

CITY OF MANISTEE HOUSING COMMISSION
Regular Meeting Minutes
January 24, 2012

The Regular Meeting of the City of Manistee Housing Commission was held on January 24, 2012 at 4:00 p.m. in the City Council Chambers at Manistee City Hall.

The meeting was called to order by President Dale Priester at 4:06 p.m.

Members Present: President Dale Priester, Commissioner Donna Korzeniewski and Commissioner Lawrence Bacon.

Members Absent: Vice-President Doug Parkes and Treasurer Elbert Purdom.

Also Present: Clinton McKinven-Copus, Commission Secretary/Executive Director and Lorna Perski, Housing Coordinator. Clint introduced a new employee Rebecca Day who will be the Human Resources, Payables and Payroll person. Clint talked about Rebecca and Bev's job descriptions.

Approval of Minutes

There were no additions or corrections in the Regular Meeting Minutes of December 20, 2011. **Donna made a motion to approve the Regular Meeting Minutes of December 20, 2011 as written.** Lawrence seconded the motion. All members present voted in favor. Motion carried.

Amendments to the Agenda

There were no Amendments to the Agenda.

Old Business

There was no Old Business to discuss.

New Business

Resolution 2012-01 HUD 51915 Agreement Between Owner and Design Professional (M.C. Smith) – The City of Manistee Housing Commission by adoption of Resolution 2011-18 approved the engagement of M.C. Smith for a firm fixed fee of \$9,500.00 to review the existing bid documents, site conditions and design parameters; complete the design work and assembly of construction documents; review of elevator shop drawings; hold construction meetings/inspections and closeout the project. The HUD 51915 Form and appendices are required prior to the commencement of work. This is like an umbrella, for the next year we can go through M.C. Smith without procuring again each time for design services. They will give a quote for our approval. Then a task order is issued. The contract with M.C. Smith is renewable for three years after that. We have three A & E Firms in reserve. Clint will ask for a quote from the first and second firm on the list. If the second one on the list has a better quote, we will have to authorize another 51915 Form. **Donna made the motion to approve Resolution 2012-01 HUD 51915 Agreement Between Owner and Design Professional (M.C. Smith).** Lawrence seconded the motion. All members present voted in favor. Motion carried.

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Resolution 2012-02 Mandatory Agreement to the Flexible Spending Account – There is a maximum of \$5,000.00 that can be deducted per year to cover medical expenses that are not covered by insurance. Kushner informed us that the regulations have changed for FSA's and that the mandatory amendment is required by law as presented in this resolution. There is only one employee that currently uses the FSA. **Donna made a motion to approve Resolution 2012-02 Mandatory Agreement to the Flexible Spending Account.** Lawrence seconded the motion. All members present voted in favor. Motion carried.

Directors Report

Clint discussed the Occupancy Report included in the Director's Report. Dale asked if there were more criminal evictions than usual. Clint reported that there is a new VA Facility in Cadillac that we should contact about housing. We have a new tenant that applied through the VA in Gaylord. In the future homeless will be added as a preference on our waiting list as HUD requires.

Finances

Darrin will have the December 2011 and the January 2012 Financial Reports before HUD's visit in February. As of today there is \$305,000.00 in our checkbook. It has been around \$100,000.00 in the past.

Communications

The Harborview and Century Terrace Newsletters are included in Communications.

Public Comment

There was no Public Comment at this meeting.

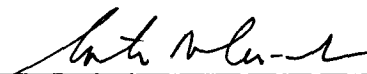
Commissioner Reports/Comments/Concerns

There were no Commissioner Reports, Comments or Concerns at this meeting.

There was no additional business to discuss. **Donna made a motion to adjourn the meeting at 4:32 p.m.** Lawrence seconded the motion. All members present voted in favor. Motion carried.



Dale Priester
President



Clinton McKinven-Copus
Executive Director
Commission Secretary