

CITY OF MANISTEE HOUSING COMMISSION

Regular Meeting Minutes

October 27, 2009

The Regular Meeting of the City of Manistee Housing Commission was held on Tuesday, October 27, 2009 at 4:00 p.m. in the City Council Chambers at City Hall. Board members reviewed items in the board packets first, and the meeting was called to order by President Dale Priester at 4:15 p.m.

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

Members Absent: Vice-President Doug Parkes and Treasurer Elbert Purdom. Vice-President Parkes and Treasurer Purdom were excused due to a conflict with other meetings.

Approval of Minutes

There were no additions or corrections in the Regular Meeting Minutes of September 22, 2009, the Work Session Minutes of October 13, 2009 or the Special Meeting Minutes of October 13, 2009. **Donna made a motion to approve the Regular Meeting Minutes of September 22, 2009, the Work Session Minutes and Special Meeting Minutes of October 13, 2009.** Harvey 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

There was a correction that needed to be made in Resolution 2009-19: **IT IS HEREBY RESOLVED** Effective January 1, 2009 (**should be January 1, 2010**), the City of Manistee Housing Commission..... This resolution is concerning the 403(b) Tax Deferred Annuity Program that is part of the contract negotiations with the union. We need to establish the 403(b) Tax Deferred Annuity which becomes effective January 1, 2010. This will be for everyone on the staff, not just the union members. **Donna made a motion to approve Resolution 2009-19 Written Plan for 403(b) Tax Deferred Annuity Program.** Harvey seconded the motion. All members present voted in favor. Motion carried. Dale noted that the Manistee Housing Commission contribution is \$1,000.00 per person per year. Clint noted that we will be paying it in July and December and the employee contribution will only be matched up to \$1,000.00 per year if the employee also contributes that amount.

Resolution 2009-20 Internet/Computer Acceptable Use Policy – Donna asked who wrote this policy? Clint said that we borrowed the Manistee County Library Policy and modified it for

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our use. George reviewed the policy as well. Clint included under **IT IS FURTHER RESOLVED** that the Executive Director has authority to amend the Internet/Computer Acceptable Use Policy upon written recommendation of CMHC legal counsel, with changes to be confirmed by the Board of Commissioners at its subsequent meeting. This is in case there is some problem that should not wait for a month until commissioners meet. Each person will have to sign the policy before they can get on the computer system. Clint thought about individual accounts, but that would have cost a great deal in upgraded software. Therefore, U.S.B. storage drives may be supplied to the tenants for a small fee that they may store their information on. There will be monitors staffing the computer labs when they are in use. **Donna made a motion to approve Resolution 2009-20 Internet/Computer Acceptable Use Policy as presented.** Harvey seconded the motion. All members present voted in favor. Motion carried.

Change of Commission Meeting Date – Clint asked board members if they would like to change the date of the next commission meeting that is scheduled during the Thanksgiving week. Clint said he would rather not cancel a meeting, but reschedule if necessary. The meeting will be held on the regularly scheduled date of November 24, 2009.

Director's Report

Clint decided to address the Closing on the Manistee Plating Property first. It is in legal review at Detroit HUD and our legal counsel is trying to help HUD's legal counsel with the law on what can and cannot be produced. They wanted a complete title before the sale even took place and the title had signatures.

Energy Performance Contract – We have a draft of the contract for the financing, but no one seems to be able to locate Bruce Gockerman at this time. He will need to review this financing contract since he reviewed the original contract. If Clint gets this prior to our next meeting he may call a special meeting for approval of the contract.

Project Manager's Report

Brandon already mentioned the carpeting bids. He did not get enough local's to bid on the carpeting, only receiving one bid. He will now have to bid it out again regionally.

There are five boilers that need to be replaced due to problems that were discovered during the boiler inspections in the Scattered Site Units. There were three bids Anderson Heating & Cooling, Premier Heating and Custom Sheet Metal. Premier Heating is by far the lowest. Due to that, Brandon is also reviewing Custom Sheet Metal as our preferred vendor, and the work they have done for us in the past.

All electric stoves in Scattered Site Units will be replaced this year as well as the gas stoves in the Vine Street Properties. However, stoves will not be replaced in units where they are not being taken care of. Brandon got a call from Benzie Appliance the stoves are in stock and will be delivered on Friday. Installation will be completed by mid November by our maintenance staff.

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The Vine Street Development was started, ground was broke a week ago on Thursday. Foundation slabs were poured and blocks walls were laid. They are currently unloading and preparing the site for framing, which should begin tomorrow. They have already begun on the floors.

The Century Terrace Corridor Painting Upgrade is moving forward. All of the Common Area Rooms have been painted already, as well as the Fifth Floor, Fourth Floor and part of the Third Floor by our maintenance staff. At the same time, lighting in the hallways is being modified to increase the light. The bid for the floor covering came in under budget. Brandon said we should not have any problem getting three bids for the carpet during the regional bid.

The good news is that all projects have come in under budget. Brandon said he doesn't know if the economy is dictating the lower cost, but it will allow for a little money in reserve in case of an emergency.

Harvey asked if Brandon was familiar with Andersen Heating & Cooling. He said yes, Andersen is currently the Boiler Contractor and HVAC Company of choice. When Custom Sheet Metal was not responsive to a call due to lack of staff, Andersen was called. From talking with residents that have had Andersen in their unit, as well as maintenance staff, the customer service we have received from Andersen is much more responsive than Custom Sheet Metal. Their prices are much more competitive and they have the ability to repair what is existing, instead of just replacing everything which is more cost effective in most cases. In the first week Andersen worked on Zone Valves at Harborview we saved a great deal of money. Brandon has no complaints with Premier Heating and their installation of boilers, but would prefer to have Andersen for repairs due to his location in Manistee. Premier is located in Ludington. Andersen was the high bidder on the boiler installation because he carried a different type of boiler than we required and he could not get a preferred vendor discount on the boiler we wanted installed.

Finances

Clint said the last Financial Statements were produced in May 2009. We have not had success with getting reports out of Tenmast. It is due to mapping issues which does not allow accounts to translate over to the General Ledger correctly. Clint has been working with the President of Tenmast, and he has guaranteed Clint that by this Friday, our accounting firm should be able to produce June through September Financial Reports. The accountant has already produced statements through August, and have found that there are issues that need to be addressed. In the concessions, that came across they will have reports to us by October 30th. There are some corrections that need to be made to CFP, ROSS and other grant accounts. They have agreed to cover the cost of our additional accounting fees by issuing credit to our account, against what we owe them. They will also provide additional training for the accountant at no cost. The last two days the server has been a flurry of activity and they have been in the server almost 24 hours a day. Brandy said they seem to be making progress and

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she is to alert Clint if the process slows down. Clint said that there is so much information over so many months and he will have to go through the General Ledger to make sure that each expense has gotten in the correct account. He expects it to be at least 85% accurate or he will be talking to the Tenmast President again. Clint said that he intends to get this straightened out with Tenmast, because he does not want to have to change software again while he is the Executive Director.

Communications

The Harborview Happenings Newsletter and The Port City Tribune (Produced by Ross Staff) are included in communications.

Resident Council

The Port City Resident Council met in September to amend their by-laws with the changes requested by the Manistee Housing Commission. Clint reviewed the record of their meeting and their amended by-laws. Upon review of the PCRC record Clint determined the amendments were performed illegally because proxy votes were accepted. There is no provision for proxy votes in the PCRC By-laws. The PCR will have to readdress the amendments to their by-laws. Clint met with the PCRC to discern why no one from the PCRC attends Housing Commission Meetings; no resolution was reached.

Commissioner Report (Comments/Concerns)

Harvey said that he wanted to make clear on the Regular Meeting Minutes on page 3 that the person that told him about the unregistered vehicle was Carol McCollum and he had her tell him again in front of Lorna. He just wanted to make sure that we knew that he did not say that anyone was shacking up with a female resident in Harborview.

There was no further business to discuss. **Donna made a motion to adjourn at 4:40 p.m.** Harvey seconded the motion. All members present voted in favor. Motion carried.



Dale Priester
President



Clinton McKinven-Copus
Executive Director
Commission Secretary