

CITY OF MANISTEE HOUSING COMMISSION
Regular Meeting Minutes
August 25, 2009

The Regular Meeting of the City of Manistee Housing Commission was held on Tuesday, August 25, 2009 at 4:00 p.m. at the City Council Chambers at City Hall. The meeting was called to order by President Dale Priester at 4:04 p.m.

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

Members Absent: Vice-President Doug Parkes. It was noted that Doug asked to be excused due to a conflict of meeting times with Alliance for Economic Success Board Meeting. He will be asking them to change their meeting time.

Also Present: Clinton McKinven-Copus, Executive Director/Commission Secretary; Brandon Jensen, Project Manager and Lorna Perski, Housing Coordinator.

Approval of Minutes

There were no additions or corrections in the Regular Meeting Minutes of July 28, 2009. **Donna made a motion to approve the Regular Meeting Minutes of July 28, 2009.** El 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 2009-14 Procurement Policy – Brandon reported that this resolution is for the adoption of a new Procurement Policy. This was started awhile back with Nelrod. The only difference in the current policy, and this policy, is it has updated items that will put us more in Safe Harbor with HUD. The item that changed is the amendment which is after the yellow insert in the booklet. These are items that Nelrod received from HUD regarding the new regulations that have come down from HUD due to the American Recovery and Reinvestment Act. This policy is in line with HUD's Procurement Handbook. Harvey said that in the information it says that our attorney should check this information out before the commissioners adopt the policy. It was on page 24 of the information. Clint noticed that it was not a part of the Procurement Policy itself, just a notice from Nelrod to check this with our attorney for compliance with Michigan State Law before adoption. **Donna made a motion to approve Resolution 2009-14 Procurement Policy.** Harvey seconded the motion. All members present voted in favor. Motion carried.

Director's Report

Clint reported on the Energy Performance Contract. We had a financing offer that was reviewed by our attorney. Unfortunately, their opinion was that we kick this back to Siemen's and All American Financing as there were a lot of issues with their financing offer. All American is not licensed to do

Regular Meeting Minutes

August 25, 2009

Page 2

business in the State of Michigan. They also wanted to collateralize the installed items over the next 20 years. We have contacted West Shore Bank to see if they would be interested in working under the Federal Regulations to Fund this 20 year Energy Performance Contract. The window is closing on getting the energy enhancements done. A large part of problem with getting this financing is the credit market. Financial institutions are extremely reluctant to commit to 20 year financing, even though this is a federally guaranteed loan. The easiest financing to get would be a 20 year loan that allows for rate adjustment at 5 years or 10 years. The problem is the locking in of the interest rate. No one wants to do that for 20 years. We have had a phone conference with bank executives about the Federal Regulations we are under. If Clint doesn't hear from them by Wednesday, he will follow up with West Shore at that time.

Closing on Manistee Plating – Clint sent in all original documents required for the Manistee Plating Property. He will give HUD about 30 days and then start inquiring about approval. George Saylor notified Mr. Pienta's Attorney that all of the documents have been submitted to HUD and we are trying to move forward with this purchase. Mr. Pienta signed a HUD purchase agreement which said that HUD would need to approve the sale.

Monthly Reports – Clint said we are moving closer to be able to produce occupancy level and demographic reports. We had a few issues with transition from Yardi to Tenmast. They are finishing up transition problems with the General Ledger, that is why we don't have June and July Statements yet. There were some trial balance errors. Clint is working with Tenmast to give us credit for some of the accounting cost we have had because of the transition problems. He is working with Tenmast's President and thinks we will get a reimbursement or credit on our account. Clint hopes to have some type of report at next month's meeting.

Project Manager's Report

Maintenance is caught up on unit turn around and will begin painting of the hallways and public areas at Century Terrace. The laundry room is currently under rehabilitation. Hopefully, floor coverings will soon follow in the corridors. The Energy Performance contract will allow for the façade on the building. With all of the upgrades it will look like a new building.

Brandon has been working with Clint on the Annual and Five Year Plan. We will be bringing that to the commission for approval and submitting it to HUD in October.

Clint asked when the bid opening on the homes would be held. Brandon said one week prior to the Regular Commission Meeting. Pre-bid is this Thursday for Contractors. We have some really good ones, including Omega out of Grand Rapids. They have worked with the Grand Rapids Housing Commission on several projects. Brandon said the development plan, as well as the diminimus have now been approved by HUD, however, we are still waiting on letter confirmation.

Donna had a question about the painting at Century Terrace. Who is in charge of selecting the color? Brandon chose the colors.

Financial Reports

The May 2009 Bills and Disbursements were reviewed by commissioners. Al asked about check #1897 for Staples Office Supply in the amount of \$1,937.37. Clint said that he thinks the check may be for Ross Grant Shelving Units which would be reimbursed through the Ross Grant. He will find the

Regular Meeting Minutes

August 25, 2009

Page 3

documentation for the check and let commissioners know. Dale asked about Check #1867. Brandon said it was for a Reasonable Accommodation Request for a portable ramp. Clint noted that we have spent about \$18,000.00 on ramps this year and he needs to update our policy to limit costs of Reasonable Accommodations to a set limit per year. We had to transfer money from CFP Funds to cover the costs of the ramps this year. The good thing about the ramps is that they are steel and they are portable. **Harvey made a motion to approve the May 2009 Bills and Disbursements.** El seconded the motion. All members voted in favor. Motion carried. **The May 2009 Financial Reports were accepted and placed on file.**

Resident Council

Dale noted that there was no one in attendance at the meeting from the Resident Council.

The residents, the staff and commissioners thought the picnic at Fifth Avenue Beach was great and everyone had a very good time.

Public Comment

There was no public comment.

Commissioner Report – Comments/Concerns

There were no Commissioners Reports, Comments or Concerns.

There being no further business, **Donna made a motion move to Executive Session to discuss Adoption of the Labor Agreement between the United Steel Workers of America and the City of Manistee Housing Commission at 4:31 p.m.** The motion was seconded by El. All members present voted in favor. Motion carried.

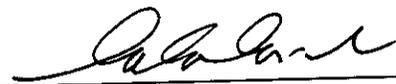
The City of Manistee Housing Commission returned to the Regular Meeting at 4:51 p.m.

Donna made a motion to Adopt the Labor Agreement between the United Steel Workers and the City of Manistee Housing Commission effective May 1, 2009. El seconded the motion. All members voted in favor. Motion carried. Final copies of the contract will be available in the office.

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



Dale Preister
President



Clinton McKinven-Copus
Executive Director
Commission Secretary