

## CITY OF MANISTEE HOUSING COMMISSION

### Regular Meeting Minutes

February 23, 2010

The Regular Meeting of the City of Manistee Housing Commission was held on Tuesday, February 23, 2010 in the Century Terrace Community Room. The meeting was called to order by President Dale Priester at 4:07 p.m.

Members Present: President Dale Priester, Treasurer Elbert Purdom Commissioner Donna Korzeniewski and Commissioner Harvey Good.

Members Absent: Doug Parkes.

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

#### Approval of Minutes

There were no additions or corrections in the Regular or Special Minutes. **Harvey made a motion to approve the Regular Meeting Minutes of January 26, 2010.** Al seconded the motion. All members present voted in favor. Motion carried. **Harvey made a motion to approve the Special Meeting Minutes of February 2, 2010.** Al 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

On Tuesday March 9, 2010 a work session will be held in the Housing Commission Office Conference Room to work on updating the Administrative Staff Personnel Policy. We need to bring the policy into Safe Harbor with HUD. If the City of Manistee Housing Commission were sued for actions that were taken, HUD would come to our defense if we have a policy that is in Safe Harbor.

#### Director's Report

Projected closing on the Manistee Plating Property is scheduled for March 1, 2010. We are waiting for Lois at the title company to contact us. Once the sale is closed we have 45 days to complete the Brownfield Environmental Assessment.

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### Deputy Director's Report

The Century Terrace Corridor Improvements have been completed and we will be taking a tour following the Regular Meeting. The following items have been completed: New wall paint on all floors, new corridor carpeting and tile in front of elevators, new carpeting in community spaces, new signage throughout the building, new lighting modifications in hallways, new ceiling tile on ground floor, and new lobby lighting and furniture. Renovations to the Century Terrace Office include: new ceiling tile, carpeting and computer lab furniture.

The Vine Street Development will finish "substantial completion" items by April 15, 2010 with turnover to the CMHC by the May 1, 2010 deadline as planned. The CMHC and Consumers Energy have come to a mutual agreement regarding the easement over power, and permanent power will be installed shortly with the final finishing work commencing shortly thereafter. CMHC is planning on holding a community event upon the completion of the Vine Street Development outlining the project, along with Buy American requirements. This is currently being done by other PHA's across Michigan that have successfully implemented quality projects, and the CMHC is striving to be among the top recipients of ARRA Funding by following suit and inviting state and federal government officials to illustrate the "transparency" of the project. More details and a target date will come in the following months.

CMHC will be soliciting requests for proposals for the following services in the coming fiscal year: Copier Contract (Awarded to Applied Imaging), Laundry Service (Currently held by Automatic Apartment Laundries), Security (Currently held by ADT), and Elevator Contractor (Currently held by Schindler Elevator). Upgrading of the Century Terrace Elevator Cars will be a major item in the elevator proposal. Interior renovation of elevator cars would run approximately \$24,000.00.

The Holly Court Fence was awarded to Straight Fence and replacement of the fence will begin as soon as weather permits. Straight Fence has targeted April 1, 2010 as a completion date for the fence.

### Finances

Clint reported that we still do not have financial reports. We had to go back to June 2009 and redo the reports. Hopefully, all items are now in the correct categories. There were issues with the set-up in the software, and items were posting to three developments rather than one development. When reports are received, Clint will print off all reports for the next meeting and will also e-mail them to commissioners. Once 2009 Financial Reports are corrected, 2010 Financial Reports should run smoothly.

### Communications

Included in communications is the Manistee News Advocate Article: CMHC Neighborhood Watches, Resident Newsletters, CMHC Newsletter (Produced by ROSS Staff) and 2009 Ross Grant Report.

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Commissioner Reports

There were no commissioner reports.

Public Comment

Julayn Fulmer, President of the Port City Resident Council asked Clint if he had gotten the needed signatures yet. She also commented that she enjoyed being present at the meeting to see the correct process for holding meetings.

There was no further business to discuss. **Donna made a motion to adjourn the meeting at 4:23 p.m.** Harvey seconded the motion. All members voted in favor. Motion carried.

Brandon led commissioners on a tour of the Century Terrace Building Improvements.



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Dale Priester  
Commission President



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Clinton McKinven-Copus  
Executive Director  
Commission Secretary