

CITY OF MANISTEE HOUSING COMMISSION

Regular Meeting Minutes

January 21, 2008

The Regular Meeting of the City of Manistee Housing Commission was held on Monday, January 21, 2008 at 3:00 p.m. in the City Council Chambers at City Hall. The meeting was called to order at 3:04 p.m. by President Dale Priester.

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

Members Absent: None

Also Present: T. Eftaxiadis, Consultant; Clinton McKinven-Copussss, Executive Director/Commission Secretary and Lorna Perski, Housing Coordinator.

Approval of Minutes

There were no additions or corrections to the Regular Meeting Minutes. **Doug made a motion to approve the minutes of the Regular Meeting of December 17, 2007.** Al seconded the motion. All members present voted in favor. Motion carried.

Amendments to the Agenda

Under Old Business: Authorization for the President and Executive Director to sign letter requesting MDEQ to discharge the lein on the former Manistee Plating property.

Finances – Action Items

Approval of December 2007 Bills and Disbursements – **Doug made a motion to approve the December 2007 Bills and Disbursements.** Donna seconded the motion. The roll call vote: President Priester – Yes, Vice-President Parkes – Yes, Treasurer Purdom – Yes, Commissioner Korzeniewski – Yes and Commissioner Good – Yes. Motion carried. Discussion followed with questions about the \$5,000.00 check to ALM. This was a good faith deposit on the 236 Grove Street Purchase. It has been returned to us already. Al asked if the new fee accountant provides an itemized bill. Clinton noted that they took over Michelle Rayfield's contract and have had excessive journal entries to reclassify journal entries. Donna asked how we get \$100,000.00 over budget according to the Financial Reports. This is for replacement of furnaces, etc. for the homes that need to be reclassified to CFP Funds. It was classified incorrectly by Michelle as operating expenses. Doug noted that column C4 and C5 on the Operating Net Income page should equal C6, but it does not. Doug also mentioned that under the category of Budgeted Income YTD, Harborview is under budget by one months revenue and Century Terrace is barely under budget with more vacancies. Al noted that the laundry income that is on the report does not make sense. AAL sends us revalue cards which we purchase, and later they send us a check for our percent of machine usage. Dave Berrier from Rector, Moffit and Lindsey, PC will address the laundry issue. Dave is coming to Manistee for an on site visit on January 31 and February 1, 2008. Dale asked if anything would be collectible under errs and omissions from Michelle Rayfield. **December 2007 Preliminary Financial Statements were not approved and placed on file.**

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Finances – Information/Report (for acceptance)

Inventory System Report, submitted by Brandon Jensen – Clinton reported that there was only a 16% error rate in the Inventory System (see Total Items Under Inventory Report). Our auditors had indicated that there should be no more than a 20% error rate. We have gone from not having our inventory tracked at all to a system that is working well. All items are now being recorded going in and coming out through purchase orders and work orders. Clinton also said that we need to determine the value of the inventory in the future, after we get the fixed assets reconciled.

National City Credit Card – Anytime there is activity on the National City Credit Card a report will be included in the board packet to commissioners.

Communications

The Century Terrace and Harborview Newsletters are included in communications.

Director's Report

Clinton is still speaking with George Saylor about the Charter Communications contract for rewiring of the high rise buildings. They sent an incorrect copy of the contract to George and he is awaiting the new contract. There are still a couple issues with the contract.

Old Business

The Project Consultant, T. Eftaxiadis provided a draft of a letter that is to be submitted to the MDEQ to discharge the environmental lien on the Manistee Plating Property. For the due care obligation of the owner, Mr. Pienta, data was used from the MDEQ testing. T noted that there was only one actual soil sample at a cost of \$1,200.00 that was taken by the MDEQ while Mr. Pienta owned the property. We would need to include the \$1,200.00 amount as an eligible environmental cost in a future Brownfield Plan that will be prepared for the redevelopment project and pay the State through future Brownfield TIF. T recommended that the commission make a motion for the President and Executive Director to sign the letter to the MDEQ. **Doug made a motion to authorize the President and Executive Director to sign the letter to the MDEQ to remove the environmental lien from the Manistee Plating property.** Harvey seconded the motion. All members present voted in favor. Motion carried.

New Business

Resolution 2008-1 – Succession Plan – There are several documents and policies that will be required to be in place as we progress through the application process for the Capital Fund Financing Program, the succession plan is one. The Succession Plan has been modeled on the Traverse City Housing Commission's plan. The Traverse City Housing Commission recently went through the application process for CFFP. As we go forward there will be several documents for board review and approval. Clinton will endeavor to keep all approvals to regular meetings, however some may require faster action and a special meeting. **Doug made a motion to approve Resolution 2008-1 – Succession Plan.** Donna seconded the motion. All members

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present voted in favor. Motion carried. Clinton noted that he will need Resumes and Bios of Commission members to be included with the CFP Financing Program information.

Public Comment

There was no public comment.

Commissioner Reports and Concerns

Doug asked about the Community Policing. Dave DeForrest has been attending functions at Harborview and has asked about functions at Century Terrace. He has now begun receiving the Century Terrace Newsletters that provide information about up coming events and will begin attending their functions to talk to tenants. They have begun to police buildings late at night and early morning, and place stickers on cars that are improperly parked in tenant spaces. The Community Police do not have any set hours or specific amount of hours they need to put in. We are still receiving subsidy from HUD for the apartment that they reside in.

There being no further business, **Donna made a motion to adjourn the meeting at 4:04 p.m.** Harvey seconded the motion. All members present voted in favor. Motion carried.



Dale Priester
President



Clinton McKinven-Copus
Executive Director
Secretary