 - a) Separation from City
 - 1) New EIN number, not using the City's after October 1, 2023. They will no longer handle our administrative activities.
 - 2) Non-profit status – Difference if MHC or ASHUP purchases property? Questioned if MSHDA or NAHRO could provide an attorney.
 - b) Resolution 2023-4 No Trespass Policy
Motion made by Rose, seconded by Tharp, to approve Resolution 2023-4.

9) Commissioner Comments: Rose - Will probably miss September meeting but will try.
Flying from out of town that day. Tharp - Will help with writing grants to obtain grants
to build. Stark - Will be absent from August meeting.

10) Public Comment - None

11) Adjournment at 6:35 pm

Jay S
Signature

10.24.23
Date