

**Presidents Council Meeting**  
9/23/13

**Bring back to your Resident Councils**

**Draft MOU: Feedback is needed**

**Vendor Fair: it is still in the planning stages. No date has been announced yet**

**First grant checks handed out**

**Call to order:**

The meeting was called to order at 10:05 by Jonathan Murray from Ravoux Hi-Rise.

**Introductions:**

Hi-Rise representatives and guests introduced themselves. In attendance from PHA: Kim Nguyen, Dave Lang, Betty Lou Authier, Alicia Huckleby, Keith Draz  
All hi-rises but Front had representatives in attendance.

**Secretary's Report:**

Copies of the May minutes were handed out. A motion was made to accept them. Motion carried.

**Treasurer's Report:**

Jesse Thomas gave the treasurer's report for the last three months.

Total in all accounts at the end of August: \$16,904.28

Budget: Jonathan Murray presented the proposed 2013-2014 budget for questions and discussion.

It was discovered the wrong file had been printed out because of some no longer necessary entries on the handout.

Kathy Hicks made a motion to table the budget talk until the next meeting. Harold Purtell seconded. Motion carried.

**PHA Board of Commissioners Report:**

Harold Purtell gave the report.

The last Board meeting started with an update on the McDonough rec center.

There were five consent items discussed. The first was the replacement of the fire alarm system at Front, Cleveland, Edgerton, and Montreal hi-rises.

PHA employees were awarded a half day off for all their good work.

A wide area network connecting the hi-rises with the downtown headquarters is in the works. It is unsure how this will affect the resident councils.

There is a plan for a new four plex at Mt. Airy. There will be a ground breaking for a new six plex at Roosevelt on September 24th. That development will replace houses that were destroyed by a gas leak.

There was one finding of non-compliance on the last PHA audit. Caretaker apartments at the hi-rises that still have on site caretakers will be refurbished and turned into apartments for OIRs.

Five residents received the George and Nancy Latimer scholarships.

St.Paul PHA got high performer status again from CMAP.

### **Maintenance and Maintenance Contracts:**

Betty Lou Authier, maintenance manager took questions.

Issues this month:

Lights are still out at the entrance of Iowa hi-rise.

Dust issues in common areas at Hamline. People are having breathing issues.

Trash chute odor at Central. There are also roaches in and around the chutes. Odor is noticeable in the lobby.

Pest control will be treating the common areas soon. They are usually treated monthly.

Dave Lang, maintenance contracts spoke. He talked about the capital fund program. Maintenance contracts staff will be attending October residents council meetings. Meeting dates and times were double checked.

Bids have been received for toilet replacement at Seal. Entry doors will be redone at Neill.

Lobby floors will be replaced at Central. Ravoux tuck pointing is underway. The roof at Valley is being replaced. More antennas will likely be installed at Wilson, Dunedin, and Iowa. These will be from Verizon.

There was a complaint about sounds from antennas at Wilson and a question about how much weight the roofs can hold. (Antennas overhang some top floor apartments at Iowa.) There was also a question about how safe the waves from the antennas are. That is monitored and it will be checked again. There isn't much risk unless you are very close to an antenna(10 feet or so) for an extended period of time.

There was a question about roof repair at Hamline. Some work was done last year.

Brick work will be started again at Dunedin in the spring. It will only be on a quarter of the building.

A concern was raised about the crane in use at Valley. It moves sometimes. That may be normal.

A question was asked about a new fence at Central. That is out for bid now.

### **PHA Management Report:**

Principal Manager Kim Nguyen gave the report.

She first talked about the all building health and safety inspections that are going on. Several buildings have been done already.

These inspections are looking mainly for clutter and garbage problems. They also want to prevent bug problems. This is not a full inspection. Steps will be taken if problems are found. (Managers will speak to residents and work out a plan to fix the problems.)

Pictures are only taken if there are issues. You may request that pictures not be taken in your apartment. These pictures are to train staff on what is acceptable and what is not. They may also be used as evidence in termination proceedings if a resident refuses to work on a clutter or other problem.

A question was raised by Jonathan Murray about whether not this new inspection is consistent with the language in our lease. Kim said this is considered a regular inspection and is important in helping keep apartments in good condition year round.

There are still twelve hi-rises to inspect. Inspections are usually done on Tuesday, Wednesday, or Thursday. Each resident will get a notice in advance of the inspection.

There are certain standards used for this inspection such as having a three foot walkway all around, not having windows or doors blocked.

There were staff changes in the last few weeks.

Deb Goulet is the new HSC at Front, Central, and several other hi-rises.

There are several new housing managers.

Brenda Hibbard is the new manager at Montreal hi-rise.

Phong Nguyen is the new manager at Central.

Beth Forest is the HSC at Montreal.

Another new housing manager is being recruited. Merganser Kubrum will be overseeing the management at Mt. Airy in the interim.

Thanks was given to residents for their part in getting the High Performer rating. They helped by reporting problems and issues.

### **Safety and Security Report:**

Safety and Security Coordinator Keith Draz spoke.

He attended every resident council meeting except Mt. Airy's in September. (He will be attending theirs in October.)

Every building will have an OIR this fall.

The duties of the OIR were clarified. They are expected to attend the resident council meeting each month and give an hour of time to residents each month. They also help the manager with issues like ticketing cars in the parking lot.

There have been recent issues with apartment fires at Hamline. A class on kitchen safety will be held there soon. There was interest from other hi-rises as well. Additional classes are a possibility.

This training has to be done outdoors so classes would be held in the next couple months. (A trailer is used for the kitchen fire demo.)

Marlys Zerahn asked why fire extinguishers weren't provided. A question was raised about fire extinguishers in the stairwells as well. Some buildings do have them.

Kathy Hicks asked how one goes about adding someone to the trespass list. There was also a question asked about identifying persons on the list. It is not allowed to post pictures at this time.

(That could be brought to Legal though since the law might be different for pictures that are publicly available already like from online profiles.) Keith will be checking on the picture issue. Keith reminded everyone that he can be contacted with safety issues at any time. He said the manager should also be notified of those issues.

### **Old Business:**

The MOU was discussed. The draft will be posted on the PC site. It was also handed out at officers training. It should be posted at your hi-rise and discussed at the residents council meeting. The MOU is a legal contract between the Presidents Council and the PHA.

### **Budget Call \$20,000 Grant:**

Funds will be pro rated depending on the number of residents in your building. The funds should be used for permanent building improvements and not things like parties. Using the funds for new computer furniture was discussed.

The Presidents Council will hold onto the funds. Councils will be asked to submit a plan for their part of the funds. Three bids will need to be provided. The lowest bid should be chosen all things being equal.

Once that is received the PC will cut a check to the company chosen.

### **Vendor Fair:**

Lisa Lee gave an update.

The first planning meeting was recently held. The committee is working with the SHIP grant on this. They are encouraging putting more healthy foods in your vending machines.

They will be coming out to all buildings to assess the current machines. (They are still in the information gathering phase at this point.)

A question was raised by Harold Purtell about percentages received from vending.

### **New Business:**

The Presidents Council would like to change to a different bank from TCF.

Kathy Hicks made a motion that the Presidents Council choose a new banking institution. David Cox seconded. Motion carried.

The Presidents Council would like to put a moratorium on donations for the time being. A committee is needed. This is to make sure that the right information is being sent out to prospective donors.

Vivian Young made a motion to form a committee for this.

Vivian Young, Harold Purtell, and Linda Nyakundi will be the committee.

Motion carried.

Adam O'Connor made a motion to put a moratorium on donations. David Owens seconded. motion carried.

A motion was made by Kathy Hicks to draft a letter to Mayor Chris Coleman requesting Harold Purtell be appointed to the Board of Commissioners again.

Motion carried.

Alicia Huckleby, Resident Initiatives Director was introduced. She congratulated everyone on last year's great work. She mentioned the increased interest from the government on how resident participation funds are used. She is looking forward to working more closely with Eileen and the Presidents Council.

### **Resident Council Coordinator Notes:**

Getting a membership to the Minnesota Council on Nonprofits was brought up by Eileen Tittle. One of the benefits of this is a discount at OfficeMax.

Eileen thanked Harold Purtell for representing the hi-rises at the Board of Commissioners. She also thanked the hi-rise representatives for attending the meeting today. She stressed the importance of posting handouts from the Presidents Council and taking other information back to your council meeting.

Eileen would like to get a group together to plan trainings throughout the year for peers and officers.

Kathy Hicks made a motion to create a training committee, Lisa Lee, Kathy Hicks will be on that committee.  
Motion carried

Eileen then spoke about the new division of PC treasury responsibilities. Ruby Steward will be looking over all received paperwork each month. She will be contacting hi-rises that don't have things submitted.

This should prevent problems at audit time.  
Meeting length was discussed. Meetings regularly go over two hours. Some things can be compressed but it is hard to reduce them too much.  
One suggestion is to provide information about some things and then just vote on them at the meetings. Sending packets in advance was also mentioned.

### **Election of Executive Committee:**

Any Council officer can serve on the Executive Board. The secretary and treasurer may be appointed.

Executive Committee members will be expected to attend another meeting each month.

Nominations were called for.

Ballots were made up and handed out.

The new board members are:

Adam O'Connor

Vivian Young

Jonathan Murray

Lisa Lee

Mary Peterson

Harold Purtell made a motion to appoint Jesse Thomas as treasurer and Melissa Pappas as secretary. Motion carried.

Meeting adjourned at 12:20.

**Secretary Training on Thursday, September 26<sup>th</sup> from 1 to 4PM**

**Next meeting: October 28<sup>th</sup> at 10:00AM**

