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HOUSING AUTHORITY OF THE CITY OF MARION MONTHLY MEETING OF THE BOARD OF COMMISSIONERS

October 18, 2017
Central Office – 601 South Adams

CALL TO ORDER:

The meeting was called to order at 5:02 p.m.

Roll Call: Executive Assistant Trixi Morin gave the roll call. The following Commissioners were present: Jose Perez, Charlie Cox, Michael Belcher, José Flores, and Steve Turner were present. Also present were Executive Director Steve Sapp, Asst. Exec. Director/CFO Leah Poland, Housing Supervisor/PH & Private Coordinator Andrea Wert and City Council Member Henry Smith

EXECUTIVE SESSION: Commissioner Chair Michael Belcher entertained a motion to enter into executive session. Commissioner Jose Perez made the motion and Commissioner Steve Turner seconded the motion. The motion carried. The executive session lasted from 5:03 p.m. to 6:06 p.m.

MINUTES: Commissioner Chair Michael Belcher entertained a motion to accept the minutes from the September 19, 2017 meeting of the Board of Commissioners. Commissioner Steve Turner made the motion; Commissioner Jose Perez seconded the motion. The motion carried.

FINANCIALS:

1. **Mortgage Register: September 30, 2017** Chair Michael Belcher entertained a motion to accept the financials for September. Commissioner Steve Turner made the motion: Commissioner Charlie Cox seconded the motion. The motion carried.
2. **Financial Report: Investment Register September 30, 2017**
3. **Statement of Income and Expense: September 30, 2017**

NEW BUSINESS:

1. **No Smoking Policy: Resolution 639-2017:** Request to have the board to approve the attached policy to make Hilltop Towers, Norman Manor, Riverside, Martin Boots, Thomas Jefferson, Family Housing and the Central Office non-smoking. At a later date we will incorporate this policy into our Admissions, Continued Policy, and Tenant Selection Plans. We will not be tackling the other properties until a later date. Staff will not be allowed to smoke at any of the housing authority properties and the new development; there will not be any smoking. Chair Michael Belcher entertained a motion to accept the resolution as presented. Commissioner Jose Perez made the motion. Commissioner Michael Henson seconded the motion. The motion carried unanimously.

2. **Non Smoking Lease Addendum:** We have notified residents in writing and they will be signing the lease addendum with the board's approval before the January 1, 2018 deadline. Residents will have 60 days notice to sign the lease addendum. We have three strikes in the addendum. First is a written warning and advising resident second violation has a written warning with a \$50. fine and third is eviction. Cannabis has been included, as far as a lit application. Chair Michael Belcher entertained the motion to approve as presented. Commissioner Michael Henson made the motion and Commissioner Steve Turner seconded the motion. The motion carried unanimously.
3. **Revision of Internal control Policies:** The policies have been approved at one time or another by the board individually and we have some revisions that are listed and need to be approved by the board. State board of Accounts requires a resolution and an update all of our internal Control Policies to include the following statement: "The Marion Housing Authority has adopted the internal control standards as defined by SBOA under IC 5-11-1-27(e)" Chair Michael Belcher entertained the motion. Commissioner Steve Turner made the motion and Commissioner Michael Henson seconded the motion. The motion carried unanimously without discussion.
4. **Capitalization Policy Amendment:** Increase the capitalization threshold from \$1,000 to \$1,500. We have had several instances where charges over \$1,000 for turning units, mostly new flooring, not reaching the 5 year amortization life expectancy period. Chair Michael Belcher entertained the motion. Commissioner Steve Turner made the motion and Commissioner Jose Perez seconded the motion. The motion carried unanimously without discussion.
5. **Spending Authority Policy:** Resolution 568-2012 is a memorandum that has authorized the current spending limits which is going to be a policy. Asking for an increase from the \$10,000 limit for the other signatories on the most current Corporate Banking Resolutions to \$15,000. Chair Michael Belcher entertained the motion. Commissioner Jose Perez made the motion and Commissioner Michael Henson seconded the motion. The motion carried unanimously without discussion.
6. **Parkville Roofing, Windows and Siding Bids:** Bids for roofing, siding and windows for Parkville. We are recommending to the board to contract with Above All Construction. The rehabilitation is included in the reason for the refinance, the board passed a few months ago. They are requesting 50% down to order materials before the start of the work. We do not have a completion date at this time. If they are awarded they can get the roofing done in two weeks and the remainder of the work with the rest of the properties by the end of the year. Chair Michael Belcher entertained the motion for the recommendation to go with Above All Construction. Commissioner Steve Turner made the motion and Commissioner Jose Flores seconded the motion. The motion carried unanimously.
7. **Campus Corner Refinance and a Line of Credit:** Resolution 636-2017 the Board approved the refinance of Campus Corner up to \$150,000 for a new roof and conversion of commercial space to residential units. Prior to refinancing, would like the Board's approval to access the line of credit up to \$88,000 for the new roof, exterior work, lighting fixtures, and conversion of the old sub shop. Once the work has been completed, we will refinance according to the resolution. The current mortgage balance is a little over \$61,000. Chair Michael Belcher entertained the motion. Commissioner Michael Henson made the motion and Commissioner Jose Perez seconded the motion. The motion carried unanimously.
8. **2017 Fiscal Year End Audit:** Upon short notice, the auditors were in the office beginning Monday, October 9th and are leaving Thursday the 12th. The in-house part of the audit has been done the remainder to be completed by the end of December.
9. **Internal Control Training Certification:** Required from the board and all staff members to be trained on internal controls. After the board has reviewed the policies to get them back to Asst. Exec. Director/CFO Leah Poland.
10. **Norman Manor Purchase Agreement:** Asking the board to consider the purchase agreement for Norman manor L.L.C. to be purchased by Building for Change from Marion Housing Authority.

We are applying for tax credits for both properties Norman Manor L.L.C. and Martin Boots L.L.C. Commissioner Steve Turner requested that the properties have an escape clause to revert back to Marion Housing Authority if the tax credits don't go through. Chair Michael Belcher entertained the motion. Commissioner Steve Turner made the motion and Commissioner Jose Perez seconded the motion. The motion passed with abstention of Michael Belcher from the vote.

11. **Martin Boots Purchase Agreement:**

OLD BUSINESS:

MOTION TO ADJOURN:

Chair Michael Belcher entertained a motion to adjourn at 6:39p.m. Commissioner Jose Perez made the motion. Commissioner Michael Henson seconded the motion. The motion carried.

Respectfully Submitted,

Trixi Morin

Executive Assistant