

**CITY OF MANISTEE HOUSING COMMISSION**  
**Regular Meeting Minutes**  
**May 22, 2012**

The Regular Meeting of the Manistee Housing Commission was held on May 22, 2012 at 4:00 p.m. at the City Council Chambers at City Hall.

The meeting was called to order at 4:03 p.m. by President Dale Priester.

Members Present: President Dale Priester, Vice-President Doug Parkes, Treasurer Elbert Purdom, Commissioner Donna Korzeniewski and Commissioner Lawrence Bacon.

Also Present: Clinton McKinven-Copus, Executive Director/Commission Secretary and Lorna Perski, Housing Coordinator.

Approval of Minutes

Board members reviewed the Regular Minutes of April 24, 2012 and the Special Meeting of April 30, 2012. There were no additions or corrections of these minutes. **Doug made a motion to approve the Regular Meeting Minutes of April 24, 2012 and the Special Meeting Minutes of April 30, 2012 as written.** Donna seconded the motion. All members voted in favor. Motion carried.

Amendments to the Agenda

Under New Business – Resolution 2012-5 Task Order 2: Determination of Viability of 112 & 112½ Holly Court and Resolution 2012-07 Voiding of Checks Number 3630 and 3941.

Old Business

There was no Old Business to discuss.

New Business

Resolution 2012-05 Task Order 2: Determination of Viability of 112 and 112½ Holly Court. There is a black mold issue at 112 Holly Court. We have to go through the process to determine if we should do the remediation or seek demo/disposition of the unit. If the decision is to demo the unit, what would we do with the subsidy for that unit? The previous resolution had five issues in the proposal. We only need to do numbers 1 and 2 now. Step 1 is Review of existing drawings and original specification documents of the structure, and Step 2 is Environmental sampling and analysis and development of a cost estimate for remediation/repair. Following that an environmental review would need to be completed. Once we have that information the board will be asked what they want to do with the unit. This information may be ready by the June 7, 2012 Special Meeting. The A & E Firm will be present at this meeting. Resolution 2012-05 will approve the initial steps at a cost of \$3,680.00 to be paid from CFP Funds, line 1430 and is required by HUD. There would need to be a separate resolution for any additional work. **Doug made a motion to approve Resolution 2012-05 Task Order 2: Determination of Viability of 112 and 112½ Holly Court.** Elbert seconded the motion. All members voted in favor. Motion carried.

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Resolution 2012-6 Design and Implementation of Website – HUD is requiring that we get a Web-site up and running. This would provide our applications on line. Other items such as board minutes, agenda, pictures of our units, policies, a copy of the lease, work order on line, ability to e-mail staff members ,etc. would be included on the web-site. There is a quote from our current IT company Next IT, not to exceed \$5,500.00 for set up of the web-site. Clint explained that we have contracted with Next IT as our IT provider as Data View went out of business. They do web design and hosting. Board members had questions as to whether the web-site is really necessary for our constituency and whether HUD really requires a web-site. Clint said it is not in the written agreement from the PHARS Team as a requirement but HUD told him that we need one. Doug said the City of Manistee just updated their web-site. Perhaps we could do a site in conjunction with the city. Board members felt that the price quote from Next IT is too costly and could be done for less. Dale said we should do more research. Elbert thinks we should not spend the money on a web-site right now. Clint said this could be tabled until the August meeting. Clint will check with Mitch about piggy-backing on the City web-site.

Resolution 2012-07 Voiding of Checks Number 3630 and 3941 – Check #3630 to AT&T Long Distance in the amount of \$44.56 issued on May 1, 2011 and Check #3941 to Richard Bond in the amount of \$627.00 issued September 20, 2011 has not been cashed. This resolution declares these two outstanding checks null and void. **Doug made a motion to approve Resolution 2012-07 Voiding of Checks Number 3630 and 3941.** Donna seconded the motion. All members voted in favor. Motion carried.

### Director's Report

The Vacant Unit Turnaround Time is averaging 10.7 Days. Units are in Maintenance 6.7 Days and in Lease-Up 3.8 Days. HUD requires that units have no more than 15 days from vacancy to lease up. Dale asked how we are doing with only two maintenance workers. Clint said they are doing very well, and he is working on sub-contracting the yard work with the City of Manistee. Clint reported that he will meet with Marv regarding the applications for employment.

For a report on the Financial Reserves see April 2012 in the Director's Report under Finances. Currently the reserves are \$201,357.00 which is 2.24 months of reserve. The report will not look as good next month due to the maintenance buy out of two previous workers this month. There has also been a decrease in the amount of Operating Subsidy from March to April of \$15,255.50 There has been a reduction in the landline telephone cost of about \$500.00 per month.

Clint asked if there were any questions from board members on the recovery. Commissioner Bacon asked about the meeting with T Eftaxiadis on May 15<sup>th</sup> regarding the Brownfield Grant and the City of Manistee. T is working on EPA Grants for the demolition of the Manistee Plating Property Building.

Clint said that he put in a phone call today to see what the status of the Michigan Department of Civil Rights Complaint is. He did not receive a return call on his inquiry.

### Finances

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Board members reviewed the April 2012 Financial Statements. Elbert said he was reviewing the utilities. He met with our auditor and asked if he could explain the Seaman's Energy Performance Contract. Elbert wondered where the savings has been with the EPC. He sees very little difference in the utilities since 2006. In fact, it appears that we are losing money. In his view point, we are out about \$70,000.00 per year, plus interest on the loan. Doug said that it should be based on usage rather than a dollar amount. There was a small savings, but the weather was very mild. Commissioner Bacon said we should have a representative of Siemen's come to a Special Meeting and explain the savings from EPC to board members. Siemen's says that we have a savings of \$104,000.00 this year. Clint has also discussed this with HUD and asked if we are getting subsidy to back up this EPC. He has not been able to get an answer from them. **Elbert made a motion to Accept the April 2012 Financial Reports and place them on file.** Lawrence seconded the motion. All members voted in favor. Motion carried.

### Communications

There were no communications.

### Public Comments

There were public comments from residents about the web-site cost and usefulness. Some thought it would be helpful for agencies that assist applicants and tenants others thought it would depend on the demographics of the people we are trying to reach.

There were also questions regarding hiring of a tenant as a maintenance worker over the general public if they were qualified for the job. All applications would be considered, but none given preference.

### Commissioner Comments and Concerns

Elbert made a comment that it was great that residents had come out to the meeting to voice their opinions.

There was no additional business to discuss. **Donna made a motion to adjourn the meeting at 4:58 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