

Hancock Housing Commission  
Meeting Minutes  
October 19, 2011

President Ron Antila opened the regular meeting of the Hancock Housing Commission at 4:30

Commissioners Present: Antila, Givens, Haeussler  
Absent: Dennis, Johnson

**Public Comment:** None

A motion was made by Commissioner Haeussler to approve the September 21, 2011 meeting minutes. Support was made by Commissioner Givens.

Ayes: Antila, Givens, Haeussler

No: 0

Motion passed.

A motion was made by Commissioner Givens to approve the October 2011 accounts payable. Support was made by Commissioner Haeussler.

Ayes: Antila, Givens, Haeussler

No: 0

Motion passed

A motion to approve the October 19, 2011 agenda was made by Commissioner Givens. Support was made by Commissioner Haeussler.

Ayes: Antila, Givens, Haeussler

No: 0

Motion passed.

**Old Business:**

Approved OHM contracts to complete closing documents for MSHDA on Quincy Haven Apartments LDHALP. The documents are due by 11/1/2011.

The Commission discussed how to pay for the Kubota for QHA. Commissioner Haeussler motioned to approve the purchase of the Kubota (\$15,194.00) with all items in the purchase invoice via contingency money from the QHA project. In the event MSHDA does not allow it to be budgeted under our contingency dollars

it will come out of the developer fee. Support was made by Commissioner Givens.

Ayes: Antila, Givens, Haeussler

No: 0

Motion passed.

The wireless connection discussion will be tabled indefinitely until the commission motions to put the discussion back on the table.

### **New Business:**

Quincy Haven Apartments LDHALP updates were given. The project has 23 units occupied out of 24. The last one is being processed this month. The final punch list items are being taken care of and the final construction meeting should be before the next commission meeting in November.

Commissioner Haeussler motioned to change the HHC office hours to 8:30 – noon and 1 – 4 pm, Monday – Friday. This will give the office staff a chance to do deposits and uninterrupted work while the office remains closed during lunch hour. Support was made by Commissioner Givens.

Ayes: Antila, Givens, Haeussler

No: 0

Motion Passed.

The Hancock Housing Commission received a letter from HUD with regard to the 2012 Public Housing Operating fund offset against Public Housing Operating Reserves. Fortunately, the HHC schedule indicates by the House and the Senate bill that no reserves will be taken. For PHA's with 249 units or fewer a minimum operating reserve is established at 6 months of operating reserves or \$100,000 whichever is greater.

Commissioner Haeussler gave information on the City Council position on dispensing Medical Marijuana and how it will affect the city ordinance. A sub-committee has been established by the City council to review the correct wording for the ordinance. A list of "controlled substances" fall under this category and would apply to us if the city establishes this ordinance technically, the HHC could be covered under this ordinance due the location of the properties. That would eliminate the HHC from establishing its own policy on medical marijuana dispensing. The Executive Director will keep in contact with the results of the sub-committee and advise the Board of Directors accordingly.

**Maintenance Report:**

QHA fire control sprinkler system was inspected by Auto Owners Insurance in September. We received a passing grade. Outdoor maintenance efforts are in place to prepare the upcoming winter season. We currently have 28 smoke free units at Lakeview Manor and the Annex. Apartments 607 and 507 will need new flooring and cove base in the units. We incurred a major leak in our 500 gallon hot water holding tank for Lakeview Manor this month. It needed to be replaced immediately to restore the Residents hot water usage in the building.

**Directors Report:**

Section 8 Rental Assistance program has 35 vouchers issued and there are 3 vacancies at Lakeview Manor. 2 are currently under rehab and one is ready for lease up.

Next meeting is **scheduled for November 16, 2011** at 4:30.

**Correspondence:**

The commission was informed of a \$50.00 donation from the Family Continued Education (FCE) group that meets in our community room on a monthly basis.

Commissioner Haeussler made a motion to adjourn the meeting at 5:38 pm.

Support was made by Commissioner Antila.

Ayes: Antila, Givens, Haeussler

No: 0

Meeting adjourned.

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Secretary – Gail Ross

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President - Ron Antila