

CITY OF MANISTEE HOUSING COMMISSION

Regular Meeting Minutes

January 26, 2010

The Regular Meeting of the City of Manistee Housing Commission was held on Tuesday, January 26, 2010 in the City Council Chambers at City Hall. The meeting was called to order by President Dale Priester at 4:05 p.m.

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

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

Also Present: George Saylor, Attorney CMHC; Clinton McKinven-Copus, Executive Director/Commission Secretary; Brandon Jensen, Deputy Director; Sidney Shaw, Ross Program Coordinator; Linda Hutchinson, Ross Service Coordinator and Lorna Perski, Housing Coordinator.

Approval of Minutes

There were no additions or corrections in the Regular Meeting Minutes of January 26, 2010. **Donna made a motion to approve the Regular Meeting Minutes of January 26, 2010.** Harvey seconded the motion. All members present voted in favor. Motion carried. **Harvey made a motion to approve the Acknowledgment of no December 22, 2009 Meeting (No quorum).** Donna seconded the motion. All members present voted in favor. Motion carried.

Amendments to the Agenda

Under New Business – Manistee Plating Factory Property Purchase Update.

Old Business

There was no Old Business to discuss.

New Business

Clint mentioned an e-mail and a copy of an Agreement Regarding Easement that is included in the packet. There was an old easement on the Vine Street Property with Consumers Power Company and the CMHC that we were unaware of. When excavation and building began on the Vine Street Property, Consumers notified us of the easement and wanted us to move the house. George Saylor addressed the issue. He indicated that he and Clint has researched whether this easement was a valid agreement. The documents were prepared by Attorney Jack Hart. George and Clint discussed the possibility that HUD had not approved this easement and were not sure if it was valid agreement. George said Apparent Authority comes into play in this situation. If an innocent third party enters into an agreement with an officer of that organization who appears to have authority the document is enforceable. The agreement that is being proposed is to allow us encroachment into this easement. Consumers Energy prepared this agreement. George would like to see language that says if the cable is removed for some reason that the easement is terminated. He would also like to have Consumers have some obligation to let us know when they will excavate along the electric cable so we can protect our property. If we cannot get these concessions George thinks we should still sign the agreement. The agreement includes :
1) Consumers will not be responsible for any damage that may occur if they need to excavate that electric cable in the future and 2) CMHC agrees not to plant any trees or shrubs, or place fence or sign posts within 6 feet on either side of the underground cable. Brandon and George answered questions about the property, the easement and the agreement. **Donna made a motion to approve a Resolution to sign an Agreement Regarding Easement with Consumers Energy Company.** Harvey seconded the motion. All members present voted in

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favor. Motion carried.

George Saylor addressed the Manistee Plating Property Purchase. The eighteen month journey that we have been engaged in trying to close on the Manistee Plating Property is due to having to deal with HUD. Paperwork had to be sent several times. HUD required that we have discharges obtained for old oil and gas leases on the property even though you cannot drill a well in the city or near a river. Mr. Pienta went out and obtained these discharges. Clint asked if we have the proof that all of the oil and gas leases have been removed since he cannot spend the funds until HUD has this information. Mr. Pienta has had to pay insurance and property taxes on this property over the extra time that we have taken to get approval. His attorney has requested that some compensation be made for this. George said that we could use a closing date for pro-ration of taxes that is sooner than the actual closing date. Clint said the acquisition is based on a certain amount and he does not know that he can expend extra funds for property taxes without HUD saying he is inappropriately expending public funds. A year's worth of taxes on the property is about \$1,000.00.

2010 Operating Budget is 100% funded for the first time in many years at \$419,250.00. This number is also up because we have the correct energy numbers this year. Through the Energy Audit we learned that these figures were not being submitted appropriately in the past. Any surplus reserve that we have this year should be put away for future years that may not be fully funded. Brandon spent considerable time preparing information for our accountant regarding the Ordinary Maintenance and Operations actual expense. Most of the other items are based as close as possible on actual cost, with a small increase. We will watch closely over this year and get items in the correct category. Contract costs like snow removal and lawn care are now in house and will cost less. Contract costs for Siemens with updating air handlers, etc. should hopefully cut down some costs as well. Harvey asked where that puts with the Five Year Plan that we do in October. 25% of line 1460 which is for Dwelling Structures is basically slated for emergencies. Brandon just got back from a CFP Training seminar and he found out how to put together our next five year and annual plan to allow for unbudgeted expenses that may occur. Air handlers and boilers are systems that will need to be replaced in the future. Clint said that we don't need to submit the budget to HUD, we just need to submit the calculations for our Operating Subsidy. In the past we have enacted this as our Operating Budget. **Donna made a motion to accept the HUD 2010 Operating Budget as our budget.** Harvey seconded the motion. All members present voted in favor. Motion carried. Donna asked if we really only have \$7,000.00 of legal expenses each year. Clint said no, but some of the expenses can come from CFP Funds. Dale asked how we were able to be funded at 100% this year. It was one of Obama's promises for affordable housing.

There will be a Special Meeting on Thursday, February 4 at 4:00 p.m. in the office conference room to adopt the resolution to approve the PHAS documents.

Director's Report

Clint said that once again there were problems with Tenmast Software and he does not have Financial Reports. Clint was in communication with the president of the company and once again the issues that he thought were resolved in December are still an issue. They are trying to determine why the software problems continue to exist. Clint noted that we are not changing software again, ever.

Deputy Director's Report

The Energy Performance kick-off is slated for Mid-March. The EPC will begin with the implementation of Water and Lighting upgrades, Each item lasting approximately 2 weeks. Following Lighting and Water, Mechanical upgrades will take place to all major utility units at both Century Terrace and Harborview. New electric elements as well as fittings will be installed making units 4-6% more efficient than current output. Following these updates progress will halt until temperatures remain consistently above 40

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degrees to apply the Century Terrace Building Exterior. The exterior upgrade will last approximately 6-10 weeks. Job postings are listed for any tenant that wishes to work with contractors on these upgrades. Low income workers must be hired on this project.

Century Terrace Corridor Improvements are well underway and will be completed by Mid-February. Carpet and Asbestos-Tile issues have been resolved. Capital Funding was reconfigured to allow for removal of asbestos tile on all floors and common spaces without subtracting any major improvements at Century Terrace. All painting is complete with the exception of the lobby which will be completed the first week of February. New furniture is also being provided for the lobby on the main floor and ground floors, and seating at each elevator. New signage will be placed on all floors, as well as, art work created by the Century Terrace Arts and Crafts Committee. Upon project completion we will have a Century Terrace Re-Opening for residents, community leaders and government officials.

The Vine Street Development is on schedule and should be ready to be turned over to the CMHC by May 1, 2010. Exterior finishes are complete except for landscaping and decking, and interior finish work has begun. Omega Construction has done an excellent job in keeping with USA purchased supplies as required by ARRA. All ARRA reporting has been on time and of 198 PHA's in the State of Michigan the CMHC was the only one to receive no deficiencies in its reporting or procedures as investigated by HUD. We will have an open house for these units as well, when completed.

CMHC has been approached many times about the poor fence along the east property line of Holly Court. As part of the Capital Improvement Plan, there is enough reserve money to replace this fence to provide increased safety for residents on the Vine Street/Holly Court/Park Avenue area. This has been discussed repeatedly by the newly formed Neighborhood Watch. More about this issue will be discussed in the Ross Grant Year One Summary Report.

All sites currently using electric ranges have been replaced and all Vine Street Property gas ranges have been replaced. New units include all digital controls for ovens and self-cleaning features to decrease maintenance turnaround time when a unit vacates. New stoves were purchased from Benzie Appliance. Parts that could be utilized were removed from old stoves and stoves were scrapped.

Ross Grant Report

Monthly Report – A Health Fair has been planned for March 11, 2010 at Century Terrace. West Shore Hospital, Nursing Agencies, Manistee Fire Department and Local Vendors will participate. Tenants will fill out Personal Health Information Forms for EMS to access during emergency calls, and review evacuation procedures. There will be personal health clinics for blood pressure, bone density, blood sugar, temperature, pulse, health education for diabetes and nutrition and a flu shot clinic. The Wii Exercise Program has been tested at both Century Terrace and Harborview. Residents enjoyed playing the Wii. Century Terrace has formed a game committee and is planning a potluck game day on Saturdays. Ross Staff will be working with residents to form bowling and golf teams from both sites. Safety issues are being addressed through the Neighborhood Watch. Repair of the damaged fence behind Holly Court is an issue to be addressed, as well as, street lights at Holly Court need updating. Neighborhood Watch sign have been installed at Century Terrace and Tower Hill, and new entrance signage is installed at Century Terrace. Next month's topic for safety training will be how not to be a victim of theft. A complete Evacuation Plan was presented by the MFD and Ross Staff has proposed that we adopt this plan as policy. Art Rooms have been constructed and computer labs are installed at Century Terrace and Harborview. Area citizens are being recruited to conduct workshops on computer operation.

Ross Grant 2009 Report – 2009 was the initial year of the Resident Opportunity Self Sufficiency (ROSS) grant for CMHC. The goal of the ROSS Program is to increase the quality of life for the residents of CMHC. The

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Community Garden Program successfully constructed 14 raised bed gardens for the elderly and disabled residents of CMHC. Several residents over the age of 85 found themselves outside gardening for the first time in twenty years. This program was well received by residents and is expected to expand in 2010. CMHC Newsletter is edited and published monthly by Linda Hutchinson for CMHC Residents. The newsletter has become a key instrument in communication between staff and residents. The ROSS Staff in conjunction with the Port City Resident Council created a food bank for CMHC Residents. The food bank provides approximately 2 days of supplemental food for residents. Food is purchased from Feed America of Cadillac using ROSS funds. \$200.00 per month is used to purchase food, which provides approximately 10lbs of food per person. Residents now have Computer Labs and WiFi at Century Terrace and Harborview. Each facility has two complete desktop computers that share a common printer. In addition, both community rooms have a wireless network available to residents with laptops. Volunteers maintain office hours at the Century Terrace computer lab. A MRSA & HINI Training seminar was held in August to educate residents on these viruses. 58% of residents voluntarily attended the training. Theatrical productions at the Ramsdell Theatre are now attended by residents. Transportation is provided through Dial-A-Ride. Residents have enjoyed these outings. For the first time in the history of CMHC a summer picnic was held at the Fifth Avenue Beach Shelter House. The event was attended by the Board of Commissioners, Staff Members and Residents of Harborview, Century Terrace and Scattered Sites. Music, dancing and food were there for all to enjoy. Hot dogs, hamburgers, drinks, salads and ice cream cones were served. Marek Music Makers played old time Dixieland, Polka and Folk Music. The picnic was a huge success and is scheduled for 2010. Neighborhood Watch Groups have been established through the ROSS Staff working with residents and CMHC Community Police Officers. The groups communicate directly with police to report suspicious behavior or illegal activity. A number of key arrests have been made at Tower Hill and the halls of Century Terrace are monitored as a result of the watch groups. Linda Hutchinson regularly visits residents over 85 and those who were recently hospitalized. Regular visits allow ROSS staff to stay in touch with our elderly population and to notice health changes or needs. Additional programs that were started in 2009 were: Foot Care Clinic, Housekeeping Program, CMHC Community Police Safety Meetings, Satellite Library, Medicare Part D Review, Linda's A to Z Program (special presentations being made by members of our community), Flower Beds at Holly Court, Congregate Meals at Harborview, Salvation Army Dinner at Century Terrace and Harborview and Welcome Wagon (Visits to new residents by Linda Hutchinson).

Public Comment

There was no public comment.

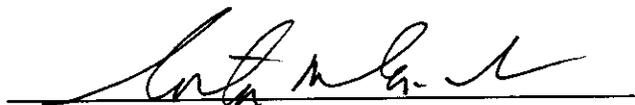
Communications

Harvey reported that there are ten ladies at Harborview that want to have a meeting with Clint. He also had a call from a resident about a new refrigerator that he had installed. He reported that there are two other residents with their own refrigerators. Clint showed him a copy of the lease indicating the rules regarding appliances in CMHC units.

There was no further business. **Harvey made a motion to adjourn the meeting at 5:35 p.m.** Donna seconded the motion. All members present voted in favor. Motion carried.



Dale Priester
President



Clinton McKinven-Copus
Executive Director/Secretary