

CITY OF MANISTEE HOUSING COMMISSION
Regular Meeting Minutes
July 10, 2012

The Regular June Meeting of the City of Manistee Housing Commission was postponed to July 10, 2012. The meeting was held at 4:00 p.m. at the City Council Chambers at Manistee City Hall.

The meeting was opened at 4:03 p.m. by President Dale Priester.

Roll Call

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

Members Absent: None

Also Present: Clinton McKinven-Copus, Executive Director/Commission Secretary and Lorna Perski, Housing Coordinator.

Approval of Minutes

There were no corrections or additions in the Regular Meeting Minutes of May 22, 2012, the Work Session Minutes of June 15, 2012 or the June 20, 2012 Work Session Minutes. **Doug made a motion to approve the May 22, June 15 and June 20 Minutes as written.** Elbert 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 2012-08 Adoption of Annual Plan Revision 1 - When developing the Capital Fund Annual Plan we are required to use the current year's capital fund grant allotment for calculation purposes. Thus, when preparing the 2012 Annual Plan, we used the 2011 Capital Fund Grant amount of \$204,179.00. The actual funding level for capital fund 2012 from HUD is \$191,849.00 requiring us to update our annual plan budget. Clint walked board members through the budget line items that have changed. The budget now includes \$40,000.00 for Operations, \$20,000.00 for Management, \$20,000.00 for Training, \$10,000.00 for Fees and Costs and \$101,849.00 for Dwelling Structures. \$80,179.00 of the Dwelling Structures line item is targeted for the Harborview Elevator Modernization. An Environmental Review and Submission to HUD will need to be completed before the funds are available to us. **Doug made**

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a motion to approve Resolution 2012-08 Adoption of Annual Plan Revision 1. Elbert seconded the motion. All members voted in favor. Motion carried.

Resolution 2012-09 Adoption of New Utility Allowance - Clint provided a new schedule for Utility Allowances. HUD requires that in cases where residents are responsible for paying their own utilities that the housing authority reduces the residents rent to insure that the resident pays no more than 30% of his/her adjusted income to rent. Century Terrace has no utility allowance as CMHC pays all utilities, Harborview has a utility allowance for electricity, CMHS pays for water and gas and Scattered Sites has a utility allowance for electricity and gas, CMHC pays for water. However, if the resident goes over the predetermined monthly allotment (gallons) the tenant is billed at \$.00852 per gallon for the overage. The utility allowance amounts are determined by Siemens as part of the Energy Performance Contract. They determine the rates and usage amounts based on actual billing statements received by CMHC. **Donna made a motion to approve Resolution 2012-09 Adoption of New Utility Allowance.** Doug seconded the motion. All members voted in favor. Motion carried.

Resolution 2012-10 FCC Narrow Band Compliance Requirement – Board members reviewed the letter from the FCC dated April 14, 2011 explaining the requirement for changing from wide band to narrow band for our radios. Fortunately for CMHC, our radios are able to be reprogrammed to narrow band, thus the only expense we will have is for the new base station/repeater. Since OTEC is a GSA supplier/installer we do not need to put this work out to bid. The \$2,804.00 purchase/installation charge will be covered from Capital Funds 2009 under line 1475 “non-dwelling equipment” as provided for by HUD. **Donna made a motion to approve Resolution 2012-10 Narrow Band Compliance Requirement.** Doug seconded the motion. All members voted in favor. Motion carried.

Director's Report

Clint went over the Share Point Program information with board members and explained how to use it. All board information will be posted to the Share Point Site prior to meetings for board member review. The Share Point Program will also be used at the meeting to review information rather than having to print off the paperwork and bring it to the meeting. Clint asked if all board members had a computer at home/work to be able to review the information. Dale said he did not and Clint will work getting him a laptop to use. Eventually all previous meeting minutes, resolutions and information will be posted to this site as well.

Clint went over the Occupancy Report. The vacancy rate is 98% as of Monday. The average days for Maintenance Unit Turn Around is 6.26 days and the average days for Lease-Up is 3.68 days for a total number of vacancy days of 10.05. The HUD requirement is 20 days total. Our previous Occupancy Rate was between 90 – 93%, and has been between 95-96% in the past year. Revenue has gone up significantly with the increase in occupancy. HUD is very happy with the improved Occupancy Rate.

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Clint mentioned that the Regular Meeting Agenda for the July 24, 2012 meeting will be different as this meeting will begin with Election of Officers. The meeting will be held at 4:00 p.m. at Council Chambers at City Hall.

Clint asked if board members needed an update on the Recovery Tracking Process. No one had any questions at this time.

Finances

Board members reviewed the Budget Spread Sheet and the May 2012 Financial information that was listed in the Director's Report including the amount of reserves \$184,792.10. This is equal to 2.05 months of reserve. The Operating Subsidy for May is \$22,534.00. The Maintenance buy out of \$30,000.00 that occurred in May affected the reserve amount. Clint reported that we should see catch up funds in the Operating Subsidy by October if everything goes well. **Elbert made a motion to accept the May 2012 Financial Reports and place them on file.** Donna seconded the motion. All members voted in favor. Motion carried.

Communications

There were no Communications this month.

Public Comment

There were some concerns regarding children at Century Terrace having nothing to do and playing in the parking lot or along the river. It was suggested that we should have some playground equipment there.

There were questions about why dogs in Century Terrace are not being carried as they are supposed to be. Clint said that some people have a reasonable accommodations so that they do not have to carry their animals.

Commissioner Reports – Comments/Concerns

There were no Commissioner Reports, Comments or Concerns.

There was no additional business to discuss. **Donna made a motion to adjourn the meeting at 4:57 p.m.** Lawrence seconded the motion. All members voted in favor. Motion carried.



Dale Priester
President



Clinton McKinven-Copus
Executive Director
Commission Secretary