

CITY OF MANISTEE HOUSING COMMISSION
Regular Meeting Minutes
April 21, 2008

The Regular Meeting of the City of Manistee Housing Commission was held on Monday, April 21, 2008 in the City Council Chambers at City Hall. The meeting was called to order by President Dale Priester at 3:06 p.m.

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

Members Absent: Donna Korzeniewski.

Also Present: Clinton McKinven-Copus, Executive Director/Commission Secretary and Lorna Perski, Housing Coordinator.

Approval of Minutes

Dale noted that there was one correction to be made in the Regular Meeting Minutes of March 17, 2008. On page 3 in the second paragraph the word except needs to be changed to accept. **Doug made a motion to approve the Regular Meeting Minutes of March 17, 2008 with the correction.** Al seconded the motion. All members present voted in favor. Motion carried.

Amendments to the Agenda

There were no amendments to the agenda.

Finances

Approval of the March 2008 Bills and Disbursements – **Doug made a motion to approve the March 2008 Bills and Disbursements.** Harvey seconded the motion. The Roll Call Vote – President Priester – Yes, Vice-President Parkes – Yes, Treasurer Purdom – Yes, and Commissioner Good – Yes. Motion carried. In response to the question in the March 17, 2008 minutes about his reimbursement included in the January 2008 Bills and Disbursements, Dale noted that the housing commission receives a \$1,000.00 reimbursement when he attends meetings for the Underwriting Committee of Housing Authority Insurance Group. Dale asked about the ServPro bill for \$21,000.00. Clint said one was a turnaround of one of our units and one was the turnaround for one of the Domestic Violence Units. Money to pay for the Domestic Violence Unit will come from MSHDA Funds. The amount for our unit will come out of CFP Funds. The payment to the City of Manistee is our PILOT Payment. Al noted that there were two checks to the new Fee Accountant one for \$4,546.00 and one for \$3,475.00. Al asked about Check #1037 to Model Coverall it seems high. Clinton said that Model put winter rugs in the tiled entry area at Century Terrace. Close to two-thirds of the bill is for changing the winter rugs, these are changed according to the amount of soil. Al also asked about the cost of postage \$709.00 is very high for a month. That included a quarterly charge to lease the postage meter. We normally buy our postage in \$200.00 amounts. Harvey asked about the Balance Sheet for Capital Funds 2006 in March 2008 Financial Reports. The total liabilities and equities do not add up. Doug noted that none of it adds up. Al asked if the note receivable that we had with a former tenant is down to \$2,000.00. Clint said that it was actually paid off now. **March 2008 Financial Reports were not accepted, they are tabled until the next regular meeting.** Al asked what the expense was under the Combined Consolidated Financial Reports under other

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general expense for \$5,031.98. \$5,000.00 was used on the Domestic Violence House to hold it, this is being returned to Public Housing Funds. Clint said that going forward we will not have the Consolidated Budget Comparison since we are trying to squeeze a two year Grant Program into a month-to-date format. The Public Housing Balance Sheet is the report that actually tells us where we are at financially.

Communications

Century Terrace and Harborview Newsletters and the Community Police Officer Report were included in communications.

Director's Report

Resident Council Training is scheduled for May 29th at 10:00a.m. Clint encouraged commissioners to attend if possible, they will be explaining the purpose of a resident council according to HUD. If our residents want a resident council they will set it up.

The contract to have our buildings rewired for Cable Television is still dragging on. Clint talks with George weekly, but there are still some hold ups. We had issues with the contract and their access to our premises. They also want sole solicitation rights (so we do not allow any other cable or internet provider to come in), which we cannot give them according to HUD. It has been about a year since we began trying to get the buildings rewired.

The new auditors will be on site next week. Clint invited commissioners to stop by the office and meet them.

Project Consultant's Report

Clint and T will have more information and a final report on the Security System at the next meeting. T has made recommendations regarding the Manistee Plating Site Acquisition in section three of his report. He suggests that the current property owner pays \$2,200.00 to the MDEQ and we pay the full sale price for the property to the owner. \$2,200.00 is the best settlement that we can get from MDEQ. We had proposed \$1,200.00 to MDEQ. Doug asked if the current property owner can just pay the \$2,200.00 and get the lien released from his property whether we purchase it or not. Clint said that he thought the amount of \$2,200.00 is contingent upon us purchasing the property, so it needs to happen in conjunction with the sale.

Harvey asked about Linda Brockway and the grants that she has applied for. She reported to Clint that she has had to supply additional information for the grants but no decision has been made yet.

Old Business

Al reported that he and Clint have been talking to Yardi. Our accounting costs are way out of line and we should get them to commercially feasible rates. We have paid our fee accountants too much and there is some negligence on their part. He noticed that we get charged every pay period \$50.00 to record the payroll. If Laskey isn't giving payroll to us in the correct format, we should see if they can. We should only have to key in a few numbers, and this should

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be done on site. This all started with the laundry problem, and the accountants told us that the best way to deal with this was to have residents get change and return to the coin system. He feels that they have tried to smooze us with statements like that's a HUD requirement, that's the way it works or you don't understand the software, etc. He feels we are paying way to much for the software and he is willing to put himself at risk and do something. We have all this money invested and Yardi is going to spend four hours of training and try to straighten out the problems. Yardi tried to say that our staff is not up to speed, and Al told them that he did not believe that, since he had been in the office on more than one occasion and he thought the staff was capable, willing and understands what they are supposed to do. Yardi has offered not to charge us for half of this year's renewal fee, they would only charge the portion that is for hard costs. This amounts to about \$4,000.00. Our next move is to see the results of the Yardi's training. If after the training it is still not working out, Al thinks we need to get rid of Yardi. Doug said that if there are design flaws then Yardi owes us something more back. Clint said that after the training, he expects Yardi to say that it is a staff issue, since every time he talks to them they bring up that point. Clint said that other housing authorities that use Yardi are also having similar problems and it seems to be with the Yardi's set-up and limitations. Al noted that every conversation with them starts out with you don't understand, then they give some acronym but do not get to the problem. Clint said that talked to Yardi about setting up a charge code in the software. He was instructed to go to on-line help and print off instructions to set up a charge code. He could not get their instructions to match up with any screen in Yardi, he spent three hours and was still unable to create a simple charge code.

New Business

There was no New Business.

Public Comment

There was no Public Comment

Commissioner Reports

There were no Commissioner Reports

There being no further business, **Doug made a motion to adjourn the meeting at 3:50 p.m.** Harvey seconded the motion. All members present voted in favor. Motion carried.



Dale Priester
President



Clinton McKinven-Copus
Executive Director
Commission Secretary