

**CITY OF MANISTEE HOUSING COMMISSION**  
**Regular Meeting Minutes**  
**March 31, 2009**

The Regular Meeting of the City of Manistee Housing Commission was held on Tuesday, March 31, 2009 in the Harborview Community Room. The meeting was called to order at 4:02 p.m. by Treasurer Elbert Purdom.

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

Members Absent: President Dale Priester and Vice-President Doug Parkes.

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 February 24, 2009. **Donna made a motion to approve the Regular Meeting Minutes of February 24, 2009.** The motion was seconded by Harvey. All members present voted in favor. Motion carried.

Amendments to the Agenda

There were no Amendments to the Agenda.

Old Business

Resolution 2009-6 Acquisition of 259 and 261 Sixth Avenue the former Manistee Plating Property – We now have HUD approval for the acquisition of the Manistee Plating Property at a price of \$47,200.00. Funds for the purchase would come out of Capital Funds. We would need to submit a purchase agreement for the distribution of CFP funds for the purchase. Approval of Resolution 2009-6 would allow Clint and Dale to move forward with this purchase. **Donna made a motion to Adopt Resolution 2009-6 Purchase of Manistee Plating Property as written.** Harvey seconded the motion. All members present voted in favor. Motion carried.

New Business

Resolution 2009-5 Legally Mandated Changes to HRA and FSA Plan – The recently adopted children's health program insurance reauthorization act 2009 had legal ramifications upon our existing HRA and FSA accounts for employees. We have received from our insurer the new amendments that need to be inserted into our existing amendments and adopted before April 1, 2009. In short the adoption adds the category of special enrollment rights which is required. **Donna made a motion to approve Resolution 2009-5 Legally Mandated Changes to HRA and FSA Plan.** Harvey seconded the motion. All members present voted in favor. Motion carried.

Resolution 2009-7 American Recovery Reinvestment Act Capital Fund Formula Grant – The office of Capital Improvements has recently announced the award of \$2.985 billion dollars in Capital Fund Formula Grants under the American Recovery Reinvestment Act Fund. The

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City of Manistee Housing commission will receive \$312,814.00 in grant funds for the purpose of assisting the housing authority in carrying out Capital Management Activities at Public Housing Developments in accordance with the ARRA requirements. This adds the additional grant funds into our existing Capital Funds Portfolio. This resolution needs to be adopted, signed and returned to HUD for the City of Manistee Housing Commission to be able to receive the funds into our Capital Fund Stream. The money is actually ready and in our account, but HUD needs to receive the approved resolution before we are able to use the money. **Harvey made a motion to adopt Resolution 2009-7 American Recovery Reinvestment Act Capital Fund Formula Grant.** The motion was seconded by Donna. All members present voted in favor. Motion carried.

Resolution 2009-8 Revision 1 of the PHA 2009 Annual Plan – This is a revision of the annual plan to be submitted to HUD. Brandon reported that there are changes in the PHA Plan due to the additional CFP Funds added under the American Recovery Reinvestment Act. He reported that we have 6 grant years of CFP funds open at this time. HUD has more government regulations and a more stringent time frame for spending the ARRA funds. On page 11 is the ARRA Fund breakdown of what we plan to do with the ARRA Funds. \$281,533.00 on line #1499, Development Activities is for rebuilding of the homes demolished on Vine Street. We can possibly have three units a 2,3 and 4 bedroom row home style. HUD allows Line #1410 to be used for Administration Fees which will be \$31,281.00 (10% of grant total). The CFP 2007, 2008 and 2009 budgets were revised. The ARRA Funds must be obligated (have a contract) by 3-17-2010 and fully expended by 3-17-2012. Sixty percent of funds need to be expended by 3-17-2011. Brandon and Clint are working with the Chamber of Commerce to have a vendors and contractors briefing to provide local vendors information so they are able to contract with us for rebuilding of the Vine Street homes. Vendors must comply with Federal Procurement Procedures, products used must be manufactured in the U.S.A. and local labor forces must be used if possible. We have to supply FTE's for sustained jobs and created jobs, and we must insure that contractors are in compliance with Davis Bacon Prevailing Wage Laws. We are thinking of stick built units at this time. The biggest problem will be determining U.S.A. make/manufactured goods/supplies. Under the CFP 2008 Budget on Page 21, on line #1499, Development Activities \$48,467.00 will also be going to the Vine Street Construction. 2008 Capital Funds saw the greatest revision of all funds. \$55,000 was moved to Site Acquisition from Line #1460 Dwelling Structures. 2008 CFP Funds will dedicate funds to replace all stoves in Scattered Site Units, then refrigerators as needed. Stoves and Refrigerators will be replaced eventually in High Rise Units. Some items of modernization will take place in Century Terrace under the Energy Performance Contract. The outside of the building will have a new façade beginning in July 2009. The average wall r-value is 1½ to 2. EFIS being installed on the outside (is on new wing of the hospital) will be a 12 r-value. Under the Energy Performance Contract Harborview and Century Terrace will receive low flow toilets, shower heads, UV window film (for energy savings) and window edging will also be resealed eliminating drafts from windows. Page 15 and 16 Telecommunications include Maintenance Radios and Office Telephones. The Maintenance Radios have been not working properly and the Office Telephone System had reached its capacity. Ascomnorth could provide a new system that would have phone/radio together, it would sort out the current lines, forward calls to cell phones and update the entrance guard systems at Century Terrace and Harborview entrances. ARRA Funds will allow for rebuilding of the demolished homes, freeing up other CFP Funds. This will allow us to complete some other wish list items. A new Make-Up Air System (3 units) is needed at Century Terrace at a cost of \$135,000 to \$150,000. We also may be able to use Emergency Capital Funds for the

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Make-Up Air Unit since it is a health and safety issue of residents. There will also be some updating of the Make-Up Air System with the Energy Performance Contract. There is still \$1 Billion of the ARRA Stimulus Funds available as grants for various projects. These grants are available through complete bid. We will be applying for Emergency Capital Funds as well as the \$1 Billion in available Stimulus Funds. **Donna made a motion to approve Resolution 2009-8 Revision 1 of the 2009 Annual Plan.** Harvey seconded the motion. All members present voted in favor. Motion carried.

### Director's Report

Clint included the Waiting List Information in the Director's Report. The Ross Grant Monthly Report and Resident Priority List is also included. Sid reported that Ross Grant Coordinators now have office hours at Century Terrace and at Tower Hill. Office hours seem to be well received. A couple of proposals for Nursing and a Foot Care Clinics have been submitted. They are working on Housekeeping Proposals to keep residents having difficulty with housekeeping in compliance with their lease. There is a possibility of having gardens on the riverside at Century Terrace with six 4 x 10 beds (3 – 1 foot raised and 3 – 2 foot raised beds for walker and wheelchair access). A garden for Harborview would need to be on the West side of the building. Clint read in the Grand Rapids Press Home and Garden section reports that for every \$100.00 invested there is a return of \$1,000/\$1,700 on gardens. The Grand Rapids Housing Commission already has these programs operating through Ross Grants. Sid and Linda are going to Grand Rapids to check out their program.

Our presentation to the City Council will be at the Tuesday, April 7, 2009 meeting beginning at 7:00 p.m. in the City Council Chambers. Clint and Brandon will make the presentation.

### Finances

Due to staffing changes in our office and problems with the financial submission to our accountants and REAC, we are requesting a 90 day delay and moving our audit to June or July. There were outstanding invoices from 2008 that have recently been address. With these items and problems with HUD software we have not had any Financial Reports since November 2008. There is still some significant documentation that needs to be generated on 2008 accumulated time off and all open invoices need to be paid and closed. We hope to have Financial Reports again by May 2009.

### Action Items

There were no action items. There are no Financial Reports and there were no checks issued. Clint is now scanning all bills, forwarding them to the accountant in Atlanta, GA and they are issuing the checks. There are 100 Purchase Orders for 2008 that are still open. Al instructed Brandon to close the open purchase orders now. Brandon has reviewed quite a few already and they are complete, they are just not closed. Brandon is also working on streamlining the Purchase Orders. The Inventory will be updated totally with the new software. Al wondered if we are going to have a shortage of physical inventory as compared to inventory recorded on the books. Brandon said the inventory will need to be completely recounted. Our accounting firm has requested a dollar value of our inventory, and it is very messed up at best. Al is

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concerned that we are that far behind with office purchase orders, inventory and financial reports. Clint said that accountants will make a shot in the dark at the Financial Reports soon. Al thinks we should at least count the large inventory items first. He said he and Brandon could do this. Due to problems with the HUD System, closing of 2008 Financial Reports has been delayed. HUD is still working on PHA's with a June 2008 year end, we are a December 31 year end. Clint suggested that he and Al send an e-mail to the accountants about receiving some type of Financial Reports even if it is a preliminary report.

### Communications

The Century Terrace and Harborview Newsletters are included in communications.

### Resident Council

Clint reported that at this time there is no President for the Resident Council due to the removal of the President from the Housing Authority. We are in the process of having this position properly filled.

### Public Comment

Carol McCollum of Harborview wants the tree removed near the flag pole since it causes the flag to be shredded. She said that the pine tree is the enemy to our flag, a lot of people fought and died for our freedom and she is against allowing the tree to destroy the flag. Clint said the tree is a living thing and it should remain. Harvey suggested moving the flag pole. Al said we will take it under advisement.

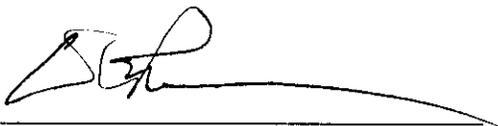
Geraldine Wilson of Harborview asked why we don't want to take the tree down to preserve the flag. She also asked why the stumps were not removed from the pines that were taken out. Clint said they were removed last Spring during the Spring Clean Up.

Sheryl Kuenzer had a comment about the bathroom being handicap accessible in her apartment and the kitchen is not. In our handicap units the bathroom has a tub which she cannot get into and the kitchen is wheel chair accessible.

### Commissioner Report

There were no Commissioner Reports or Concerns.

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



Dale Priester  
President



Clinton McKinven-Copus  
Executive Director  
Commission Secretary