

**CITY OF MANISTEE HOUSING COMMISSION**  
**Regular Meeting Minutes**  
**November 22, 2011**

The Regular Meeting of the City of Manistee Housing Commission was held on November 22, 2011 at 4:00 p.m. at the Council Chambers at City Hall.

President Dale Priester opened the meeting at 4:07 p.m.

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

Members Absent: Vice-President Doug Parkes who had some conflicting appointments at work.

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

Approval of Minutes

There were no corrections or amendments in the minutes. Commissioners reviewed the Regular Meeting Minutes of September 27, 2011. **Elbert made a motion to approve the Regular meeting Minutes of September 27, 2011.** Donna seconded the motion. All members present voted in favor. Motion carried. Commissioners also reviewed the Work Session Minutes of October 13, 2011. **Donna made a motion to approve the Work Session Minutes of October 13, 2011.** Elbert seconded the motion. All members present voted in favor.

Amendments to the Agenda

There were no Amendments to the Agenda.

Old Business

There was no Old Business to discuss.

New Business

Resolution 2011-18 Engagement of Services: MC Smith. The bids for the proposed modernization of the Harborview elevator project came in higher than budgeted; therefore we need to review the project to determine if there are any areas in which the project cost can be reduced. Due to the engineering expertise required to review the project and refine the proposed scope of work, CMHC must engage the services of an Architectural/Engineering firm. If the scope of work for the project cannot be reduced without jeopardizing safety and without violating State Code, we will need to seek additional funding from HUD in the form of emergency capital funding.

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The A/E firm to review the proposed scope of work for the elevator modernization project will be one of the four firms whose services were procured when CMHC created the architectural/engineering design service pool by the adoption of Resolution 2011-14. For the pool, CMHC first identifies a need; we contact the firm with the highest score in the pool and request a proposal which includes a quotation for the cost and scope of services to be provided. If the proposal is acceptable the Commissioners approve the proposal and expenditure of funds. If not acceptable we go to the second highest scoring firm.

Clint contacted MC Smith the highest scorer in the pool, and requested a quote for design services for the modernization of the Harborview Elevators. As described in IFB 2011-06 the one responsive bidder for the project was \$35,865 over our projected budget and available funds of \$207,000.00. MC Smith's proposal is for a fixed fee of \$9,500.00 a cost of 4.5% of our project budget. CFP Fees and Costs line item is meant to cover items like MC Smith. Lawrence asked if there could be a re-bid. We closed the bid previously and will be re-releasing it. Schindler provided the scope of work in their bid. The two other bidders had glaring errors in their bids. Dale asked about phase two bids. There will be a bid opening, and then it will go to the board at the next meeting. Mc Smith then takes over the repair process. It should take one to two days per elevator car, and one car will be completed at a time. Bids will need to be in a three ring binder with 20 tabs. All items need to be included in the bid. This is an Invitation for Bid. Responsive bidders award must go to the lowest responsive bidder. There are only four big companies that do elevators. **Donna made a motion to approve Resolution 2011-18 Engagement of Services: MC Smith.** Elbert seconded the motion. Roll Call Vote: President Priester – Yes, Treasurer Purdom – Yes, Commissioner Korzeniewski – Yes and Commissioner Bacon. Motion Carried.

Establishment of Regular Work Sessions – Regular Quarterly Work Sessions will be scheduled. The next work session is scheduled for 12-08-2011 to review the 2012 Budget.

### Director's Report

Most items in the report have been discussed already. Clint reported that the meeting on the 29<sup>th</sup> has been cancelled by HUD because of the City Elections. We now have a new Mayor, Mayor Kenny. However, she is a full time employee and is not able to leave work during the day for meetings. HUD wants all five of our commissioners present at this meeting, as well, and have it be a public meeting.

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### Finances

The September and October 2011 Financial Reports were reviewed and discussed by the commissioners. The positive effects of the layoffs and cuts including reduction of a land line are evident in the October Reports. Elbert said the October Financial Reports show a balance of \$21,000.00 owed to us from HUD. Clint said he would check with Darrin on that. **Elbert made a motion to accept the September and October 2011 Financial Reports and place them on file.** Lawrence seconded the motion. All members present voted in favor. Motion carried. Elbert said that the audit for 2010 was a clean opinion except for the turnaround time for units in 2010 which was beyond being acceptable. HUD says that 97% occupancy is needed in units. Elbert thinks the audit report is acceptable and unremarkable. **Elbert made a motion to accept the 2010 Audit Report and place it on file.** Lawrence seconded the motion. All members present voted in favor. Motion carried.

### Communications

The Century Terrace and Harborview Newsletters are included in communications.

### Public Comment

Russell Paxson a resident of Harborview said that when he moved into the building there were four Maintenance Personnel. Lately, there has not been any vacuuming, dusting in the building, and the yard is not mowed as it should be. He said the meetings should also be held at one of our buildings to make attending easier. Clint said the fault lies with congress and the funding. There have been 1.2 Trillion in funding cuts in entitlement programs. We are doing what we can with the budget that we have. Due to HUD cuts, we have staff cuts. Clint said that He hopes we will be back to three people at the beginning of the year. He said that tenants should write to their elected representatives about the budget cuts.

Sue Kukla said that the board needs to do something about these problems. It should be the job of the board. Clint said that we need \$1.2 Million in repairs in Harborview over the next couple years, including the Elevators immediately. He recently found out that we may be able to use some of our Operating Funds for Capital Expenditures, which is good as Capital Funds are being cut by HUD. HUD is not investing in their properties, instead they are cutting funding.

Bob Cederholm said that that the concrete out in front of the building needs to be patched, and that leaves are building up in the entrance at Harborview and you can't stop a wheel chair without sliding on the leaves.

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Commissioner Report

There were no commissioner reports.

There was no further business to discuss. **Donna made a motion to adjourn the meeting at 5:15 p.m.** Lawrence seconded the motion. All members present voted in favor. Motion carried.



Dale Priester  
President



Clinton McKinven-Copus  
Executive Director  
Commission Secretary