

City of Manistee Housing Commission
Special Meeting Minutes
June 09, 2009

The Special Meeting of the City of Manistee Housing Commission was held on Tuesday, June 09, 2009 in the Conference Room at the City of Manistee Housing Commission administrative office. The meeting was called to order by President Dale Priester at 4:02pm.

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, and Brandon Jensen, Project Manager.

Discussion Items

Resolution 2009-10: Memorandum of Understanding with the Port City Residents Council

Clinton started by explaining the MOU to the board and discussing the requirements by HUD. Harvey asked who drafted the MOU, Clinton responded by explaining that Linda Brockway, ECHO consultant for the ROSS grant was the draftsman. Dale inquired about what the CMHC is responsible for financially for the MOU, and Clinton explained the guidelines outlined by HUD with a \$25.00 per year allowance given to the Residents Council. \$15.00 will be given to the resident council, and \$10.00 will be kept for CMHC oversight and supplies for the resident council. **Doug made the motion to adopt Resolution 2009-10: Memorandum of Understanding with the Port City Residents Council**, Donna seconded the motion. All members voted in favor. Motion Carried.

Resolution 2009-11: De Minimis Demolition of 104 and 104 ½ Park Avenue

Brandon explained the reasoning for the De Minimis application to the Board. Brandon stated that the De Minimis was necessary in order to transfer the two ACC subsidies to the new duplex which is part of the ARRA development plan. Doug asked of the conditions status of the two units. Brandon stated that he assessed the conditions to rehabilitate the two units and they were well beyond current repair. Brandon referenced the Physical Needs Assessment (PNA) performed by The Spicer Group, LLC. in 2006. These two units were two of the worst surveyed during the assessment according to HUD standards. Donna and Doug questioned the occupancy of the units, and Brandon stated that one side of the duplex building is vacant and the other is currently inhabited. With De Minimis being performed on the site the current resident will be relocated following HUD regulations and as outlined in the CMHC's HUD compliant ACOP. **Donna made the motion to adopt Resolution 2009-11: De Minimis Demolition of 104 and 104 ½ Park Avenue**, Doug seconded the motion. All members voted in favor. Motion Carried.

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Resolution 2009-12: Capital Funds Grant Stimulus Procurement Policy Amendment

Brandon explained that this amendment contains information regarding the ARRA Capital funds Stimulus Grant, and that the items outlined in this amendment will expedite the procurement proceedings. **Doug made the motion to adopt Resolution 2009-12: Capital Funds Grant Stimulus Procurement Policy Amendment**, Donna seconded the motion. All members voted in favor. Motion Carried.

Donna made the motion to adjourn at 4:32pm. Harvey Seconded. All voted in favor. Motion Carried.



Dale Priester
President



Clinton McKinven-Copus
Executive Director/Commission Secretary