

CITY OF MANISTEE HOUSING COMMISSION

Regular Meeting Minutes

September 22, 2009

The Regular Meeting of the City of Manistee Housing Commission was held on Tuesday, September 22, 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 4:10 p.m.

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

Members Absent: Vice-President Doug Parkes and Commissioner Donna Korzeniewski.

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

Approval of Minutes

There were no additions or corrections in the Regular Meeting Minutes of August 25, 2009, the Executive Session Minutes of August 25, 2009 or the Special Meeting Minutes of September 15, 2009. **Elbert made a motion to approve the Regular Meeting, Executive Session and Special Meeting 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 2009-15 Annual and Five-Year Action Plan (2010) – This is the outline of Capital Fund Spending for the year 2010. We have received our CFP Funds for 2009. We are required to submit this Action Plan to HUD every year in October. The Five-Year Action Plan covers 2010, 2011, 2012, 2013 and 2014. Pages 15-17 in the booklet give a brief review of what projects we plan to tackle. Brandon also put together a Capital Fund Grant Summary Binder that he and Clint are using to show what project needs to be addressed and when. There are many projects hanging in the balance right now depending on the Competitive Stimulus Fund Grant. We should hear shortly if we were approved for that \$660,000.00 Grant. If we are approved it will change our Five-Year Action Plan. Clint noted that one of the significant changes is checking a box on Page 4 of the plan. This will allow us to pursue an Elderly/Disabled Only designation for Harborview. He was told that is what stopped us from being approved to do this before. Under the ARRA Stimulus Grant funding Harvey asked what the partial salary category is for administering the CFP. This pays partial salaries for employees to be dedicated to administer CFP Funds, and helps relieve the Operating Budget. Dale asked how the ARRA Stimulus Funds will be used. Brandon reported that \$281,533.00 will be used for the Vine Street Development Duplex Project and \$32,281.00 is used for Administrative Salaries for Clint and Brandon for completing the necessary paperwork for the ARRA Grant. **Harvey made a motion to approve Resolution 2009-15 to approve the Annual and Five-Year Action Plan.** El seconded the motion. All members present voted in favor. Motion carried. March 10, 2011 is the deadline for completion of ARRA Stimulus Fund Projects. Other CFP Funds will be used to cover the remainder of the building project.

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Resolution 2009-17 Declaration of Trust. HUD requires this Declaration of Trust be signed and updated annually in order for us to receive funding from them. There is one form for the two High Rise Units and one is for Scattered Sites. **Harvey made a motion to approve Resolution 2009-17 Declaration of Trust.** El seconded the motion. All members present voted in favor. Motion carried.

Director's Report

Clint said there will be a Special Meeting of the City Manistee Housing Commission on October 13, 2009, in the conference room, to complete the Funding Contract for the Energy Performance Contract. A Work Session will be followed by a Regular Meeting. All American Financing will be presenting a proposal of their Financing at that Work Session. Clint hopes that we will have a local competitor as well. The All American Contract and any local contract will be reviewed by Al, Doug, Clint and Brandon. Hopefully, about that same time we will be able to say we have been awarded the Competitive Stimulus Funds. The reason we scored so high on the Competitive Stimulus Grant was because of the Energy Performance Contract.

Clint spoke with HUD regarding the Closing of the Manistee Plating Property. They were unable to tell him anything yet, it is in the Detroit Field Office for review. Clint will check in with them in two to three weeks.

Clint said that all of the information that needed to be provided for our accountant from Tenmast Software has now been provided. Brandy is getting the information in line and he and hopes that he will have Financial Reports for June, July, August and September at next month's meeting.

Project Manager's Report

At the next meeting there will be a resolution to accept a proposal for the Century Terrace Corridor Floor Covering.

Next month Brandon will report on where we are with the Vine Street Development as construction will be underway by then. He will also report on the Boiler Replacement and Purchase of Stoves for the Scattered Site Homes next month.

Finances

There are no Financial Reports this month.

Communications

The Ross Grant Monthly Report, the Harborview Newsletter and the CMHC Newsletter (Produced by Ross Staff) are included in communications.

Resident Council

There was no report.

Public Comment

There was no report.

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Commissioner Reports – Comments/Concerns

Harvey asked why we keep the Police Officers in Harborview as that unit should be making income for us. Officers sent out a notice to residents, they are not patrolling the halls, they don't patrol the grounds, they don't answer calls. Residents need to call 911 for everything. Clint said that the notice that was sent out was from the ROSS Grant Staff, not the Police Officers, per HUD Regulation. He also reported that the Officers are currently working to establish Neighborhood Watch Programs in the High Rise Buildings and Scattered Homes. That is the reason HUD allows officers to reside in our buildings. Harvey noted that Officer DeForest is not trained to teach people about Neighborhood Watch Programs and merely set up the meeting with someone else. Clint said that both Officer DeForest and Officer Koenig were involved in the Scattered Site Neighborhood Watch Meeting. El asked what relationship we have with the officers residing in the unit. Should we provide them with a 1099 Form each year because of what we provide for them in the apartment. Clint said that he understood that we did not need to provide the 1099, but would check into it. He is evaluating the officers program at this time. Harvey noted that he had nothing to do with the complaint of the vehicle parking next to Terri Good in the Manistee City P.D. Report by David DeForest, and that he did not make a comment about a man shacking up with a female resident. Those present at the meeting noted that the report did not indicate who had made the complaint to Mr. DeForest about an unregistered vehicle parking next to Terri Good.

There was no further business to discuss. **El made a motion to adjourn the meeting at 4:37 p.m.** Harvey seconded the motion. All members present voted in favor. Motion carried.



Dale Priester
President



Clinton McKinven-Copus
Executive Director
Commission Secretary