

## CITY OF MANISTEE HOUSING COMMISSION

### Regular Meeting Minutes

July 28, 2009

The Regular Meeting of the City of Manistee Housing Commission was held on Tuesday, July 28, 2009 at 4:00 p.m. at 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, Treasurer Elbert Purdom, Commissioner Donna Korzeniewski and Commissioner Harvey Good.

Members Absent: Vice-President Doug Parkes.

Also Present: Clinton McKinven-Copus, Executive Director/Commission Secretary; Brandon Jensen, Project Manager and Lorna Perski, Housing Coordinator.

#### Approval of Minutes

There were not additions or corrections in the Regular Meeting Minutes of June 23, 2009 or the Executive Session Minutes of June 23, 2009. **Elbert made a motion to approve the June 23, 2009 Regular and Executive Session Minutes.** Harvey 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

Resolution 2009-13: Write Off of Doubtful Accounts. The resolution included a list of tenants that had balances on their account that have not been paid. This list included amounts to be written off since December 2006. Most of these balances are from tenant evictions, with a few that were deceased or moved to a Medical Care Facility. It is unlikely that we will be able to collect these balances owed. CMHC will continue efforts to collect on these accounts. According to our policy we usually write off Doubtful Accounts twice a year. **Donna made a motion to write off the Doubtful Accounts listed in Resolution 2009-13.** Elbert seconded the motion. All members present voted in favor. Motion carried.

#### Director's Report

The Energy Performance Contract is close to being approved. If it is approved by Thursday, which is the projected date, we could possibly get the E.F.I.S. of the Century Terrace Building done before the Winter months. The moment the Energy Performance Contract is approved, we will need to schedule a special meeting to approve going forward and approve

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the financing packet. There is a HUD requirement of a 20 year term for the loan. Financial institutions do not want to do a 20 year mortgage now. Sieman's has found a firm that would do the 20 year loan @ 6.5 %. A loan could always be refinanced at a later time.

Clint wanted to make commissioners aware that Mr. Clark of CASMAN Academy may make a small claim against the Manistee Housing Commission in connection with the Youth Build Grant. George Saylor will go to court in this matter if it occurs.

Clint reported that he has received the formal Appraisal which states the property is worth \$55,000. He now needs to submit the appraisal along with other original documents to HUD which include: the purchase agreement, the environmental reports, etc. Clint will be on them until we receive approval. He feels that we cannot spend money on the property until we have HUD approval. Clint said that he knows Mr. Pienta is probably getting irritated at this point, but we are trying to move forward with the purchase. HUD is so bogged down right now with ARRA, that he is not sure how long it will before we get approval.

### Project Manager's Report

Brandon reported that he has been working on the CFRC NOFA and it has been submitted to HUD. We have scored 105 out of a possible 110 points which should go well for potential funding of \$660,000 in max funding that we can apply for. with our PHA size. This is only feasible for us if we get the Energy Performance Contract because the largest scoring portion is dependant on the Energy Performance Contract. Siemen's is doing the work for the Competitive NOFA. They have put together bid packets for the Make-up Air Handlers in both high rises, Hot Water Boilers and Elevator Upgrades.

Brandon Reiterated that Fred Rovet with Siemens said we want to get into the construction phase of the Energy Performance Contract now because there will be an increase in the labor rate in 2010 affecting financing.

The PUD has been submitted to the Planning Commission for the Vine Street Project. Spicer has complied with the City Planning Commission and HUD requirements and are working on construction documents. Plans for the Vine Street Project are to frame in the houses this Fall and finish construction by May 1, 2010 for turn over to the CMHC. We applied for the diminimus on 104 and 104½ Park Avenue which should go through without any problem to condemn these units, and transfer the two ACC Subsidies over to the new duplex. Our ten to fifteen year plan is to replace the entire housing stock on Vine Street.

### Finances

We have received January 09, February 09, March 09, April 09 and May 09 Financial Reports from the accountant. Clint presented the balance sheet for the period ending May 31, 2009. On the Income and Expense Statement under Dwelling Rent we are \$10,146.35 below in Rental Income. Lorna has been trying to fill units but they seem to be vacating as fast as she can fill them. Some of this is due to the current economic situations along with evictions.

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Clint said he will be looking at how he can get some of the burden off of Lorna and redirect some staff energies to get units filled quicker. In the Budget Comparison, the Grant & Subsidy Income is at 92% instead of 100%. It was budgeted at \$155,401.65 and we received 143,172.80. Congress is moving ahead to approve Grant & Subsidy Income at 100% and increase Capital Funds as well. On the second page of the Budget Comparison under Total Utilities we are currently (through May 2009) \$16,888.83 over our budget. That has to do with consumption as we had a long cold Winter. If we have a cold Fall we will go further over budget. Clint learned when doing the Energy Performance Contract, that our accountant submits utility consumption numbers to HUD each year in preparation for the Operating Subsidy Submission. The accountant had tried to obtain that information on various attempts from the former accounts payable person and the due date came up before they received the information. It got to the point where the accountant had to make his best guesstimate so we would not lose subsidy. We are off 100%. Sieman's compiled all the bills and calculated our actual usage. This will be corrected in 2010, but it was too late to change it for 2009. If you take the utility deficit and the drop in the rental income that is 88% of the deficit in May. We have control over our rental income and we will try to increase that as much as possible. We cannot do anything about the Utility Consumption. We will have to decide how to address those issues. We have a pretty tight budget as it is. We will have to decide how to close out the year. El asked when we have to pay PILT. Harvey asked about Medical Reimbursement. That is for the HRA Reimbursement. The May Financial Report is tentative at this time. **The January 2009, February 2009, March 2009 and April 2009 Financial Statement were accepted and placed on file. Harvey made a motion to approve the January, February, March and April 2009 Bills and Disbursements.** Elbert seconded the motion. All members present voted in favor. Motion carried.

### Resident Council

Dale asked if they have gotten the Resident Council together. Clint said that the MOU has been approved by us and their board, but they have not signed it. Clint talked to them and told them that if a board member is voted the board cannot remove them out. They will be having a meeting with Linda Brockway, Dale and Clint next week.

### Public Comment

Steve Long a resident of Manistee addressed the board of commissioners. He is personally interested in the Resident Council and Parliamentary Procedure. He has been a former housing commission board member. He said most people do not understand Parliamentary Procedure. He offered his service to the resident council to provide some guidance. He provided a copy of his resume to President Priester. He said that most residents may not have much knowledge or exposure to this type of procedure. Unless residents are taught differently, and taught how to function democratically instead of by their personal interest, things will not change.

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Commissioner Report – Comments/Concerns

Harvey asked what the status of the couches, chairs, beds by the dumpster. Brandon spoke with maintenance and these are not resident items left by our dumpster. Harvey asked if we made a police report. It would not do any good without some information. Donna asked if we use the Spring Pick-up. We try to store some items, but the building gets filled up quickly.

Brandon also said that he is trying to have maintenance workers stay on unit turn around now and get caught up so there is not such a large amount of units waiting to be turned around. Once that happens Brandon will have one maintenance team stay on unit turns and one team will paint hallways at Century Terrace. Unless we have a major exodus of tenant move outs.

Harvey asked if it would help to put signs up by the dumpsters. We have tried that in the past and it did not help.

There was no further business. **Donna made a motion to adjourn the meeting at 4:51 p.m.** Harvey seconded the motion. All members present voted in favor. Motion carried.



Dale Priester  
President



Clinton McKiven-Copus  
Executive Director  
Commission Secretary