

CITY OF MANISTEE HOUSING COMMISSION

Regular Meeting Minutes

June 23, 2009

The Regular Meeting of the City of Manistee Housing Commission was held on Tuesday, June 23, 2009 at 4:00 p.m. in the City Council Chambers. The meeting was called to order by President Dale Priester at 4:02 p.m.

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

Members Absent: None

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 March 31, 2009 or the June 9, 2009 Special Meeting Minutes. There was a correction in the April 14, 2009 Special Meeting Minutes. The motion by Harvey to move out of closed session, seconded by Donna needs to be removed from the minutes, as a motion cannot be made during closed session. **Doug made a motion to approve the Regular Minutes of March 31, 2009, the Special Meeting Minutes of April 14, 2009 with the correction and the Special Meeting Minutes of June 9, 2009.** Harvey seconded the motion. All members voted in favor. Motion carried.

Amendments to the Agenda

Move the RFP/RFQ 2009-4 Vine Street Development after the Nomination for Representatives to Attend MERS Annual Meeting. Add Executive Session to Discuss Acquisition of Property to the agenda. **Doug made a motion to move the above items on the agenda, and add Executive Session to the agenda.** Donna seconded the motion. All members voted in favor. Motion carried.

Old Business

There was no Old Business

New Business

Since we have been a part of MERS Retirement we have not gone to an Annual Meeting or nominated anyone for positions on the board. There have

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been several issues that have come up in contract negotiations with MERS and Clint thought it would be good to at least attend the Annual Meeting and maybe nominate individuals to the open board positions. We can nominate for Alternate and Delegate to the Annual Meeting. Employees can vote by secret ballot. Board positions are one for officers and one for employees for the whole state. Dale would have to sign nomination forms for those applying for board positions. **Doug made a motion to have Clint attend the MERS Annual Meeting as a Delegate and Al Purdom to attend the meeting as the Alternate. Donna seconded the motion. All members voted in favor. Motion carried. Doug made a motion to nominate Clinton McKinven-Copus, Al Purdom and Marvin Chick as candidates to the MERS Board. Donna seconded the motion. All members voted in favor.**

Clint said that he cannot let board members go today until an A & E Firm has been selected due to the time line for completion of the Vine Street Project. Clint turned the presentation over to Brandon. A copy of the RFP 2009:4 Vine Street Development and a sample scoring sheet are included in a binder provided by Brandon. There was a three person review panel to review the Architectural/Engineering Firm Proposals. The panel consisted of Clinton McKinven-Copus, Executive Director, Jon Rose, Community Development Director of the City of Manistee and Brandon Jensen, Project Manager. Seven firms presented proposals for review: The Spicer Group, Abonmarche, MC Smith/Kendra Thompson, AAI, The Design Form, Sluitier/Vandenbosh and Stroby/Rhodes. Reviewers scores were added together for a total of 300 points and divided by 3. Spicer is ranked at #1 with 84.3 Points, Abonmarch at #2 with 83.3, MC Smith/Kendra Thompson at #3 with 78.6, AAI at #4 with 75.5, The Design Form at #5 with 68.5, Sluitier/Vandenbosh at #6 with 62.6 and Stroby/Rhodes at #7 with 40.6. Brandon also reviewed details of each proposal and how they met or did not meet the criteria. Clint mentioned that our attorney recommended that Brandon read through all of the information about each proposal for the board. Dale asked what the criteria for the scoring was: 25 point for Firms Ability to Perform the Work, 20 points Qualifications and Experience, 15 points Capability to provide professional services in a timely manner, 10 points Knowledge of local Building/Zoning Ordinances, 20 points Cost Evaluation, 5 points Capability to Provide Local Service and ARRA Accelerated Timeline and 5 points Plans for Meeting/Fostering Section 3- SBE/WBE/MBE/DBE Certifications. **Donna made a motion that we accept the Spicer Group Proposal since it was ranked #1. Al seconded the motion. Discussion ensued and Brandon noted that he checked references for the top three firms. Al asked about the amount of the fees. Clint said that the vote cannot be taken based on the cost portion of the proposal, only the qualifications. Once a firm is selected we can then negotiate the cost of the**

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proposal with them. In order to begin construction this Fall we will need a PUD in place immediately and need surveyors on site next week. All members voted in favor of the motion to approve the Spicer Group as the A & E for the Vine Street Project. All members voted in favor. Motion carried.

Project Managers Report

The Vine Street Plan has been submitted to HUD and is currently being reviewed.

The Energy Performance Contract is on the desk of Chuck Cutting at the Detroit HUD Office, but has not been approved yet. They are working on the financing packet. July 31 is the start date to complete the Century Terrace Façade before the weather is bad. Dale asked about who the contact person is at HUD.

The RFP for lawn care for Century Terrace, Harborview and the Scattered Sites was withdrawn, since there was insignificant competition. Brandon reworked the Maintenance schedule to keep the lawn care in house for this year.

Finances

The December 31, 2008 Financial Reports are included in the booklet and have been submitted to HUD. Clint is pushing to get the 2009 Financial Reports by the July Meeting. There are several adjustments to be made in the Yardi System from January through May on the General Ledger and then adjusted in Tenmast.

Items that should have been charged to Ross Grant, Domestic Violence or CFP Funds were improperly posted to the General Fund. Doug asked if Yardi were as big a problem as we thought or if it was an employee problem. Clint and Brandon said there were problems with both, Yardi has problems adding properly and other glitches. There were significant items that were not taken care of by an employee and even items that did not reach Clint's desk that should have. Our auditor said that he had concerns last year but the employee was cooperative and that is all he should report. There was nothing that was immoral or illegal, only incompetence. Dale asked about the \$4,000 that should have been reimbursed from HAIG for his attendance at meetings. This is one of the things that need to be taken care of. Al brought up several times throughout the last year that our cash position kept shifting down. This was because the Operating Fund was not being reimbursed by these other funds. Our cash position today is now approximately \$212,000.00 and should be near \$250,000.00 after funds have been properly transferred. We need to have \$250,000.00 in our account and Clint's goal is to have \$300,000.00. **The December 31, 2008 Financial**

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Statements were accepted and placed on file.

Communications

The Harborview Newsletter was included in communications.

Resident Council

Dale asked why no one was at the meeting to report on the Resident Council activities. Clint said that they have yet to sign the MOU that we adopted with them. We are required by HUD to have a place for them on the agenda, so we are fulfilling our requirement. Harvey said he was at the last meeting and the biggest problem for them is transportation. The bus stops at 5:00 p.m. and they don't have a way home. Donna suggested that we put them first on the agenda so they could speak and then have the bus pick them up. Dale also said he would contact the resident council and offer a ride to the meeting.

Public Comment

There were no public comments.

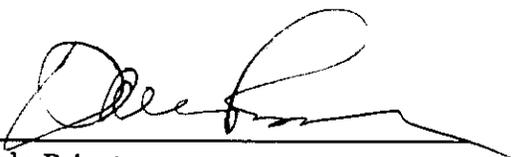
Commissioner Reports, Comments, Concerns

There were no commissioner reports, comments or concerns.

At this time **Donna made a motion to move to Executive Session.** Doug seconded the motion. All members voted in favor. Motion carried.

The commissioners return from Executive Session at 4:57 p.m.

Donna made a motion to adjourn the meeting at 4:58 p.m. Doug seconded the motion. All members voted in favor. Motion carried.



Dale Priester
President

Clinton McKinven-Copus
Executive Director
Commission Secretary