

CITY OF MANISTEE HOUSING COMMISSION

Regular Meeting
February 19, 2007

The Regular Meeting of the City of Manistee Housing Commission was held on Monday, February 19, 2007 at the City Council Chambers. The meeting was called to order at 3:05 p.m. by President Dale Priester.

Members Present: President Priester, Vice-President Parkes, Treasurer Purdom, Commissioner Korzeniewski and Commissioner Good.

Members Absent: None

Also Present: Linda Brockway of Economic Consultants for Housing Opportunities, Clinton McKinven-Copus, Executive Directory/Secretary and Lorna Perski Housing Coordinator.

There were no additions or corrections to the minutes. **Doug made a motion to approve the regular minutes of January 15, 2007.** Donna seconded the motion. All members voted in favor. Motion carried.

At this time Clinton requested that the agenda be amended to move Linda Brockway to the next position on the agenda to enable her to catch a flight on time for her next presentation.

Old Business

Report from Linda Brockway – Linda provided and reviewed a packet of information on the demolition plan, for 1703 and 1707 Vine Street, Linda noted that she had the required resident meeting for residents of the family homes on February 1, 2007. This meeting provided information on the Demolition of 1703 and 1707 Vine. She only had two resident in attendance at that meeting and they were in agreement with the demolition plan. Linda's packet also included a Demolition/Disposition Application, Resolution #2007-2, Disposition of 1703 and 1707 Vine Street for board approval, a sample letter that will need to be provided from the Mayor of the City of Manistee, the Spicer Group Architectural Review of the properties to provide cost of repair and replacement to HUD, information on an Environmental Review, changes to the Revised Annual Plan and a copy of the Demolition Plan to be forwarded to the field office. Clinton will need to sign the application and board members will need to approve the Resolution for Disposition of 1703 and 1707 Vine. Linda noted that she will have to complete an acquisition plan for the new duplexes.

The Spicer Group has given Linda an approximate quote of \$13,000.00 each for the demolition of 1703 and 1707 Vine Street. Cost to replace each of these units with duplex units would be approximately \$152,000.00

Doug made a motion to approve Resolution #2007-2 Disposition of 1703 and 1707 Vine Street. The motion was seconded by Harvey. All members voted in favor. Motion carried.

Linda asked board members if they had any questions on either of the grants that we received. She reported that we have received the Domestic Violence and the Youth Build Grant.

Regular Meeting Minutes

February 19, 2007

Page 2

Dale asked what the time frame will be. We are working with Casman Schools on the Youth Build Grant. She met with them today and we will have to hire a Construction Trainer and a Construction Supervisor. They will start working with students in September 2007. Clinton noted that Linda will send an overview of the grant by e-mail. The e-mail will be forwarded to board members to come up with a list of things that people in the community might ask you. We will then meet jointly with the Casman Schools Board to go over the information so both boards are equipped to answer community questions. Linda and Clinton met with the MSHDA Representatives on February 2, 2007 and looked at some houses that could be purchased with Domestic Violence grant money. Clinton is talking with the City of Manistee to see if they would donate some land for new homes to be built for Domestic Violence. Linda will meet with MSHDA to get them the paperwork they need for the grant within the next two weeks.

At this time Clinton requested to move up the New Business item, Authorization to make offers, execute purchase agreements and all related matters in fulfillment of the MSHDA grant, so Linda Brockway could discuss this issue. Linda said basically we did find one home that would qualify for the Domestic Violence Grant. She noted that we are looking at making an offer on this home at 509 First Street. Once we make the offer, we need someone to sign the offer and she is asking that the board appoint Clinton to sign offers.

The December 2006 Bills and Disbursements were reviewed. Al and Clinton are investigating booked assets, are they really assets or are some fraud. One item in questions was a seawall at Harborview. Harvey said there was a seawall installed by Seng's at Harborview about two years ago. Clinton noticed that the profit and loss for the year shows an \$18,000.00 deficit in the budget. The deficit does not show up for HUD since Fraud Recovery Funds are included in the total reported to them. **Harvey made a motion to approve the December 2006 Bills and Disbursements.** Al seconded the motion. The Roll Call Vote: President Priester – Yes, Vice-President Parkes – Yes, Treasurer Purdom – Yes, Commissioner Korzeniewski – Yes and Commissioner Good – Yes.

The December 2006 Financial Statements were reviewed. **Doug made a motion to accept the December 2006 Financial Statements and place them on file.** Harvey seconded the motion. All members voted in favor. Motion carried.

At this point Clinton introduced Michelle and Tommy Rayfield to board members. Michelle is the Acting Fee Accountant until the proper RFP's can be reviewed and a permanent selection made. Tommy is a trainer with Yardi Systems, Inc. and was here training office staff. Michelle, Tommy, Al and Clinton met before the meeting and came up with some reports for the board. A more customized report will be set up for the March Meeting.

The January 2007 Bills and Disbursements were reviewed. The new report for this is called Check Summary. Doug asked if they would not be receiving a payroll breakdown in the reports any longer. Michelle noted that the amount of checks were on the list for those that do not have direct deposit. The direct deposit amount is a lump sum for all employees using direct deposit. Harvey inquired about the charges for Rayfield. Michelle noted that this was her travel and fees for January. Michelle informed board members that items listed as Check #1 at the beginning of the Check Summary are the direct withdrawal's from the account, the three digit check numbers are the checks being issued from the office and the large numbers beginning with

Regular Meeting Minutes

February 19, 2007

Page 3

1 are the check being issued for payroll from Laskey Accounting. **Doug made a motion to approve the January 2007 Bills and Disbursements.** Donna seconded the motion. All members voted in favor. Motion carried. The Roll Call Vote: President Priester – Yes, Vice-President Parkes – Yes, Treasurer Purdom – Yes, Commissioner Korzeniewski – Yes and Commissioner Good – Yes.

The January 2007 Financial Statements were reviewed. Michelle provided a copy of an Income Statement and a Balance Sheet for January 2007. Al had questions about the beginning equity on the Balance Sheet. Equity is approximately \$60,000.00 different on the January 2007 Balance Sheet than it was in December 2006. Michelle noted that CFP Capital Assets are not included in the January Report. The January Report only includes the Public Housing portion of assets. In Yardi each program has it's own general ledger. Michelle said that we can include all of the properties before the reports are run in the future. **The January 2007 Financial Statements were accepted and placed on file.**

The Aging Report was reviewed and Dale questioned whether we need to write-off account #05030-03. Clinton will be bring additional write-offs to the board at the July meeting. Our usual time to write-off accounts are in July and December.

Clinton said that Blue Cross Blue Shield would issue a letter for our auditor saying they could not find any error in our payments. However, we have not received the letter that we were promised. More time and resources have been spent on this issue than it was worth already.

Communications

Century Terrace and Harborview Newsletters are included in communications.

Reports of the Director

Clinton reported that the Installation of Cabinets at Century Terrace have been completed.

Thursday, February 22, 2007 at 2:00 p.m. bidding closes for Auditing and Fee Accounting. Thirty firms have looked at the bid, but only a few said they will bid. The Fee Accountant will need to be familiar with Yardi Systems. In addition to posting their bid on the NAHRO website, we are also supposed to receive hard copies from bidders and Clinton has not received any yet. Twenty-one firms have look at the auditing bid. We contacted the city's auditing firm, but they have not even looked at the website. Bidders need to be on the HUD approved list, and have five years of HUD auditing experience. Clinton thought he would at least have Fee Accounting Proposals for the March Meeting, possibly Auditing Proposals.

New Business

Authorization to make offers, execute purchase agreements and all related matters in fulfillment of MSHDA grant – There have been no offers made since there is no one that has the authority to make an offer at this point. Clinton noted that there is also some discussion about the City of Manistee donating some land to build new buildings. There is some city property on

Regular Meeting Minutes

February 19, 2007

Page 4

Grove Street across from the ball park. We have to remember that this is a loan grant over a 30 year period. We will receive all of the rental income for maintenance and profit. If we get the property donated there are some other things that can be done with the grant. John Rose and Jerri Lynn Gibbs are working to get city property donated. Someone will need to be appointed to make an offer and then MSHDA in Lansing would have to inspect the property and approve the offer. Clinton said he would have Mark Niesen inspect to see what may need to be brought up to code according to the City of Manistee. Doug thought that Clinton could make an offer, but it should be approved by the board. He thought something should be drawn up by Bruce Gockerman's office so a seller knows that Clinton would need to have approval from the board and MSHDA before any offer would be binding. We do not have to purchase homes in the City of Manistee. There would be PILT to pay on the houses, which is based on 10% of collected rent. The 2006 PILT for our existing properties was just over \$33,000.00.

Public Comment

There were no public comments at this meeting.

Commissioner Reports

Harvey questioned whether office renovation is behind schedule. Clinton said that it is behind and that is Spicer's problem. There was a problem Friday when the contractors cut the alarm wires causing issues, including two hours of overtime for our maintenance department. The overtime is being billed to the contractor.

Harvey also noted that he has been monitoring the garbage dumpsters since the holidays. This morning the garbage was stacked like a pyramid on top of the dumpster. He thought that we need more pick-ups each week or a larger dumpster. Doug thought that we should monitor to see if it is just our people filling the trash this full. It was determined that it probably is not just our people, but it would be hard to monitor the dumpster since we do not know what workers or family members may be taking trash out for residents.

There being no further business to discuss, **Doug made a motion to adjourn the meeting at 4:20 p.m.** Donna seconded the motion. All members voted in favor. Motion carried.



Dale Priester
President



Clinton McKinven-Copus
Executive Director
Secretary

CITY OF MANISTEE HOUSING COMMISSION

Special Meeting
February 12, 2007

The special meeting of the City of Manistee Housing Commission was held on Monday, February 12, 2007 in the community room at Century Terrace. The meeting was called to order at 3:05 PM by President Dale Priester.

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

Members Absent: Commissioner Donna Korzeniewski

Also Present: Clinton McKinven-Copus, Executive Director/Secretary

Executive Director, Clinton McKinven-Copus presented the Management Assessment for Public Housing Agencies 2006 report to the Commissioners. A discussion comparing 2005 with 2006 ensued. Following the discussion Vice-President Doug Parkes motioned the adoption of Resolution 2007-1 enabling the submission of the report to REAC; motion was seconded by Treasurer Elbert Purdom.

President Priester called for the vote. Resolution 2007-1 passed unanimously.



Dale Priester
President



Clinton McKinven-Copus
Executive Director