

**CITY OF MANISTEE HOUSING COMMISSION**  
**Annual Meeting Minutes**  
**July 24, 2012**

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

Clinton McKinven-Copus, Commission Secretary opened the meeting at 4:06 p.m.

Roll Call

Members Present: Dale Priester, Doug Parkes, Elbert Purdom, Donna Korzeniewski and Lawrence Bacon.

Election of Officers

Clint lead the Election of a new President portion of the meeting. **Doug Parkes nominated Dale Priester for President of the City of Manistee Housing Commission.** Donna Korzeniewski seconded the nomination. All members voted to elect Dale Priester as President.

Newly elected President Dale Priester resumed his duties at this time for the election of additional officers. **Donna Korzeniewski nominated Doug Parkes for Vice-President of the City of Manistee Housing Commission.** Lawrence Bacon seconded the nomination. All members voted to elect Doug Parkes as Vice-President. **Doug Parkes nominated Elbert Purdom for Treasurer of the City of Manistee Housing Commission.** Donna Korzeniewski seconded the nomination. All members voted to elect Elbert Purdom as Treasurer.

Approval of Minutes

There were no additions or corrections in the Regular June Meeting Minutes which was held on July 10, 2012. **Donna made a motion to approve the July 10, 2012 meeting minutes as written.** Doug seconded the motion. All members 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 2012-11 Increase Property Insurance Deductible – Dale said that in looking to cut our expenses, insurance is expensive. He reported that if we moved our building insurances up to a \$5,000.00 deductible per occurrence instead of \$1,000.00, we could save approximately \$7,000.00 per year on the insurance. Our cost would go from the current \$42,000.00 per year to \$35,000.00 per year. The renewal date for insurance is August 22, 2012. Dale reported that

he is on the claims committee for Housing Authority Insurance Group and that it is a not for profit Co-op. **Doug made a motion that we increase our deductible to \$5,000.00 per occurrence for our building insurance with Housing Authority Insurance Group thus reducing our premium costs.** Donna seconded the motion. All members voted in favor. Motion carried.

Resolution 2012-12 Excess Equipment Disposition. We have a Dodge Pickup with attached Snow Plow and Laptops to dispose of. The Dodge Pickup works fine, it has about 40,000 miles and a plow included worth \$1,500.00. The minimum asking price should be \$6,000.00 for the truck and plow. Clint said that any money from the sale of the Pickup should be put in Capital Funds for expenditures. There are also 2 mini's and one regular laptop. An ad will be put in the newspaper for the viewing and bidding for the truck. A notice that the computers are for sale will be put up in house. **Donna made a motion to approve the sale of the Dodge Pickup with Attached Snow Plow and the Laptops.** Doug seconded the motion. All members voted in favor. Motion carried.

### Director's Report

Clint went over the Occupancy Report which shows an average of 98-99% occupancy. There will be a Special Meeting tentatively set for August 7 at 4:00 p.m. in the office conference room to decide what is to be done with the mold issues at 112 Holly Court.

The Vacant Unit Turnaround Time since February 24, 2012 until the present is: Maintenance Turn 6.57 Days and Lease-Up is 3.76 days for a total of 9.76. HUD allows us to have Maintenance Turn Days of 15 and Lease-Up Days of 5, for a total of 20 turn around days.

Information of Assessment of Scattered Sites and 5 Year Plan Analysis information has been prepared by Scott DeKorte of M.C. Smith and is posted in the SharePoint folder for your review and information. Included is a letter describing the proposed scope of work, the cost estimate of the environmental review on each site and a sampling of units to determine accuracy of the October 2011 Physical Needs Assessment, and a 5 Year Plan Analysis and Development. It was noted that one of the houses needs a new roof at the cost of \$3,500.00.

A recalculation of our Operating Subsidy for 2012 has been submitted to HUD. The recalculation took two items into consideration: 1) separation of our high rise and family units, 2) setting the frozen rolling base for our energy performance contract. When all of our properties were considered together we have a predominance of 1 bedroom units and subsidy is lower on a 1 bedroom than a 4 bedroom. The HUD System calculated all of our units at the 1 bedroom subsidy. The new submission separates the high rise units from the family, thus allowing a higher per monthly subsidy for our family units. Until this submission, the frozen rolling base for utility consumption reimbursement was not frozen. In short we had been paying the Energy Performance Contract Loan out of operating expenses without being reimbursed from HUD to cover the loan. We should have results of this submission at the October notification of subsidy level. Any reimbursement for the 2012 year will occur with the October – December subsidy. Clint said HUD should reimburse us \$70,000.00 for the Energy Performance Contract and hopes we will get about \$100,000.00 total back from the \$138,000.00 that was cut earlier this year. Clint spoke with our two Senators about our funding cut and Headquarters contacted Willie at the Detroit Field Office.

Siemens' will be coming to the August 28<sup>th</sup>, 2012 Housing Commission Meeting to address the board regarding the Energy Performance Contract. There will be a Special Meeting of the board on August 7, 2012 to discuss 112½ Holly Court and develop questions for the Siemens' visit on August 28<sup>th</sup>.

Al and Clint have been reviewing the Audit, and there were two sections that were the same as last year. Hopefully it will be ready to go for the City of Manistee by July 31, 2012 as promised.

We must adopt and submit a 2013 Operating Budget by September 1, 2012. We will have to adjust the budget at a later time as we do not even know our Operating Subsidy amount at this time. The 2012 Operating Budget will be presented for board review at our August 28<sup>th</sup> Meeting.

### Finances

We did not receive Operating Subsidy for June. We have the Subsidy for July, August and September and \$40,000.00 was drawn on July 19<sup>th</sup>. Expenditures for June were lower than expected at approximately \$72,000.00. The legal cost expenditures were especially high. There was a question about the cost for security – alarms, smoke detectors and sprinklers. It was noted that it is an annual payment, not monthly. **Doug made a motion to accept the June 2012 Financial Reports and place them on file.** Donna seconded the motion. All members voted in favor. Motion carried.

### Communications

There were no communications.

### Public Comment

Mary O'Brien, Resident Manager at Harborview asked about cleaning in the buildings. Doug asked if we weren't thinking about hiring residents for cleaning in hallways, bathrooms, etc.

### Commissioner Comments/Concerns

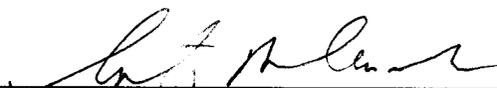
President Dale Priester thanked David Lanning for his years of service as Resident Manager of Century Terrace. Dave will be retiring from that position on September 1, 2012.

There was no further business to discuss. **Donna made a motion to adjourn the meeting at 4:55 p.m.** Doug seconded the motion. All members voted in favor. Motion carried.



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Dale Priester  
President



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Clinton McKinven-Copus  
Executive Director  
Commission Secretary