

MARQUETTE HOUSING COMMISSION
BOARD MEETING MINUTES
November 23, 2021

The meeting was called to order by President Lankinen at 12:01 pm.

1) Roll Call

Present: Lankinen, Norberg, Stark, Maki, and Hurley

Absent: None

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

3) Approval of Previous Meeting Minutes: Motion made by Norberg, so moved by Stark, to approve the October 26, 2021 minutes.

4) Public Comment: None

5) Consent Agenda

(a) Executive Director's Report

YOUTH AND FAMILY CENTER:

The Youth and Family Center programming was shut down one week this month due to several families at the Village having COVID. It reopened this week.

STAFF:

- Administrative staff continues focusing on leasing apartments at LSV. There are currently nine vacant apartments with applications in place to fill them. They will be filled by the end of the year. Pine Ridge Marquette currently has two open apartments. Those they also expect to be filled.
- Two maintenance men (Randy and Chris) and Project Manager, Sarah attended a conference with a full day training regarding HUD property inspections.
- Service Coordinator is coordinating the last of the two moves that occur the beginning of December. Current tenants are moving into the two apartments created at the former office building. She also is organizing the ribbon cutting ceremony at both properties.

CONSTRUCTION:

• Pine Ridge:

All apartment work has been completed. All landscape and hardscape have been completed. First contracting only has two people remaining on site. The only other contractors are Independent Roofing, the lightening protection company and Prime (plumbing). The roofing and lightening protection system should be done by end of November. Prime will be completing the water heater installation the end of the week of the 22nd. Office construction has been completed with the exception of the lighting which has yet to be delivered.

- Lake Superior Village:
Work in occupied apartments has been completed. All hardscape and landscape have been completed. Work on conversion of the office building to apartments should be complete by December 1. Cameras and new camera system have been installed. We are waiting on one additional camera for the office entry way.

Executive Director:

- I attended the same conference as the maintenance staff and project manager.
- I attended an Affordable Housing Finance conference in Chicago. The conference focused on the many different types of financing that can be used for creating affordable housing.
- Currently working on budgets and new insurance for the building when no longer under construction.

- (b) Financials – not available due to end of the year
- (c) Approval of Checks – Review of checks and no questions asked.
- (d) Cash Position Statement – Will not know the Business Activities amount till after the audit.
- (e) HCV Report: Need to lease up at least two more.
Motion made by Norberg, seconded by Stark, to approve the consent Agenda.
- 6) Communications - None
- 7) Old Business – Architect has received a subpoena regarding the roof fire.
- 8) New Business
 - (a) Executive Director annual salary increase. Motion made by Norberg, seconded by Stark to approve a 4% salary increase.
 - (b) Annual report to the City
 - (c) Employee bonuses related to RAD conversion. Board approved merit pay for office staff, with the addition of Maki. Motion made by Stark, seconded by Norberg.
 - (d) Ribbon Cutting – those who attended included First Contracting, representatives from Bergman & McBroom's office, the developers, Cinnaire, City officials, and our Commissioners. Coffee and cake at LSV & NMU catering at PRM.
 - (e) Nomination of Officers – All Commissioners were in agreement to keep nominations as current positions stand.
- 9) Commissioner Comments – Discussion of appointing a comity regarding the longevity of terms served on the board.
- 10) Public Comment – None
- 11) Adjournment at 1:17 pm


Signature

2.22.2022
Date