

CITY OF MANISTEE HOUSING COMMISSION

Regular Meeting

January 15, 2007

The Regular Meeting of the City of Manistee Housing Commission was held on Monday, January 15, 2007 at the City Council Chambers. The meeting was called to order at 3:03 p.m. by President Dale Priester.

Members Present: President Dale Priester, Treasurer Elbert (Al) Purdom, Commissioner Donna Korzeniewski and Commissioner Harvey Good.

Members Absent: Vice-President, Doug Parkes.

Also Present: Jeff Peltier of the Spicer Group, Clinton McKinven-Copus, Executive Director/Secretary and Lorna Perski, Housing Coordinator.

There were no additions or corrections to the minutes. **Donna made a motion to approve the Regular Minutes of December 18, 2007.** The motion was seconded by Harvey. All members present voted in favor. Motion carried.

There were no amendments to the agenda.

Spicer Group Report

Jeff Peltier of the Spicer Group presented information on the low bidder for the Harborview Office Renovation. The low bidder was Robert T. Cole of Cadillac, Michigan with a bid of \$126,084.00. Spicer Group's preliminary projected cost was \$156,164.71. The amount budgeted for the project was \$150,000.00. **Harvey made a motion to accept the low bid of \$126,084.00 from Robert T. Cole of Cadillac, Michigan.** The motion was seconded by Al. **The roll call vote: President Priester – Yes, Treasurer Purdom – Yes, Commissioner Korzeniewski – Yes and Commissioner Good – Yes.**

Jeff Peltier presented conceptual designs for front porches for the Family Units. There are four variations and they will cost between \$5,000 - \$7,000 each. The addition will create a vestibule with a mud room at the front of each home. Hopefully, this will keep some of the wear and tear out of the living rooms of the homes. Front porches need to be replaced due to settling of the existing porches. Clinton hopes to have Casman Academy students working on these porches within an apprenticeship program, with a contractor, through the Youth Build Grant.

Jeff also presented conceptual designs for duplexes to replace the homes at 1703 and 1707 Vine Street. These homes will be demolished and a new duplex will be built in their place. Design of the first and second floors of the duplexes were reviewed by commissioners. Jeff noted that these duplexes could be either 3 or 4 bedroom. Dale asked about the cost for each of these units. Jeff noted that it would depend on whether we would use any volunteer labor for these units, if not he thought approximately \$150,013.27 each. Dale commented on how nice the design drawings were. Clinton mentioned that Linda Brockway is in the process of moving forward with the demolition plans and the other changes that need to be made.

Finances

Bills and Disbursements and Financial Statements have not arrived from the Fee Accountant

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as of this meeting. These statements are for the December 2006 Year End and normally take additional time to process. Clinton will present this information at the February 2007 Meeting.

The Accounts Receivable Aging Report shows write-off's from December 2006. We will review write-off's again in July 2007.

The Blue Cross Blue Shield Representative has informed Clinton that neither he, nor his superiors agree with our findings of an overpayment in 2006. Clinton should have received a letter from them by Wednesday, January 10, 2007 indicating why we are not getting the refund we should have.

Communications

The Century Terrace and Harborview Newsletters are included in communications.

Reports of the Director

RFP's for the new Fee Accountant should be back in time for Clinton to present them to the board at the March meeting.

Clinton mentioned that the next Housing Commission Meeting is scheduled on Presidents Day, February 19, 2007. He will check to see if City Hall will be open or closed for the holiday.

Al and Clinton talked to Plante Moran about the possibility of changing the time schedule that the audit needs to be completed. Plante Moran had decided they no longer wanted to do our audit. They are interested in completing the audit if we do not need to have it completed until some time in the Summer, instead of May.

Clinton has been appointed by the City Council to serve on the City Brownfield Redevelopment Authority and will have his first meeting on February 22, 2007.

Replacement of the cabinets at Century Terrace is coming along nicely. There six apartments left that need cabinets installed. The priority for maintenance now is the salvage of usable items from the first floor apartments at Harborview that will become the new office. Following the salvage they will complete the cabinets, and then move on to repairs that need to be completed before the HUD inspection in March.

Linda Brockway will hold a meeting for residents in the Family Units on February 2, 2007 about the demolition of 1703 and 1707 Vine Street. Information from this meeting is submitted to HUD in Chicago.

New Business

There was no new business to be reported.

Commissioner Concerns

Harvey thought that we either need another dumpster or an extra dump on the one we have.

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It is currently dumped twice a week and always has items stacked on top of the lid.

Dale had a question about Casman Academy Students working in an apprentice program. Clinton said that it would help them in getting their diploma and they would also get a stipend for being in the program. He also mentioned that any contractor that would allow the students to work under them would get points toward larger Federal Government Contracts. The Youth Build Grant has specific guidelines as to what apprentices can do on the job site.

Donna asked if the contractor that will be remodeling the offices at Harborview had done any other project in Manistee. Clinton reported that he had completed the Filer Credit Union Building across from West Shore Medical Center.

There being no further business, **Donna made a motion to adjourn the meeting at 4:15 p.m.** Harvey seconded the motion. All members voted in favor.



Dale Priester
President



Clinton McKinven-Copus
Executive Director
Secretary