

CITY OF MANISTEE HOUSING COMMISSION
Work Session
September 15, 2008

Brandon Jensen, Project Consultant addressed the commission. He asked if members had completed the chart that was handed out at the last work session. Brandon passed out another sheet that he asked commissioners to complete indicating a non-scored subjective opinion of which projects should be performed first with Capital Funds money. Projects excluded from this subjective opinion include: the Energy Performance Contract and the Demolition of the Vine Street Properties.

Due to lack of maintenance under the former director, some projects have become larger items. Some of the larger items include: the Parking Lot (mil and resurface), full generator replacement, Harborview exterior due care and the Century Terrace Stairwell.

Manistee Plating property due care does not have to be performed immediately. At this time, CFP Funds will be used for more essential projects and due care will commence once funding becomes available, or grants can be obtained. Information about Manistee Plating has been submitted to HUD for the third time regarding acquisition and due care.

There will be a Special Meeting on October 6, 2008 at 3:00 p.m. in the Manistee Housing Commission Conference Room to approve the Annual Five Year Plan.

The meeting adjourned at 3:45 p.m.



Dale Priester
President



Clinton McKinven-Copus
Executive Director
Commission Secretary

CITY OF MANISTEE HOUSING COMMISSION
Regular Meeting Minutes
September 15, 2008

The Regular Meeting of the City of Manistee Housing Commission was held on Monday, September 15, 2008 in the City Council Chambers at City Hall. The meeting was called to order by President Dale Priester at 3:07 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: 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 to the minutes, **Doug made a motion to approve the Regular Meeting Minutes of August 18, 2008.** Donna seconded the motion. All members voted in favor. Motion carried. **Doug made a motion to approve the Special Meeting Minutes of September 8, 2008.** Donna 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

There was no New Business.

Director's Report

The Detroit Field Office notified CMHC in late August of the award of two grants/contracts: \$250,000.00 for Resident Opportunity and \$250,000.00 for Self-Sufficiency (Ross grants/contract). Clint will meet with Linda Brockway to begin implementation plans for the grants.

Project Consultants Report (Brandon Jensen)

Brandon's status report included items that were not covered in the previous work session:

Century Terrace Fire Damage - The vents and ducts are in the process of being completed this week and the unit is roughed in with new drywall and electrical boxes. Cleaning of the hallway carpet, walls and light fixtures will take place after rough in of unit is complete. The project is on schedule with an expected completion date of September 21, 2008.

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Storm Damage at Scattered Sites – Repair of exterior damage to the Scattered Sites should be completed by September 16, 2008. We will be able to save some money due to materials that we had on hand: siding, soffit and fascia.

Doug asked about the excessive number of days since unit 217 at Century Terrace had been turned around in the Unit Availability Report. This unit has not been vacant the amount of time listed. Clint noted that this most likely is an error in the Yardi System.

One of the commissioners asked if we could use some of the Persons with Disabilities Ross Grant money for key fobs or the rear entry handicapped accessible door that tenants have requested.

Finances

The August Bills and Disbursements were reviewed. There were no items that needed clarification. **Doug made a motion to approve the August 2008 Bills and Disbursements.** Donna seconded the motion. All members voted in favor. Motion carried.

The August Financial Statements were reviewed. **Doug made a motion to accept the August Financial Statements and place them on file.** The motion was seconded by Donna. All members voted in favor. Motion carried.

Communications

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

Public Comment

There were no Public Comments.

Commissioner Comments and Concerns

Harvey made a comment about Dave DeForrest. Dave works 10-12 hours a day and works his charter boat service as well. How much time can he be spending on the Manistee Housing Commission Community Policing?

At 3:25 p.m. **Doug made a motion to adjourn to the Work Session.** Donna seconded the motion. All members voted in favor. Motion carried.

The Work Session and Regular Meeting adjourned at 3:45 p.m.



Dale Priester
President



Clinton McKinven-Copus
Executive Director/Commission Secretary