

CITY OF MANISTEE HOUSING COMMISSION
Regular Meeting Minutes
October 20, 2008

The Regular Meeting of the City of Manistee Housing Commission was held on Monday, October 20, 2008 in the City Council Chambers at City Hall. The meeting was called to order by President Dale Priester at 3:03 p.m.

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

Members Absent: None

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

Approval of Minutes

There being no additions or corrections of the minutes, **Harvey made a motion to approve the Regular Minutes of September 15, 2008, the Work Session Minutes of September 15, 2008 and the Special Meeting Minutes of October 6, 2008.** Al seconded the motion. All members voted in favor. Motion carried.

Amendments to the Agenda

There were no amendments to the agenda.

Old Business

There was no Old Business.

New Business

Establishment of CMHC Resident Council – At a September 30, 2008 properly conducted vote, by the League of Woman Voters, the following officers were elected to the City of Manistee Housing Commission Resident Council: Larry Fox, President; Julayn Fulmer, Vice-President; Vida Raymond, Secretary and David Lanning, Treasurer. Clint notified the HUD Field Office of the election results and they are satisfied. The HUD Field Office will give us information on where to go from here. **Al made a motion to recognize the newly established City of Manistee Housing Commission Resident Council with election of officers.** Donna seconded the motion. All members voted in favor.

Capital Funds Improvement Plan (Brandon Jensen) – Brandon reviewed the CMHC Capital Funds Projects Executive Summary. Brandon reported that there are seven projects that are slated for completion in the 2008 calendar year. Three of those projects will be pursued as funds become available: Vine Street Building Demolition (current CFP dollars will be used for the demo), Manistee Plating Purchase (possible through moving operating money from our current books to CFP funds) and Manistee Plating Due Care (possible through the writing of grants on a variety of governmental levels and will be performed only as grants allow). The

Regular Meeting Minutes

October 20, 2008

Page 2

remaining four projects: CMHC Home Replacement, Century Terrace West Stairwell Renovation, CMHC Maintenance Truck Replacement and Century Terrace Security Access-Entire Building (will hopefully be carried out during 2008-2009 under current CFP figures). In 2009 the additional projects of Harborview Security Access-Entire Building, Parking Lot Resurfacing (Century Terrace East Lot) and Century Terrace Landscape (Drainage) will be completed with 2009 CFP funds. This could change if CFFP Funds are allocated to CMHC. The report also included projects for 2010-2012. Brandon reviewed the CMHC Capital Fund Projects Budgeting Summary which breaks down the cost and sources of funding for all projects. Numbers in red are the cost of the projects. This report also includes what our projected funding will be.

Dale asked about what item that the board needs to approve now. There is a draft letter addressed to the City of Manistee regarding the flooding we have had at Century Terrace. A final copy would be sent to Mitch Deisch, City Manager asking the city to take a look at the drainage problem at the entry of Century Terrace. **Doug made a motion to send the letter in its final form to Mitch Diesch, City Manager regarding the drainage problem at the entry of Century Terrace.** Donna seconded the motion. All members voted in favor. Motion carried.

Security Control at Century Terrace – The Security Cylinders will be installed in all apartment doors if the proposal is approved. Internal controls for security at Century Terrace will be greatly improved by recording a key log of all keys. The cost to have all cylinders changed at Century Terrace from Crystal Lock is \$16,480.00. These keys will be non-duplicating since there is only one provider in the Lower Peninsula, and keys will not be able to be made at the local hardware store. All keys will be stamped with a numbering system that is separate from the apartment numbering order to maintain internal control. CMHC Administration will perform an Independent Cost Analysis again for the Harborview Security Cylinder change. **Donna made a motion approve the installation of the Security Cylinders at Century Terrace at a cost of \$16,480.00.** Doug seconded the motion. Four members voted in favor. Harvey was opposed. Motion carried. Donna asked when installation would be complete. Brandon said cylinder installation could be completed within approximately 30 days. CMHC contacted City of Manistee officials regarding the success of their Security Key System and they reported that these security keys and cylinders have been an effective means for improving building security.

Director's Report

Clint met with Noah of Charter Cable TV at George Saylor's office to go over the Charter Cable Contract. Every time they send the contract back they have something else changed that was previously agreed upon. Noah was told that if Charter Cable does not want to rewire the buildings and provide service to let us know so we can find an alternative service for our residents.

Finances

Clint reported that there was no Check Summary to review for September Bills and Disbursements as it was not received in time for the meeting. They came at the last minute and he tried to copy them, but we had copier issues, so he was unable to print them in time. Clint will e-mail reports to commissioners so they can review them before the next meeting. Clint will contact the accountant to see about getting reports in a timely manner as the current time line is

Regular Meeting Minutes

October 20, 2008

Page 3

unacceptable. The approval of September Bills and Disbursements was tabled September 2008 Financial Reports also were not received in time for the meeting. The approval of September Financial Statements was tabled. Clint noted that in September he and Al were considering moving some of our funds to other banks to make sure our money was properly insured. Two checks in the amount of \$100,000.00 were prepared for this, one got voided and recorded in the September books, and one did not get voided until October. In the end we did not move any of our funds, the sweep account we have goes into government securities and is covered.

FY 2007 Audit – Al reviewed and reported on the 2007 fiscal year audit. Al brought to the commission's attention on page 4 our change in net assets, we are \$500,000.00 down. On page 8 of the report under Economic Factors and Events Affecting Operations, this section reports the reduction of Public Housing Operating Subsidy funds in 2007 and the projected increase in health care, including the effects these cuts will have on Public Housing. It also mentions that low rent public housing utility adjustments have been halted as part of the Operating Fund Subsidy Program. In the conclusion on page 8 Al feels the statement is unusual for an audit. He also noted that on page 11 the net cash used by operating activities this year was \$143,733.00 and \$162,000.00 in CFP Funds. Al feels that we need to be careful with spending during the next year due to 2007 spending, and current and projected subsidy cuts. On page 20 there are more debts than assets for the DVG house. There are administration fees and funds for repair of house that are a part of the MSHDA Mortgage. There is an operational deficit reserve fund to make repairs over time on the house. Page 21, line #962 Other General Expenses \$39,000.00 is for repairs required by MSHDA on the DVG Home. Again Al mentioned that he thinks we need to be extremely cautious with spending in the year to come. So far in the first ten months of 2008 we are holding our own.

Communications

The Century Terrace and Harborview Newsletters and a report from Officer DeForrest are included in communications.

Public Comment

Julayn Fulmer, Vice-President of the new Resident Council asked if they can have an official meeting of the new Resident Council to get some activities going for residents. Clint said he thinks that it would be okay to begin meeting and that the next step would be to work on the by-laws. He also reminded residents that there can be no gaming as part of resident activities.

Vida Raymond, Secretary said the board talked about new door locks, what about the windows that are left open for people to climb in. Clint said that he met with the local police chief and the prosecutor who told him that tenants will need to contact them as soon as they see someone climbing in windows or if anything else is going on. Police report will need to be made and tenants will have to give their name to police and file reports in order to see change.

Steve Long former Flint Housing Commissioner, and currently a grant writer, said that residents are not going to come forward unless they feel protected. He suggested that we salvage the old locks when we change to the new security locks and donate them to Habitat for Humanity in Ludington. He also said he facilitates community engagement and parliamentary procedure workshops.

Regular Meeting Minutes

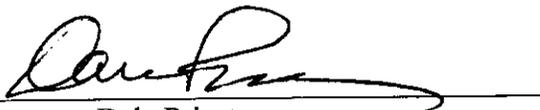
October 20, 2008

Page 4

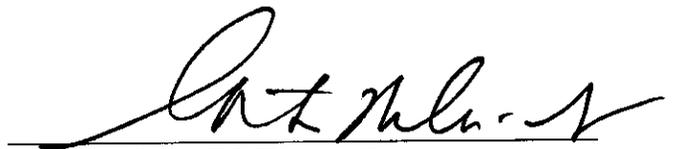
Commissioner Comments

Harvey reported that dumpster was a mess this weekend and that the second dumpster was locked. Brandon noted that this happened over the weekend due inspections being scheduled for the high rise units for Monday and Tuesday. He also asked why the phone was not answered when T called earlier.

There being no further business, **Donna made a motion to adjourn the meeting at 4:10 p.m.** Doug seconded the motion. All members voted in favor. Motion carried.



Dale Priester
President



Clinton McKinven-Copus
Executive Director
Commission Secretary