

CITY OF MANISTEE HOUSING COMMISSION
Regular Meeting Minutes
July 28, 2008

The Regular Meeting of the City of Manistee Housing Commission was held on Monday, July 28, 2008 in the City Council Chambers at City Hall. The meeting was called to order by President Dale Priester at 3:04 p.m.

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

Members Absent: None

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

Approval of Minutes

There being no additions or corrections to the minutes, **Donna made a motion to approve the Regular Minutes of June 16, 2008.** Doug seconded the motion. All members present voted in favor. Motion carried.

Amendments to the Agenda

Correction Item 7: Project Consultants Report (T. Eftaxiadis and Brandon Jensen)

Old Business

There was no Old Business to report.

New Business

Resolution 2008-6: Depository Account - Clint reported that he met with Al and Dale regarding the new pro-ration rates and the current banking industry. It would be useful to move funds into smaller more protected accounts at several different banks. During the day we are over the amount that we can be protected at West Shore Bank. The maximum FDIC coverage per account is \$100,000.00. **Al made a motion to approve Resolution 2008-6: Depository Account to move some of our funds to other banks in town.** Harvey seconded the motion. Doug abstained from the vote due to a possible conflict of interest with his employment. The remainder of the members voted in favor. Motion carried.

Proposal to repair the Post Indicator Valve at Century Terrace – This valve shuts off the water to the sprinkler system. Confessco did an annual inspection of sprinklers and reported that it was damaged due to a hit and run accident with a vehicle. The valve is non-functioning. The cost of \$10,947.83 to repair the valve is covered by insurance with the deductible being \$1,000.00. All domestic water will need to be shut off for 6-8 hours to repair the valve. The adjuster was here and the claim is already approved. A barricade will also be installed so this cannot happen again. **Doug made a motion to proceed with the repair of the Post Indicator Valve at Century Terrace.** Harvey seconded the motion. All members voted in favor. Motion carried.

Regular Meeting Minutes

July 28, 2008

Page 2

Security Equipment and Monitoring Services RFP 2008-1 – T Eftaxiadis discussed the Security Equipment and Monitoring Service Proposal Review Summary and recommendations. He noted that there was an error in the summary that Clint provided in the review criteria and scores, under subcontractor information, it was the opposite firms information that was incomplete. The RFP was sent to 10 firms both local and national for six different systems: 1) Camera Surveillance & Monitoring System (CT), 2) Access Control with Integrated Intrusion Alarms (CT & HV), 3) Audio/Visual Entrance Systems (CT & HV), 4) Fire Alarm/Smoke Detector Systems (CT & HV), 5) Nurse Call System Removal (CT & HV), 6) Monitoring Service for Intrusion and Fire Alarm Systems (CT & HV). A mandatory pre-bid meeting was held and six firms attended. We issued 3 addendums to the proposals. Only two proposals were received on April 11, 2008 from Security Corp and Siemens Building Technologies. The local fire chief assisted with clarifications, but the proposals had variable equipment and were difficult to compare. Cost proposals vary in installation approaches. Both proposals for all systems are in excess of \$400,000.00. We proceeded with further evaluations of the two firms in May and had interviews. Even with the interview it was still difficult to compare. There was a possible 150 points that could be earned in the evaluation process (100 Points for certifications etc. and 50 points for the costs). At this time we do not have enough financial resources to undertake all six systems. We would have to limit the systems to the Entrance Systems and upgrading the Fire Alarm and Smoke Detector Systems in CT and HV. The companies were asked to compare exact equipment, whether we could make payments over time and to sharpen their pencils on the price. Both companies suggested third party financing that is available to governmental units. The final quotes were Security Systems \$341,265.00 and Siemens \$347,493.00. Three options were presented to the commission: 1) Close current procurement process, re-advertise at a future date depending on funding availability, 2) Continue the procurement process and request supplemental proposals for remaining bid items (1,3,5 and 6) from Siemens and Security. Funding for the remaining bid items are not available in the next few years, and 3) Award contract to Security Corporation based on slightly lower price (40% of total proposal evaluation score) and higher qualification proposal score (60% of total proposal evaluation score). The staff recommendation is to award the contract to Security Corporation. If we decided to re-bid it would take an additional three months. Based on the limited response we received the first time, the response will probably be similar the next time. The costs for the two items we would proceed with could come out of the next four years CFP Funds. Two years of CFP Funds could cover the costs, but would deplete funds completely. Line item 1460 would be used from years 2006, 2007, 2008, 2009 and 2010 to pay for the systems. Dale asked about the cost for advertising to re-bid the systems. The cost was approximately \$500.00 - \$600.00 for advertising. Dale asked T if he thought it would be worth waiting another three months and re-bidding. We applied for grants with the Revenue Sharing Board and Homeland Security to help pay for the system, but did not receive either grant. Clint thought that if we re-bid we should just bid each item separately since some companies did not want to bid on the whole package originally. Century Terrace Key Fobs and Fire Systems would be installed first, and then Harborview in 2010. Key Fobs could be finished in about two months. If we award the bid today it would be only items 2 and 4. **Doug made a motion to table the decision on the Security System Bid until the August meeting.** Al seconded the motion. All members voted in favor. Motion carried. Clint will schedule a work session before next month

Directors Report

Clint referred to his letter in tab 2 to Janette Harris terminating the Youthbuild Program.

Regular Meeting Minutes

July 28, 2008

Page 3

It finally came to the point where it is July and Clint has no plan to present to the board. Youthbuild National is no longer under HUD, it is now under the Department of Labor so we would be going into another year with no assistance or plan. Everything will need to be inventoried and claimed from Casman, we will have to collect the paperwork. HUD will absorb the money from the grant. We need to hold on paying the \$15,000.00 that is owed until after all items are inventoried and received. The grant is geographically designated and cannot be transferred to another area where Youthbuild has a successful program. The employee from Casman has now filed for unemployment. Clint will check to see if unemployment will be denied for the program leader. Clint thanked Donna for her work on issued related to the Youthbuild Grant.

Project Consultants Report

Brandon Jensen, Project Consultant reported on the storm damage. The storm on June 12 and 13 caused damage to 16 homes, there were 26 downed/damaged trees and it flooded the lower lever of Century Terrace. The most extensive damage was to scattered sites at 1717 Vine and 106 Holly Court where homes were struck by trees. 1717 Vine sustained structural and water damage, and residents were relocated. Structural damage was averted at 106 Holly Court by the maintenance department removing the tree that had fallen on the porch of the home. The Century Terrace flood was quickly contained by CMHC maintenance personnel and no residents were evacuated. Neighborhood children were climbing on trees and unto roofs of houses from the fallen trees, so they needed to be removed quickly.

On June 17th, 2008 CMHC solicited services to 5 tree removal service companies. Proposals were due on June 20th at 12:00 p.m. The bids were as follows:

Gowen Tree Service	\$ 9,381.00
Erwin Tree Care	\$18,500.00
Reid Excavating	\$ 6,000.00
Bulldog Excavating	\$26,000.00

The awarded contractor needed to haul brush to a designated location for pick-up by City of Manistee Department of Public Works. They were required to remove and haul stumps off site, fill and seed disturbed areas from debris or equipment. The additional quote from Reid to remove brush, fill and seed was \$2,200.00 for a total of \$8,200.00 The contract was awarded to Reid Excavating with work to begin on June 23rd and work to be completed in one week. Site inspection on July 3rd confirmed Reid Excavating completed the scope of services outlined in RFP2008-4.

On July 24, 2008 Brandon Jenson and Clinton McKinven-Copus attended a regional FEMA meeting regarding the severe weather. Governor Granholm requested that Michigan be declared a national disaster area on July 13, 2008. After discussion with FEMA it was discovered that FEMA and HUD have a different relationship than FEMA and other municipalities. We could also draw CFP funds from HUD ECF Program, however we would have to repay these funds. Brandon is in contact with two individuals to determine if we can draw FEMA funds. FEMA will cover 75% of damage and the state would have to cover the rest if we qualify by having enough damage to be considered eligible for FEMA funds. If FEMA allocates HUD ECF Funds we do not have to pay them back. Brandon is in contact with HUD and FEMA.

Regular Meeting Minutes

July 28, 2008

Page 4

On May 28, 2008 there was a residential fire in Unit 224 of Century Terrace. The fire was isolated to that room, however smoke damage was reported throughout the building on all floors due to smoke entering the HVAC System. Residents were evacuated until the area was secure. ServPro was on the scene shortly after the building was secure and air movers/purifiers were installed in all areas to improve air quality. The scope of services required include: complete clean out and restoration in unit 224, clean out of all HVAC ventilation in common area hallways, cleanout of all utility rooms adjacent to units 124, 224, 324, 424, 524 as well as complete clean out of all common area hallways on all floors of Century Terrace. The RFP processes began on June 6, 2008, with the RFP deadline of June 23, 2008. This deadline was put on hold due to the storm. The RFP process resumed on July 14, 2008 with addendum number 1 added. The new RFP deadline is July 31, 2008.

On June 26, 2008 the Spicer Group sent CMHC the final draft report regarding the Century Terrace West Stairwell Restoration. They were asked to prepare this report at the request of the Executive Director after severe deterioration was noticed in the stairwell. After completion of the plans/specification an RFP will be issued for the work. In the preliminary report Spicer outlines six primary recommendations: reduce humidity and condensation, seal the roof fascia drip edge along the stairwell, re-slope the 5th floor balcony to divert surface water, remove the lean-to in the northwest corner of the building, re-grade or properly drain the north and west areas and trim excess vegetation to increase air flow, monitor the condition of wall surfaces for one year after the above is complete. Wind driven rain could be a cause for leaking, but probably is not. After inspecting balconies on the 4th and 5th floor Spicer suggested a 30 person max capacity and elimination of the current planters. After discussion it was determined to allow residents to keep their planters and signage would be posted to limit balcony usage to a 20 person max capacity. Two signs have been placed on each floor, on inside doors and balcony rails outside. Dale said we should talk to the attorney about the signs posted on the balconies.

T Eftaxiadis provided a Project Consultants Report:

- 1) The Security System RFP procurement process will remain open until a final decision is made.
- 2) The MDEQ informed us that they have released the lien they had on the Manistee Plating Property and are in the process of registering the property. We can proceed as soon as Mr. Pienta signs HUD's purchase agreement. HUD will require that we submit an Environmental Report that our attorney is preparing. We are still waiting for HUD's decision as to whether we can use public funds for this purchase.
- 3) The demolition of the houses on Vine Street homes is on hold pending HUD review of documents we provided. HUD has misplaced the documents and they have been resubmitted.

Finances

The June 2008 Bills and Disbursements were reviewed. Dale had a question about the \$62,000.00 check. This was a transfer of funds used to purchase the MSHDA Domestic Violence home on Fifth Avenue. **Doug made a motion to approve the June 2008 Bills and Disbursements.** Donna seconded the motion. The Roll Call Vote: President Priester – Yes, Vice-President Parkes – Yes, Treasurer Purdom – Yes, Commissioner Korzeniewski – Yes and Commissioner Good – Yes.

Regular Meeting Minutes

July 28, 2008

Page 5

The June 2008 Financial Reports were accepted and placed on file.

Communications

The Century Terrace Newsletter, the Harborview Newsletter and Community Police Officer Report were included in communications.

Public Comment


Julayn Fulmer representing tenants who live at Century Terrace addressed the issue of air conditioner charges. Dale Priester responded with information he had received from Consumers Energy about the cost to run 5,000 to 8,000 BTU air conditioners per month. The cost is between \$69 and \$90 per month during the warm months. If we don't charge people what it costs for Air Conditioning the money is coming out of our subsidy for some people and not others. Clint also said that HUD does not recognize Air Conditioning as an acceptable utility charge. She inquired about an electric handicapped door opener for the back door to the deck. Clint said that he had approved this in the past at a meeting with residents and a resident was supposed to call in the work order. Julayn also asked about the ceiling tiles not being replaced in the ceiling/bathroom after the flood, and mentioned that carpets have not been cleaned in over a year. The ceiling tiles will be covered in the storm damage, and carpets will be cleaned with the fire damage repair. The dining room will not be cleaned due to storm/fire damage but will be completed in August as usual. She also asked about fixing up the exterior of the building. We have a quote from the Energy Performance Contract for insulation and updating the exterior. The cost would be \$460,000.00, and we do not have funds to complete work at this time.

Ken Dinkle addressed inappropriate dress of a young individual living at Century Terrace. Dale noted that we cannot do anything about a person's dress, it is a morality issue. It is a violation of an individual's civil rights if we tried to set a dress code. If the dress is considered indecent exposure tenants could contact the Manistee City Police Department.

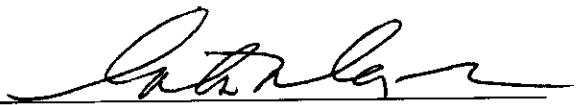
Commissioner Comments and Concerns

Harvey agreed with the issue of tenants being improperly dressed and again advised residents to call the police department.

There being no further business, **Donna made a motion to adjourn the meeting at 4:28 p.m.** Doug seconded the motion. All members voted in favor. Motion carried.



Dale Priester
President



Clinton McKinven-Copus
Executive Director
Commission Secretary