

CITY OF MANISTEE HOUSING COMMISSION
Regular Meeting Minutes
January 27, 2009

The Regular Meeting of the City of Manistee Housing Commission was held on Tuesday, January 27, 2009 in the City Council Chambers at City Hall. The meeting was called to order at 4:04 pm. by President Dale Priester.

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

Members Absent: None

Also Present: Clinton McKinven-Copus, Executive Director; Brandon Jenson, Project Coordinator; Sidney Shaw, ROSS Grant Program Coordinator; Linda Hutchinson, ROSS Grant Assistant Program Coordinator and Lorna Perski, Housing Coordinator.

Approval of Minutes

There were no additions or corrections of the minutes. **Doug made a motion to approve the Regular Minutes of November 17, 2008.** Harvey seconded the motion. All members voted in favor. Motion carried. There were no December Minutes as the meeting was cancelled due to the weather.

Amendments to the Agenda

Resident Council Monthly Report will be added to the agenda beginning next month. The Resident Council Monthly Report will be presented under Communications at this meeting.

Old Business

Resolution 2009-1 Purchase of Manistee Plating Property – Clint sent a letter to Rob Nelson of HUD Detroit in November. Rob told his colleagues to send an approval letter to Clint, but he never received the letter. If we approve this resolution we will need to submit an Acquisition Plan to HUD to take money out of Capital Funds instead of our Reserve Funds to purchase the property. We could delay some projects currently slated to be funded with Capital Funds and use them for the purchase of the property. Al said that if HUD has not approved the purchase we should not go ahead with the purchase now. What is the hurry? Clint said he is not sure what Joe Pienta feels about the length of time the purchase is taking. Clint thinks that he should re-draft a letter to HUD, on behalf of the commissioners, saying that a letter was submitted earlier and ask them to make a decision. Harvey said he knows Mr. Pienta well, and he is getting tired of this being so drawn out. Doug felt that we should wait for HUD's permission before proceeding. **Harvey made a motion to approve Resolution 2009-1 Purchase of Manistee Plating Property.** There was no second for the motion. The motion was tabled.

New Business

Donna made a motion to approve Resolution 2009-2 to Change the City of Manistee Housing Commission Meeting Date. Doug seconded the motion. All members voted in favor. Motion carried.

Regular Meeting Minutes

January 27, 2009

Page 2

Fee Accountant Agreement approval was tabled at the last meeting. An agreement was needed to hold the accounting firm to the price quoted unless they have approval from Clint and Al to complete additional accounting. There have been a lot of issues with the Yardi Software that required additional services. The current accountant provides good service to us. The firm has changed its name to Rector, Moffit and Reader, P.C. Accounting service is an on going budget expenditure and is approved along with the budget.

Director's Report

Clint introduced the ROSS (Resident Opportunity Self-Sufficiency Grant) Grant Program Coordinator Sidney Shaw and the ROSS Grant Assistant Program Coordinator Linda Hutchinson to commissioners and the audience. The coordinators were hired on January 5, 2009. The purpose of the initial Ross Grant is to assess the needs of residents. Sidney and Linda have met with 98% of Harborview Residents and about 75% of Century Terrace Residents. Linda has scheduled meetings with Scattered Site Residents for Thursday and Friday of this week and Monday of next week. A Ross Grant Monthly Report, an Elderly/Disabled Informational Assessment Form, an Elderly/Disabled Resident Program Priority Form and a pamphlet describing Housing Commission Grant Programs are included in tab 2 of commissioner packets. This information is explained to residents and they are asked to fill out the forms. They are hoping to get the people in the Scattered Site Residences enthused, help enhance their lives and cause residents to strive for some dream they never thought they could reach such as home ownership. They also hope to find out what would make life easier for the elderly/disabled residents. Tenants seem to be accepting Sid and Linda. Once surveys are completed, Sid will begin working on the top three needs on the list, while Linda works on case management. The coordinators are encouraging tenants to volunteer on different Resident Council Committees. Twenty-five people have already volunteered. Sid noted that there is money in the grant to start a computer lab for tenants. Doug mentioned that they may want to contact Michigan Works, which has various programs available. The 2007 ROSS Grant is a three year renewable grant. The 2008 ROSS Grant is already in the process which would give another three years. Linda told commissioners that she worked in the Human Services Field for the past 25 years. She was called the Resource Guru in the TC/ Benzie area, and has vast knowledge of resources that are available for residents. Clint said a Ross Grant Monthly Written Report will be included in the board packed and Sid will put articles in the resident monthly newsletters.

Clint told board members that they will need to have a special meeting for about 15 minutes some time prior to February 15, 2009 to approve the PHAS Submission. He will give commissioners an 18 hour notice prior to the meeting.

After two years of laboring with Charter Communications to enter into a contract for rewiring of the Century Terrace and Harborview Buildings, they came back with an offer to lock in rates for five years but not rewire the buildings because costs have doubled. Clint did not approve this contact. The contract expires in May 2009. Brandon will be seeking other providers of Cable TV/Satellite TV with rewiring included.

Project Coordinator Report

Brandon Jenson, Project Coordinator reported on CMHC projects that are in the process:

- **Scattered Site Carbon Monoxide Detectors** were purchased from Custom Sheet Metal at a cost of \$3,430.00 with Operations Funds, but could come from CFP.

Regular Meeting Minutes

January 27, 2009

Page 3

Installation is scheduled for the week of February 1, 2009. Detectors will have a locking case and are tracked and numbered. Our staff will be installing the detectors.

- **Century Terrace Security Key System** keys have been issued and locks have been changed. Security locks will ensure resident safety. Tenants must submit a request to the office for additional keys. Emergency contacts and care workers will be issued keys, others are denied. The keys cannot be duplicated and locks cannot be picked.
- **The CMHC Maintenance Truck** was delivered on January 20, 2009. The pickup is a ½ ton pickup with a 7'4" Western Plow. Manistee Ford was the low bidder at \$22,343.44 with the plow installed. The old Dodge Truck stopped working the day the new truck arrived. The old truck should possibly be kept as a plowing vehicle.
- **Energy Performance Contract** meeting was held on January 26, 2009 to finalize the contract. A meeting with staff is tentatively set for early February, with a presentation to the board at the February Meeting. Federal Stimulus dollars as a means of funding was discussed with Siemens. In the Energy Performance Contract the first priority is the health and safety of residents and the second priority is energy efficiency. Two priority items are the Air Handlers at Century Terrace and Boilers at Harborview.
- **Vine Street Building Demo** pre-bid meeting was held on January 21, 2009. Bids are due on February 5, 2009. Demolition should be complete in February to early March. The site would be leveled and graded at demolition, and hydro-seeded when weather permits. Final payment would be after grass is cut the first time.
- **Ross Grant Consultant** proposals were due on January 15, 2009. Linda Brockway, who got the Ross Grant for us, has been selected as the consultant. Selection was based on cost, experience and prior service with CMHC.
- **Harborview GFI Replacement** invitations to bid were sent to four area electricians. All four electricians submitted bids and selection will be made by next week. GFI Breaker installation is required by the City of Manistee Building Inspector in all rental units.
- **Projects beginning soon:**
 - Federal Stimulus (State level) for sewer separation of Sixth Avenue
 - Service/Materials Contracts (For standard blank purchase agreements)
 - Future Request for Proposals (RFP) (Uniform Sales & Service and Cable Service Provider)

Finances

The FY 2009 Operating Budget was prepared by our accountants. Clint said under Operating Expenditures-Administration, line 191 Consulting Fees have been eliminated. Now that we are a larger group and going into contract negotiations, there are some other savings available to us for health care and we are hoping to reduce insurance costs for both Maintenance and Administration. Under Tenant Services note that line 230 has \$4,750.00, that is \$25.00 per unit. \$15.00 per unit will be given to the Resident Council for their use and \$10.00 per unit will be retained for services that we provide. Maintenance Contract Costs have been reduced to \$30,000.00 and we plan to reduce that even more. Our calculation for Operational Subsidy is about \$30,000.00 higher this year and is based on 88.8% pro-ration. The pro-ration may be even

Regular Meeting Minutes

January 27, 2009

Page 4

better under the current administration. Clint and Brandon are looking at ways to bring more work back in house with the current staff. Clint hopes to build up our reserves to half a million over the next four years while the Operational Subsidy from HUD is higher. He is trying to trim our costs while providing quality service. The accounting fees are down to \$15,000.00 and it will be higher while we transition from Yardi. **Doug made a motion to approve the 2009 Operating Budget.** Donna seconded the motion. All members voted in favor. Motion carried.

November 2008 Bills and Disbursements Checks Summary was reviewed by board members. There were no questions or concerns. **Al made a motion to approve the November 2008 Bills and Disbursements.** Donna seconded the motion. All members voted in favor. Motion carried. There were no December 2008 Bills and Disbursements due to some issues with HUD System failures that have set everyone back.

Communications

Resident Council President, Larry Fox reported that the Articles of Incorporation were filed with the State of Michigan on January 19, 2009. The Memorandum of Understanding was given to Clint to review. The Resident Council is waiting to find out how they proceed, and what is included in their budget. Larry said the Resident Council is a learning process for all of them, since they have not been part of this type of organization in the past. Everyone has a lot of questions about what they should be doing. Many of the people have the wrong idea of what they are supposed to do as the Resident Council. Larry said Linda Brockway will be there to meet with the Resident Council on February 4, 2009. She should be able to help clear up duties of the Resident Council. Larry checked with some organizations in the community regarding nursing and nutrition programs available in the community that could help residents.

Public Comment

There were no public comments.

Commissioner Comments/Concerns

Harvey said he noticed there was no Police Officer Report this month. Clint said that a meeting is scheduled for February 12, 2008 with Police Officers, Resident Council, Board Members, Sidney who is doing a lot of work with the Resident Council and Clint to see what they are able to offer our high rise buildings regarding community policing. Clint said they are police officers, not a security firm that we have hired.

There was no further business, **Donna made a motion to adjourn the meeting at 5:22 p.m.** Doug seconded the motion. All members voted in favor. Motion carried.



Dale Priester
President



Clinton McKinven-Copus
Executive Director
Commission Secretary