

**CITY OF MANISTEE HOUSING COMMISSION**  
**Regular Meeting Minutes**  
**November 17, 2008**

The Regular Meeting of the City of Manistee Housing Commission was held on Monday, November 17, 2008 in the City Council Chambers at City Hall. The meeting was called to order by President Dale Priester at 3:05 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: Clinton McKinven-Copus, Executive Director/Commission Secretary and Lorna Perski, Housing Coordinator.

Approval of Minutes

There being no additions or corrections of the minutes, **Doug made a motion to approve the Regular Minutes of October 20, 2008 and the Work Session Minutes of October 27, 2008.** Al seconded the motion. All members present voted in favor. Motion carried.

Amendments to the Agenda

New Business – Youth Build  
Finances – Informational Report on Insurance Dividend (received today)

Old Business

There was no Old Business.

New Business

New Maintenance Truck Proposals – Clint provided a project summary for the RFQ for a Maintenance Truck Replacement. This would be to replace the 1999 Dodge Truck, currently in use by the Maintenance Department, that is not cost effective to repair. Clint reported that six area auto dealers were solicited for bids and three dealers submitted bids. Those submitting bids were Manistee Ford Lincoln Mercury, Watson's Manistee Chrysler and Urka Auto Center. After reviewing the three bids, Watson's Manistee Chrysler and Urka Auto Center were deemed unresponsive to the lack of information/incorrect documentation per the request. Clint recommended that Manistee Ford be selected for pursuing the purchase of a 2009 Ford F150 pickup truck for \$18,725.20. Manistee Ford had the lowest of the three quotes. Al asked what the dealer would give us for a trade in on the old truck. Clint informed Al that as a public entity we need to put the old truck up for public bid. **Doug made a motion to approve the Manistee Ford Mercury bid for a 2009 F150 Pickup for the purchase price of \$18,725.20.** Harvey seconded the motion. All members present voted in favor. Motion carried. **Harvey made a motion to give Clint permission to accept the highest bid on the 1999 Dodge Pickup.** Doug seconded the motion. All members voted in favor. Motion carried.

Commissioner Korzeniewski arrived at the meeting.

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Tenant Accounting Software – Clint informed commissioners that RFP 2008-2 for Tenant Accounting Software and Fee Accounting Services were posted on the NAHRO e-procurement website. He received three proposals from Tenmast Software, Lindsey Software Systems and Wright Computer Services. Clint's recommendation to the board was to eliminate Yardi and choose Tenmast at a cost of \$60,000.00. Clint checked with five PHA's who use the Tenmast Software for their recommendation. The new software would be paid for from CFP Funds 2005, 2006, 2007 and 2008 Management Operations line item, and would not effect funds that are slated for any other project. Payment is required as each section is provided. We will need to keep Yardi active, and be able to access data, until the 2008 and 2009 Audits are performed. Clint will check to see if he can get hard copies of the data in Yardi. He also noted that we will need to correct errors in Yardi during the process of transferring data to the new software. Al said he didn't think that we have a choice, we need to change software. **Al made a motion to approve the Tenant Accounting Software proposal of Tenmast Software at a cost of \$60,000.00.** Harvey seconded the motion. All members present voted in favor. Motion carried.

Fee Accounting Services – The Fee Accounting Services proposal was separate. Our current Fee Accounting Service is Rector, Moffit and Lindsey. Clint and Al recommended we continue with our current Fee Accounting Service as we change software. Once we change to the new software system there should not be additional costs above the \$950.00 per month plus annual charges. Al noted that we should have a clause in the agreement that all additional charges need to be approved in advance. Doug thought that Clint should ask Dale Rector to take another look at the contract after we are on the new system or just do a 6 month contract for now. Clint thought he and Al should review the Fee Accountant bill each month. **Al made a motion to table decision on selection of a Fee Accounting Service until the December 2008 Regular Meeting.** Doug seconded the motion. All members present voted in favor. Motion carried.

Youth Build – HUD did not want us to end the Youth Build Program. They found a partner to join with us and continue the program. The Youth Build Program will be delivered by the Northwest Michigan Council of Governments (NWMCOG) and its subcontractor Northwest Michigan Works system. The program will begin January 1, 2009 and end September 30, 2009 and will be approximately 30-32 weeks in duration for participating youth. It appears to be the best use of our grant funds. Doug said he is familiar with NWMCOG and they will do a good job with the program. Clint said he did not need any action to continue the Youth Build Program unless the board does not approve of continuing.

### Director's Report

CMHC and Charter Communications have come to a decision on a contract to rewire our high rise buildings for Cable TV. Noah Joseph from our attorney's office will be present at the December meeting to review the contract.

A letter was sent to City Manager Mitch Diesch about the drainage problem at Century Terrace. The City of Manistee has reviewed the situation and a meeting will be scheduled with Clint, Brandon, Mitch, Abonmarche and the DPW.

### Finances

The September 2008 Check Summary Report was reviewed. There was a question about

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the amount of check #1388 to T. Eftaxiadis. Clint noted that he had not billed for his services for some time and that was the reason for the large check. Clint will pull the supporting documents and e-mail them to board members. In the October 2008 Check Summary Report there was a question about check #1403 to Confessco Fire Protection. This was for replacement of the valve in front of Century Terrace, which was paid for by our insurance. Check #1503 that was also issued to T. Eftaxiadis was also questioned. **Al made motion to approve the September 2008 and October 2008 Bills and Disbursements.** Donna seconded the motion. All members present voted in favor. Motion carried.

The September 2008 and October 2008 Financial Reports were reviewed. It was noted that the September 2008 Financial Reports were \$144,000.00 over budget. \$100,000.00 of this amount was due to a voided check that was issued to transfer funds to other banks due to FDIC coverage. We also have had several boilers replaced and boiler inspections. We went over budget \$30,000.00 in September and \$14,000.00 in October. **The Financial Statements for September 2008 and October 2008 were Accepted and Placed on File.** Dale reported that our insurance dividend is not affected by our loss ratio.

Clint has not heard anything regarding the letter of request to Rob Nelson for the \$42,000.00 to purchase the property between Century Terrace and Harborview. Clint noted his concerns about purchasing the property at this time due to the cash issue.

### Communications

The Century Terrace and Harborview Newsletters and Dave DeForest's Report are included in communications.

Clint reported that he met with local law enforcement officers last week and discussed having a meeting with the resident council and they want to have some classes with tenants on how to make a report of illegal activities.

### Public Comment

Resident Council President Larry Fox said he understood the issues they are having with some tenants at Century Terrace would be resolved soon. They will wait and see.

### Commissioner Comments/Concerns

There were no commissioner comments/concerns.

There was no further business, **Donna made a motion to adjourn the meeting at 4:05 p.m.** Doug seconded the motion. All members present voted in favor. Motion carried.



Dale Priester  
President



Clinton McKinven-Copus  
Executive Director/Commission Secretary