

CITY OF MANISTEE HOUSING COMMISSION
Regular Meeting Minutes
November 19, 2007

The Regular Meeting of the City of Manistee Housing Commission was held on Monday, November 19, 2007 at 3:15 p.m. in the City Council Chambers at City Hall. The meeting was called to order at 3:15 p.m. by President Dale Priester.

Members Present for the Regular Meeting: President Dale Priester, Vice-President Doug Parkes, Treasurer Elbert (Al) Purdom and Commissioner Good.

Members Absent for the Regular Meeting: Commissioner Donna Korzeniewski.

Also Present: Dave DeForest, Community Police Officer; T. Eftaxiadis, Consultant; Clinton McKinven-Copus, Executive Director/ Commission Secretary and Lorna Perski, Housing Coordinator.

Approval of Minutes

There were no corrections or additions to the minutes. **Doug made a motion to approve the Regular Minutes of September 17, 2007.** Al seconded the motion. All members present voted in favor. Motion carried.

Doug made a motion to approve the Special Meeting Minutes of September 26, 2007. Al seconded the motion. All members present voted in favor. Motion carried.

Doug made a motion to approve the Non-Meeting Minutes for the October 15, 2007 (postponed due to no quorum). Harvey seconded the motion. All members present voted in favor. Motion carried.

Amendments to the Agenda

The approval of the October 15, 2007 Regular Minutes was added to the agenda.

New Business

Clint received a proposal from Manistee-Benzie Community Mental Health to rent two units at Century Terrace to temporarily house CMH Participants. Clint reported that according to HUD the only way we could rent these units to CMH is to de-program the units and we will no longer receive subsidy from HUD for the units. We can never get the subsidy, capital funds, etc. for the units back once we de-program. We would not be able to offer the units to CMH at a reduced rate if we no longer receive subsidy.

Human Services Collaborative Body of Manistee County Funding Request – Cory VanFleet, Director of the United Way talked about the Human Services Collaborative Body of Manistee County. It is comprised of the various agencies and 501c3 Organizations in Manistee. They find themselves with greater need and less grant money than in the past years. More and more agencies need to collaborate and not duplicate services. A couple years ago the HSCB got to the point where only the programming people were meeting. The group, with the help of the Community Foundation, spent \$10,000.00 to determine if they should continue to exist, in what form and how to go about delivering the services. That report came out six months

Regular Meeting Minutes

November 19, 2007

Page 2

ago and it was decided that they needed to begin dealing with human services on a stronger platform. The group went back out into the community through the Children's Courts to determine the needs and decided they would fund an office, provide a half-time coordinator and fund the program for two years. This office would be responsible for writing grants so the office can be self-supporting after the two year period. Manistee Agencies, The United Way, The City of Manistee Housing Commission and others were asked to help fund the agency for the first two years. The figure was set at \$2,500.00 each year, per agency, for the first two years. Half of the coordinator's wage \$12,500.00 will be funded by the Department of Human Services. HSCB has a couple offers of places to house the office. It was determined that United Way would be the fiduciary of the program. Cory noted that there is more focus needed in the county on housing. HSCB met with Choices, Staircase, Salvation Army, etc. to find out what the housing needs in Manistee are and discovered that there are 100 homeless in Manistee. Clint noted that HUD's mission is to house the homeless. HSCB is working to find out what type of needs there are for housing. Clint mentioned that the important thing about the HSCB is that it is needed to get the grant funding from the state. When 211 is set up it will tell what types of housing everyone in the County has available. Doug asked if we have a place that we can find these funds in our budget. Clint said it could put that under memberships since we are a member of the HSCB. **Doug made a motion to approve the funding of \$2,500.00 each year for the next two years to help establish an office for dealing with human services through the Human Services Collaborative Body. The payment would be subject to our budget being able to meet it.** Al seconded the motion. All members present voted in favor.

Resolution 2007-17 Amendment to ACOP – This amendment allows the addition of regulation language that states the ability for us to provide over income individuals housing within our Public Housing Units to provide Community Policing. Policing is needed for the purpose of increasing security for the residents of our Public Housing developments. **Doug made a motion to approve Resolution 2007-17 Amendment to ACOP.** Harvey seconded the motion. All members voted in favor. Motion carried. Clint noted that he would have the officers attend a Resident Council meeting at each building to meet residents.

Resolution 2007-18 Adoption of the ACOP – This amendment adopts the Admission and Continued Occupancy Policy of the City of Manistee Housing Commission effective December 1, 2007. **Doug made a motion to approve Resolution 2007-18 Adoption of the ACOP.** Harvey seconded the motion. All members present voted in favor. Motion carried.

At this point Clint introduced David DeForest who is currently employed as a Little River Band Commercial Fisheries Conservation Officer and a part-time City Police Officer. David DeForest and David Koenig will be moving into the Harborview Building and will begin Community Policing of our buildings on December 1, 2007. David started with Cadillac PD in 1979 and in 1988 he was promoted to Drill Sergeant. In 1993 and 1994 he was with the Traverse City Narcotics Team as an undercover narcotics officer. In 1996 he ran a Domestic Violence program for Wexford and Missaukee Counties. In 2001 he was promoted to Detective Lieutenant for Cadillac PD and remained in that position until retiring last year and starting the jobs with the tribe and City of Manistee. David spoke about David Koenig, who was in court and unable to attend the meeting. David worked under David DeForest for Twenty-five years at Cadillac PD. He retired in October from Cadillac where he was a Drill Sergeant. He is now a Parole Officer for Manistee County. He started the Community Policing Program in Cadillac so he should be a

Regular Meeting Minutes

November 19, 2007

Page 3

good fit for this job. Both of these men have the power to arrest, and David DeForest has Federal, State and Local jurisdiction.

Resolution 2007-19 – Execution of Purchase Documents: 236 Grove Street. **Doug made a motion to approve Resolution 2007-19 the Execution of the Purchase Documents for 236 Grove Street.** Al seconded the motion. All members present voted in favor. Motion carried. Clint noted that this home is located next door to the current home that we purchased on Grove Street for the MSHDA Domestic Violence Grant. The cost of the home is \$120,000.00. Closing is tentatively scheduled for December 7, 2007.

Resolution 2007-20 – Intent to Participate in the Capital Fund Financing Program and Resolution 2007-21 Intergovernmental Agreement– At last months work session we had Doug Rice and Mark Suchocki speak about this program. It would be a 6 to 8 month process that allows us to leverage 33% of our Capital Funds (Currently \$241,000.00) and repay them over a 20 year period. The loans are carried by Fannie May and we could leverage between \$800,000 and \$900,000 at current CFP amounts. We could get the money now and make improvements instead of doing it a little each year. We could build or repair now at lower building costs. We would repay the loan amount each year with Capital Funds. If CFP Funds are reduced we would still need to repay the loan. If the Capital Funds cease to exist we would not have to repay the loan. We need to set aside 6 months of payments in case the CFP ceases to exist. We also need to have a comprehensive needs assessment prepared before being approved. Spicer has already completed a needs assessment for our units that could be used. MSHDA has created a pool for Housing Commissions to procure the legal work and to ready documents. We would want to do this based on 2007 funds, since funds have been cut each year. **Harvey made a motion to adopt Resolution 2007-20 Intent to Participate in the Capital Fund Financing Program and Resolution 2007-21 Intergovernmental Agreement.** The motion was seconded by Al. All members present voted in favor. Motion carried. Clint noted that this resolution is just to begin the process, not final approval.

Communications

The Century Terrace and Harborview Newsletters are included in communications.

Reports of the Director

This information was covered under New Business.

Project Consultants Report

T Eftaxiadis reported on the following activities:

Energy Performance Contract – Siemens Phase I Energy Audit Report due mid to late December. In January receive and review the report and meet with Siemen about the findings.

Monroe Avenue Property – T received architects draft construction drawings. Information is missing and plans are not ready for a bid. He has asked for additional information which has not been provided.

Century Terrace Office Renovation – This has been placed on hold for the time being due to Security Issues and Energy Audit Considerations. There are also issues with the lobby reconfiguration and funding limitations.

Regular Meeting Minutes

November 19, 2007

Page 4

The whole menu will be put out for bid and then items will be selected from the bid.

Security Systems – Jennifer Hayes provided a menu of items we could use for Century Terrace.

Manistee Plating Site – T is waiting for information from Mr. Pienta and will then prepare and submit a Lein Waiver proposal to Michigan DEQ.

Vine Street Building Demolition – We are still awaiting HUD authorization for demolition. Once that is received T will develop and issue an RFP for the demolition and select a contractor.

Old Business

There was no old business to discuss.

Finances

Doug made a motion to approve the September 2007 Bills and Disbursements. Al noted that the year at the top of the page is listed as September 2008. Al seconded the motion. All members present voted in favor. Motion carried.

Doug made a motion to approve the October 2007 Bills and Disbursements. Harvey seconded the motion. All members present voted in favor. Motion carried.

The September 2007 and October 2007 Financial Reports were accepted and placed on file.

Presentation of Fiscal Year 2006 Audit

Al presented the following items of the 2006 Fiscal Year Audit for board review:

Pages 1 – 9 Management Discussion. Tenant Revenue is up, Maintenance costs are down, but our contract costs are up. Clint noted we have replaced several furnaces this year.

Page 8 - The Capital Asset Carrying Value have decreased because of the depreciation allowance. Al believes when we replace assets we are not removing old assets. We have not ever completed a Fixed Asset Inventory. Some of this could be fraud loss.

Page 9 - At the bottom of the page is the Conclusion Statement. The Independent Audit was a clean financial audit and shows a strong financial picture.

Page 19, Section E & F - Explains the Fraud Receivable from the former Executive Director and the conclusion that the balance is unlikely to be collected.

Page 22 Report on Internal Controls – Auditors recommended that one person should not control two functions. Clint and Al discussed the fact that to act on the auditors recommendation regarding separation of duties would not be cost effective for this commission. The auditors would naturally go overboard in this area because of the past record here. Doug asked if Clint should write a memo to the commission stating this is not cost effective and have them approve so it is out of his hands.

Page 28 Financial Statement Findings – Physical Inventory of Fixed Assets needs to be completed. Brandon will work on this if he is able to return next summer. Otherwise we will need to RFP and bring in someone to complete the inventory.

Page 29, 2006-4 General Depository Agreement between the Commission and West Shore Bank could not be located. It is fully secure, we just didn't have the HUD form filled out.

Regular Meeting Minutes

November 19, 2007

Page 5

Page 30, 2006-5 Resident Participation Program. We need to provide a certain amount for Educational Programs for residents. \$25.00 per occupied unit is provided by HUD through the Operating Subsidy for this purpose. This could be some type of manual and needs to improve living capabilities. Line item was formerly used by accountants to funnel funds for Cable TV.

Page 30, 2006-6 Deficiency in Maintaining Waiting List. Once an applicant is removed from the waiting list, there is no record that they were on the list at all. Lorna will print all waiting lists before and after applicants are selected and file them to keep a better record of when an applicant is selected from the list.

Al said we should check the MSHDA Architect out under the Debarment of Vendors.

Al thought that the audit went fairly well that he is pleased with the new accountants as well.

Doug made a motion to accept the 2006 Fiscal Year Audit. Harvey seconded the motion. All members present voted in favor. Motion carried.

Public Comment

There were no public comments.

Commissioner Report

Dale asked about the generator. The generators in both buildings have been repaired by Wolverine. We received a credit from Bridgeway since that temporary generator was not working properly. The generators are old, especially at Century Terrace, and it will be difficult to secure replacement parts. Generators will need to be replaced in both buildings. We are waiting for the Energy Performance Contract.

Harvey mentioned that people are hanging pictures in the hallways. He asked if Clint was aware of it. He said they had contacted him and he told them to poll the residents on their floor to see if they were fine with it.

There being no further business, **Doug made a motion to adjourn the meeting at 5:10 p.m.** Harvey seconded the motion. All members present voted in favor. Motion carried.



Dale Priester
President



Clinton McKinven-Copus
Executive Director
Secretary

CITY OF MANISTEE HOUSING COMMISSION
Public Hearing
November 19, 2007

A Public Hearing was held for the purpose of reviewing comments from the public concerning the Admissions and Continued Occupancy Policy of the City of Manistee Housing Commission. The Public Hearing was opened at 3:05 p.m. by President Dale Priester.

Members Present for the Public Hearing: President Dale Priester, Vice-President Doug Parkes, Treasurer, Elbert (Al) Purdom and Commissioner Good.

Members Absent for the Public Hearing: Commissioner Donna Korzeniewski.

A public notice was placed in the Manistee News Advocate announcing the comment period for the Admissions and Continued Occupancy Policy as October 1-31, 2007. Comments were to be submitted in writing to the Executive Director. No written comments were received.

Doug made a motion to close the Public Hearing at 3:10 p.m. Harvey seconded the motion. All members present voted in favor. Motion carried.



Dale Priester
President



Clinton McKinven-Copus
Executive Director
Secretary