

CITY OF MANISTEE HOUSING COMMISSION
Regular Meeting Minutes
November 27, 2012

The Regular Meeting of the City of Manistee Housing Commission was held on November 27, 2012 at the City Council Chambers at City Hall.

The meeting was called to order by President Dale Priester at 4:03 p.m.

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

Members Absent: Treasurer Elbert Purdom – Excused.

Approval of Minutes

The Regular Meeting Minutes of October 16, 2012 were reviewed. There were no additions or corrections in the minutes. **Doug made a motion to approve the October 16, 2012 Regular Meeting Minutes as written.** Donna seconded the motion. All members present voted in favor. Motion carried.

Amendments to the Agenda

Amendments to the Agenda are Under New Business: Resolution 2012-27 and Manistee Plating Property Possible Grant Application.

Old Business

There was no Old Business to discuss.

New Business

Opening of the Bids for the sale of the 1997 Dodge 250 4 x 4 Truck - Only two bids were received for the truck. The first bid received was from Mt. Morris Auto Sales in Mt. Morris, MI in the amount of \$2,751.00. The second bid was from Ronald Ringel of Bear Lake, MI in the amount of \$4,001.00. Ronald Ringel was the high bidder. **Doug made a motion to sell the 1997 Dodge 250 4 x 4 Truck to Ronald Ringel for \$4,001.00.** Donna seconded the motion. All members present voted in favor. Motion carried.

Clint has been working with the City and T. Eftaxiadas regarding the Manistee Plating Property. They have been looking to find possible grants for building demolition and site care for which we don't have to provide matching funds. In September 2012 a new MSHDA Grant called the Blight Grant has become available. There is \$15,000,000 in available funds and it is a competitive grant. Grant applications are due by December 12, 2012. T. Eftaxiadas is available to write a grant for us at \$85.00 per hour, which is less than his normal rate. There is no history for this grant, and we may spend the money to have it written and not receive any funds. The grant amount would be between \$185,000.00 to \$220,000.00. The higher amount is with an asphalt cap. Many grants require a development plan of what is going to happen with the property to be in place. It would take 20-30 hours to write the grant. Clint said he doesn't know if any other grants may come up in the future.

We need to get that building down now and get the property taken care of. The roof of the property is virtually non-existent. If someone were to climb on the roof they would certainly fall through.

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The windows have been boarded up and no trespassing signs are in place. Doug suggested getting in contact with Tim Urban who has written several successful grants and has contacts in Lansing. Doug will see him tomorrow and he will mention it. Funds to pay for the grant writing would come out of Capital Funds. Taking care of the building does fall under the work out plan with HUD. **Doug made a motion to pursue the grant request for the Manistee Plating Property with T. Eftaxiadas for an amount not to exceed \$3,000.00.** Donna seconded the motion. All members present voted in favor. Motion carried.

City of Manistee Housing Commission Resolution 2012-27 – Recommends that resident Commissioner Lawrence Bacon has violated his fiduciary and legal obligations to the CMHC and should be removed as Commissioner by the Mayor of the City of Manistee. There was no discussion of this matter. **Doug made a motion to approve Resolution 2012-27 finding that Commissioner Lawrence Bacon has violated his fiduciary and legal obligations to the City of Manistee Housing Commission and requesting that the Mayor and Council of the City of Manistee remove him from office.** Donna seconded the motion. All members present voted in favor with the exception of Lawrence Bacon. Lawrence Bacon was opposed. Motion carried.

Director's Report

Clint reported that we have been able to maintain our vacancy rate. Dale asked if in the future Clint could provide general information about what types of categories of vacancies we have each month: Deceased, Moved to Assisted Care, Evicted, etc. Clint will provide that general information on the report in the future.

Financial totals are listed in the Director's Report. Darrin projects a reserve amount by the end of the year of approximately \$500,000.00. By the end of 2012 we must have \$270,000.00 in our reserves, which is two months of reserves. By the end of 2013 we will have four months of reserves, and by the end of 2014 five months of reserves to satisfy HUD requirements.

Finances

Clint reported that we have been doing well with rents. Line items in the Financial Reports for September 2012 are within acceptable perimeters. There was a \$2,000.00 decrease in rents for September 2012. This is due to new move-ins and pro-rated rent for the first month. Dale asked if we will have the usual write-offs of unpaid accounts in December. Clint reported that we will have some write-offs but they will still be in collections. There was nothing special to highlight in the financial reports. Dale asked where the dividends go that we get back from the insurance company each year. **Donna made a motion to accept the September 2012 Financial Reports and place them on file.** Doug seconded the motion. All members present voted in favor. Motion carried.

Communications

There were no communications.

Commissioner Reports & Concerns

Doug asked if we had ever received the updated Energy Audit Report. Elbert had noticed some errors

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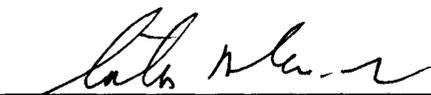
in the original spread sheet and Ken was going to correct the errors. Clint said that he had received it earlier and had forwarded it to commissioners by e-mail.

Clint said that there are some video's of Commissioner training that he had wanted to have the commissioners watch at the December 6, 2012 scheduled Work Session, but two people are already unable to attend that work session so it will be cancelled. Commissioners wondered if they couldn't just view it on line and have discussion of the videos at a later meeting. Dale asked if we were going to put funds back in the budget for training. Clint said that we probably should. He reported that there are now on-line interactive training's from HUD for Executive Directors. He had participated in one already and found it very helpful. There are some maintenance trainings coming up as well. The training will be done in our own buildings with our staff and pertain to inspections that we must complete each year for HUD and what problems HUD is looking for when they come on their inspection of our buildings. They would also include lead and asbestos information, etc. Clint will check to see what amount was budgeted for training before it was eliminated because of HUD funding cuts.

There was no additional business to discuss. **Donna made a motion to adjourn the meeting at 4:52 p.m.** Doug seconded the motion. All members present voted in favor. Motion carried.



Dale Priester
President



Clinton McKinven-Copus
Executive Director
Commission Secretary