

CITY OF MANISTEE HOUSING COMMISSION
Regular Meeting Minutes
August 30, 2011

The Regular Meeting of the City of Manistee Housing Commission was held on August 30, 2011 at 4:00 p.m. in the Council Chambers at City Hall.

The meeting was opened at 4:07 p.m. by President Dale Priester.

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

Members Absent: Commissioner Lawrence Bacon was absent due to an illness in the family.

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

Amendments to the Agenda

Under the Reports of the Director - Forthcoming November and December Commission Meeting Dates.

Approval of Minutes

The Special Meeting Minutes of July 26, 2011 were reviewed by commissioners. There were no amendments or corrections in the minutes. **Doug made a motion to approve the Special Meeting Minutes of July 26, 2011 as written.** Elbert seconded the motion. All members voted in favor. The Regular Meeting Minutes were not completed yet, due to the results of the HUD Review last week. They will be submitted at the Regular September meeting.

Old Business

There was no Old Business to discuss.

New Business

Resolution 2011-13 Award of QSP 2011-05 Outdoor Furnishing for Century Terrace and Harborview. The existing outdoor furnishings at both Century Terrace and Harborview have seen better days and are now in need of replacement. Linda Hutchinson, our ROSS Service Coordinator investigated the possibility of funding the purchase of outdoor furnishings for each building through our ROSS Elderly Grant. CMHC received four responsive bidder. The QSP 2911-05 is based on the lowest bid. Play Environments won the award with the low bid of \$5,600.00. Resolution 2011-13 authorizes the awarding of the bid and the completion of the project to Play Environments. Both buildings will receive 1 swing, 1 picnic table and one bench. All are permanent and installed outdoor equipment. **Doug made a motion to approve Resolution 2011-13 Award of QSP 2011-05 Outdoor Furnishing for Century Terrace and**

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Harborview. Donna seconded the motion. All members present voted in favor. Motion carried.

Resolution 2011-14 Creation of a Pool of Architects & Engineering Firms – The purpose of RFQ 2011-03 is to create a pool of architectural/engineering firms that CMHC may contract with for specific projects for the life of the pool contract. That would be for three year, with two optional one-year renewals. There is no cost for creation of the pool. Establishing the pool expedites CMHC projects that would require the review of an architect or engineer, without having to procure services separately. We can use any architect or engineer in the pool. CMHC would identify the need, first contact the firm with the highest score in the pool and get a quote for the cost of work and scope of services to be provided. If the proposal is acceptable it proceeds to the commissioners for approval and expenditure of funds. If not acceptable, CMHC contacts the second highest scoring firm to create a proposal. There is no cost to CMHC unless we engage someone to work. Donna asked if we had any experience with M.C. Smith Associates. **Doug made a motion to approve Resolution 2011-14 Creation of a Pool of Architects and Engineering Firms.** Elbert seconded the motion. All members present voted in favor. Motion carried.

Director's Report

Clint is preparing to overhaul our Occupancy Report since the HUD Review last week. Century Terrace is our biggest problem with units vacating. HUD informed him that by 2013 they want our buildings to go smoke free. Clint has been meeting weekly with staff about the vacancies. The Recertification Report will also be changing. Clint will be working to change our two Waiting Lists, Scattered and High Rise, over to one Waiting List at HUD's request. The next person on the list will then be offered the next unit available regardless of unit type.

The ROSS Grant ends on September 25, 2011 and the last day for the ROSS Coordinator will be October 1, 2011.

Next month the commission will need to review and approve the 2012 Annual and Five Year Plan. It is out for review now, next it needs board approval and then be submitted to HUD. Expenditures include Elevators for Harborview and Air Up-Take Units for Century Terrace. Clint discussed these expenditures with HUD and it sounds like they will assist us with emergency funds for these large necessary items so we don't have to use CFP Funds.

Clint asked commissioners if November 22, 2011 is too close to Thanksgiving to hold the November meeting as scheduled? The meeting will be held on the 22nd as scheduled. The December 27, 2011 meeting will be moved to December 20, 2011.

Financial Statements

The June and July Financial Reports were reviewed by commissioners. Doug asked about the mobile Phone issue. Dave Lanning, Century Terrace Resident Manager has a large number

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of calls. Doug asked if Clint had checked them out, and he said they check out, that it is a large building and tenants call him for various reasons. Clint reported that he got a quote for mobile phone service from Verizon. They have GSA Pricing, and he has discussed pricing with AT&T as well. The Entra-Guard phone service currently has a per call charge of 23 cents per call. It is costing about \$600.00 per month. We are still on the Centrix system which is of no benefit. Doug asked about why journal entries have been done two and three times monthly. It has to do with ROSS Grant reimbursements to the Housing Commission. Clint said that we thought that as a Federal Agency we were required to have Flood Insurance, which he said HUD does not require. Over the past several years, we have saved a lot of money because of the Flood Insurance and it is not costly. El would like to see a couple of changes in Darrin's report presentation. He would like to see date completed on the CFP page, there is a P & E Page and another page that indicates the budget page. El asked if everyone got the spreadsheet budget page year to date performance. The June and July Financial Reports were accepted and placed on file.

This year we received an insurance dividend payment of \$4,240.54 Housing Authority Insurance Group. We have had several claims this year and Clint did not expect to receive any dividend.

Linda Hutchinson ROSS Service Coordinator said that she was sad to go and sad to see that tenant's won't have her services any longer. She fears that some will lose food benefits, etc. as she assisted them with completion of their paperwork.

Public Comment

There was no public comment.

Commissioner Comments & Concerns

Dale Priester reported that in meeting with the HUD team last week he was told that commissioners will need to get commissioner training. Nahro offers the training.

There was no further business to discuss, **Donna made a motion to adjourn the meeting at 4:55 p.m.** Elbert seconded the motion. All members present voted in favor. Motion carried.



Dale Priester
President



Clinton McKinven-Copus
Executive Director
Commission Secretary